



Monday March 23

Announcements & Upcoming Meetings

Thank You!

As we complete our second bi-weekly payroll in the new LoboTime system, we would like to take this opportunity to say thank you. We are grateful for your hard work as Org Managers, ensuring your departments, supervisors, and employees transitioned successfully to the new system.

We recognize that this was not an easy transition, and we sincerely appreciate your continued partnership with HR, IT and Payroll throughout this initiative.

This marks our final LoboTime Weekly Roundup, but the LoboTime Team remains committed to answering any questions you may have about the new system.

Please continue to utilize the resources available at time.unm.edu, and as always, you can reach out to time@unm.edu if you need additional support.

Upcoming Meetings

Monday March 23: LoboTime Payroll Monday PM Support Session

2 p.m. | [zoom](#) | Meeting ID: 921 7862 1880 | Password: lobotime

Tuesday March 24: GROUP A Go-Live Drop-in Support

11 a.m. | [Zoom](#) | Meeting ID: 950 3587 6507 | Password: lobotime

Tuesday March 24: GROUP B Go-Live Drop-in Support

11 a.m. | [Zoom](#) | Meeting ID: 962 5446 4049 | Password: lobotime

Friday March 27: GROUP C Go-Live Drop-in Support

11 a.m. | [Zoom](#) | Meeting ID: 950 3587 6507 | Password: lobotime

Friday March 27: GROUP D Go-Live Drop-in Support

11 a.m. | [Zoom](#) | Meeting ID: 962 5446 4049 | Password: lobotime

Timekeeping Quick Guide

LoboTime Rounding

LoboTime rounds punches to the nearest tenth of an hour (6 minutes) based on the payroll rounding clock. Each punch is rounded individually, and total hours are calculated from those rounded times. This is a standard payroll practice that ensures fairness and consistency over time.

You can view both actual and rounded punches in the timecard by right-clicking on a cell displaying a time punch, and the **rounding clock diagram** is available on time.unm.edu website for additional guidance.

As a reminder, non-exempt employees should keep rounding in mind when monitoring overtime or undertime throughout the workweek.

Learning Central LoboTime Training

As you are onboarding new employees, we encourage you to include LoboTime training as a step in your internal onboarding process. LoboTime training modules are not automatically assigned in **Learning Central**, and Org Managers play a key role in setting standards and ensuring completion.

Supervisors may assign the training directly to an employee's learning plan, or employees can locate applicable training in Learning Central by searching "UKG."

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