PHASE 2 LOBOTIME DROP IN SESSION

PREPARED BY ARIELLE SLONE, SR HR CONSULTANT

EMILY LUHMAN, DEPUTY CHRO

Agenda

- Org Manager App/Confirming Access

- Timekeeping Process
  - Estimating Time
  - Monthly Leave Reporting

- Employee Experience
  - Multiple Job Assignments
  - Cancelling/Editing Leave Request

- Supervisor Experience
  - Snow delay/closure
  - Complex Leave Entry
  - Changing Indices
  - Filtering Employee Lists

Meeting Protocol

- Covering questions from prior training sessions

- Submit questions via the chat
  - LoboTime Team members will facilitate questions

- Do not unmute to ask a question during the presentation

- Meetings will be recorded and posted on https://time.unm.edu/

Org Manager Access

Question: How can I confirm that I have access to the all of my department assignments?

Answer: HR Agents have assigned ORG manager access through the Org Manager App. To confirm you have the correct department assignments:

◦ Contact your HR Agent
◦ Confirm the Departments (Org Codes) you can see via the Dataview and Reports

If there are departments missing, please contact your HR Agent to add the department (Org Code) to your access.

Timekeeping Process

Question: Currently non-exempt employees estimate/project time on the last day of the pay period so supervisors have time to review and approve before time is due on Mondays. Do non-exempt employees still need to estimate time in order to meet payroll processing deadlines?

Answer: No, with an electronic timekeeping system, the process for reviewing and approving timecards is more efficient. Employees should punch in/out in real time. Supervisors should review and resolve timecard errors in real time.

Employees might be asked to estimate time for early payroll processing deadlines (ex. Winter Break).

Timekeeping Process

Question: Do exempt employees still need to submit a monthly leave report?

Answer: Exempt employees must submit a monthly timecard reporting their leave used for the prior month. Exempt employees should submit their leave requests as their need for leave is approved, even for future months. Exempt employees should still approve their timecard even when there is no leave usage to report.

Question: Will faculty leave be reported via LoboTime?

Answer: No. Faculty leave will continue to be reported using PHATIME. Refer to the LoboTime Employee Grid to see which employees will transition to LoboTime.

Employee Experience

Question: How do employees with multiple job records punch in/out?

Question: How do employees edit a leave request?

Question: How does an employee record their time when they work during a University Holiday?

Supervisor Experience

Question: How are University closures recorded in LoboTime? What if an employee works during a University closure?

Question: Can you provide an example of a complex leave entry, such as recording FMLA leave?

Question: How do we an employee's time to a different index? How about splitting time across multiple indices?

Question: How do I filter timecards to see only the employees that report directly to me?

Additional Questions?

What comes next…

Additional Questions and Content Review

- Weekly Recap Email

- Readiness Survey

- Tuesday Phase 2 Drop-in Sessions (December 23rd)

Phase 2 Training Session 3 December 19th 11:00 – 12:00

- Supervisor Experience
  - Overview of Approval Workflow
  - Non-exempt Employees
    - Navigating a non-exempt timecard
    - Reviewing a missed punch
    - Correcting a punch
    - Approving a timecard
  - Exempt Employees
    - Navigating an exempt timecard
    - Approving a timecard
  - Approving Leave
  - Filtering Employee Lists
  - Delegation

Future Work

- Union Scenarios such as standby pay, call back pay, shift differential, etc.

- Using and monitoring employee schedules

- Faculty supervisor support

- Supervisor and approval workflow

Test Scenarios

Explore LoboTime!

Test Scenarios:

- Enter at least 5 non-exempt employee timesheets for the weeks of 11/15-11/28.

- The more you enter, the more data you will have to play with!

- Submit leave request

Implementation Timeline

December Milestones

• Verifying and Correcting Supervisor Information

• Reviewing and Revising Department Timekeeping Procedures

• Set Expectations for Org Managers

• Communicate Training Expectations to Employees

See Phase 2 Readiness Checklist (https://time.unm.edu/resources/lobotime-phase-2-checklist_final.pdf).

Resources

Website: https://time.unm.edu/

Phase 2 Resources (https://time.unm.edu/resources/phase-two-resources.html)
- Implementation Checklist
- Job Aids
- Department Procedure Guides

Phase 2 Training Session 3: Friday, December 19th 11:00 – 12:00

Additional Questions?

CONTACT THE LOBOTIME IMPLEMENTATION TEAM AT TIME@UNM.EDU