



Tuesday January 20

## Announcements

### Supervisor and Employee Training

Our team has revamped the Learning Central LoboTime Supervisor training. Supervisors that completed the previous training are not required to retake the updated course, but we encourage them to review the updated version in preparation of using the new system. The training can also be found on the [Job Aids and Training Page](#) on time.unm.edu.

### Employee and Supervisor Hands on Practice

Starting today, employees and supervisors will have access to the LoboTime Training and Testing Site.

- Allows HR Agents to support employees and supervisors who would benefit from “hands-on experience” in the Training and Testing Site.
- Employees and Supervisors can access the Training and Testing Site from time.unm.edu.

### Future Work Heading into February

As we move towards go-live we will be shifting our focus to more complex scenarios and go live support.

- Complex Leave Scenarios: Jan. 23
- Union Scenarios: Jan. 30
- Go Live support: Feb. 6

### Support Resources

- Online Training Modules: <https://learningcentral.unm.edu>
- Job Aids: <https://time.unm.edu/ukg-training-modules/index.html>
- LoboTime Weekly Roundups sent weekly and posted on [time.unm.edu](https://time.unm.edu)
- Gather questions and submit to [time@unm.edu](mailto:time@unm.edu). They will be reviewed during our Tuesday Drop In Sessions

### Upcoming Meetings

**Friday Jan. 23: UAT Session Six, Advanced Topics - Complex Leave Scenarios**

11 a.m. | [zoom](#) | Meeting ID: 960 2816 9815 | Passcode: lobotime

- Compensatory Time
- Other Paid Leave (Bereavement Leave, Jury Duty)
- Paid Parental Leave
- CAT leave
- FMLA

Missed a session? No worries – **Zoom recordings** and slide decks for the Tuesday Q&A Sessions and the Friday LoboTime Training Sessions are posted on [time.unm.edu](http://time.unm.edu) and available for viewing following meetings.

## This Week's Test Scenarios

### Hands on Practice for Employee and Supervisors

On Tuesday, Jan 20, employees and supervisors will have access to the LoboTime Training and Testing Site. This is targeted towards Employees and Supervisors who would benefit from hands on experience as identified by HR Agents or Org Managers. Before inviting folks to participate, please keep in mind the site is not a complete replica of the 'live' site and confirm that they are in the training environment.

#### Employees

- Punch in and out
- Submit leave requests
- Review/correct timecards
- Approve timecard

#### Supervisors

- Review/correct employee timecards
- Approve leaver requests
- Approve timecards

#### Org Managers

- Practice troubleshooting questions from employees and supervisors

## FAQ's

### How can departments support faculty who supervise staff or students and don't have time for timekeeping actions?

Supervisors can designate a backup in two ways:

1. Assigning someone as an Org Manager for permanent access, or
2. Using temporary delegation initiated by the faculty member. Delegation can span more than one pay period, but ongoing needs should be handled through an Org Manager assignment.

### Do 12-month faculty who do NOT supervise anyone need to use LoboTime?

No. Their leave reporting continues through Banner (PHATIME) just as it does today.

### Should exempt employees approve their timesheet in months when they do not take leave?

Yes, exempt employees are responsible for approving their monthly timesheet—even if no leave was taken—to attest to accuracy.

### Will we still use Payroll Adjustment Forms?

Yes, the process remains unchanged. Corrections needed after the payroll deadline must be handled via a payroll adjustment form.

### Can departments still use internal tools like Smartsheet to track leave?

Yes, if they support your internal approval workflow. LoboTime requires final approval inside the system, but departments may keep supplemental tracking practices.

**Do employees see coworkers' schedules?**

No, only supervisors can see their direct reports' schedules. Employees only see their own schedule.

**Is creating and using the Scheduling feature required?**

No. Schedules are optional and if used schedules should only be use for non-exempt employees.

**Does a schedule replace clocking in/out?**

No. Schedules set expected work times; employees must still punch in/out. Schedules primarily aid adherence monitoring and manager notifications.

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