



# HUMAN RESOURCES

---

PHASE 2 LOBOTIME DROP IN SESSION  
DECEMBER 23, 2025

PREPARED BY **ARIELLE SLONE, SR HR CONSULTANT**  
**EMILY LUHMAN, DEPUTY CHRO**

# Agenda

---

- Approval Workflow
  - Advanced Navigation
    - Using Manage Timecards Tile
    - Monitoring Approval Status from Timecard
    - Monitoring Approval Status from Sign Off Status Dataview
- Reviewing/Approving Leave
  - Advanced Navigation
    - Approving Leave from Schedule Planner
    - Approving Leave from Time Off Requests Info Dataview
- Advanced Navigation
  - Holiday Hours for PT Employees
  - Creating an Employee List Filter (Hyperfind)
  - Common Reports

# 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/>

# LoboTime Training and Testing Site

---

**Question:** How do I access the LoboTime *training and testing* site and confirm I'm in the right environment?

**[You can access the training and testing site here](#)**, or via the link on the time.unm.edu homepage; The training and testing site has a green/turquoise banner, rather than cherry UNM branding, so you know you're in the right place. If you're having trouble logging in, email [time@unm.edu](mailto:time@unm.edu).

# Approval Workflow

---

**Question: What timecard approval are required in LoboTime?**

**Answer:** LoboTime requires that the employee and supervisor approve a timecard. The Org Manager completes the final Sign Off.

**Question: If an employee forgets to approve their timecard, can their supervisor approve without employee approval?**

Yes, but best practice for employees to approve their timecard. If an employee cannot approve, supervisor approval is critical to ensure that the timecard is complete and accurate.

**Questions: If a supervisor misses approval, will the employee still get paid?**

Yes, as long as the timecard is signed off before the payroll deadline, the employee will still get paid. Employees will not be paid on time if their timecard is not signed off prior to payroll deadlines.

# Approval vs Sign Off

---

**Question: What is the difference between approving a timecard and final sign off?**

**Answer:**

## Approvals

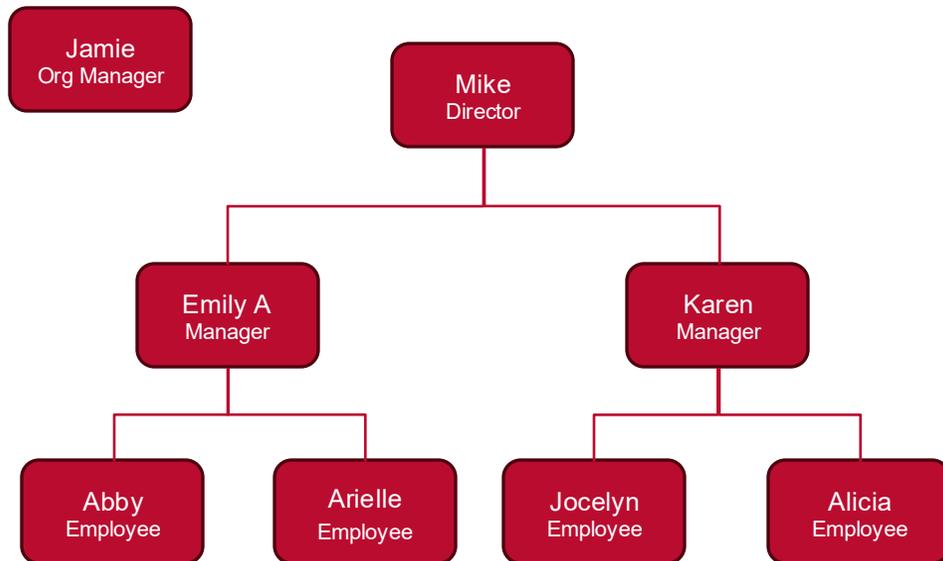
- *Employees and Supervisors* approve timecards
- Approval designates that the time and leave recorded are accurate and complete

## Sign Off

- Org Managers submit final sign off after all timecards have been approved by the employee and supervisor
- Sign off identifies that all timecard errors have been resolved, comply with UNM policy and department procedures, and submit for final payroll processing

# Approval Permissions

## Example Department Org Chart



What can each person approve based on the example Org chart?

- Employee: their own timecard only
- Manager: timecards for their direct reports
- Director: timecards for their director reports and employees reporting to their direct reports
- Org Manager: all timecards for assigned departments

*Manager role can be delegated to others within LoboTime.*

# Approval Expectations: Best Practice

---

## Best Practice:

- Employee maintains, resolves standard time and leave errors, approves timecard
- Supervisor reviews timecard for accuracy, maintains department pay rules (if applicable), approves timecard
- Org manager reviews timecards for error resolution, maintains complex pay rules (if applicable), submits for final processing

*Approval back-up should occur within supervisor chain of command. Department practice can vary based on complexity and department structure.*

# Demonstration

---

- Advanced Navigation: Approval Workflow
  - Using Manage Timecards Tile
  - Monitoring Approval Status from Timecard
  - Monitoring Approval Status from Sign Off Status Dataview
- Advanced Navigation: Leave Management
  - Approving Leave from Schedule Planner
  - Approving Leave from Time Off Requests Info Dataview
- Advanced Navigation: Misc
  - Holiday Hours for PT Employees
  - Creating an Employee List Filter (Hyperfind)
  - Common Reports

Additional  
Questions?



# What comes next...

---

## Additional Questions and Content Review

- Weekly Recap Email
- Readiness Check In w/Leadership
- Tuesday Phase 2 Drop-in Sessions (January 6th)

## Phase 2 Training Session 4 January 9<sup>th</sup> 11:00 – 12:00

- Org Manager Experience
  - Utilizing Reports and Dataviews
  - Monitoring timecard errors
  - Monitoring timecard approvals
  - Signing Off Employee Timecards

## Future Work

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

System Notifications

Using and monitoring employee schedules

Faculty supervisor support



# Test Scenarios

---

Explore LoboTime!

## **Exempt and Non-Exempt Timecards**

- Practice approving timecards

## **Supervisor Experience**

- Practice filtering employee lists
- Try delegating responsibilities to another manager

## **Filter Using Hyperfinds**

- Try using the 'Reports to Me' hyperfind to view timecards for employees you directly supervise

# Implementation Timeline

---

## January Milestones

- Finalize and Communicate Department Timekeeping Procedures
- Continue to communicate and reinforce LoboTime training for employees and supervisors
- Confirm Expectations for Org Managers
- Supervisor and Employee User Acceptance Training

See Phase 2 Readiness Checklist ([https://time.unm.edu/resources/lobotime-phase-2-checklist\\_final.pdf](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 \*\*New\*\***
- Department Procedure Guides

Phase 2 Training Session 4: Friday, December 9<sup>th</sup> 11:00 – 12:00



# Additional Questions?

CONTACT THE LOBOTIME IMPLEMENTATION TEAM AT [TIME@UNM.EDU](mailto:TIME@UNM.EDU)