



HUMAN RESOURCES

PHASE 2 LOBOTIME DROP IN SESSION
FEBRUARY 3, 2025

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Agenda

- Life Cycle of a Pay Period
 - Employee Role and Functionality
 - Supervisor Role and Functionality
 - ORG Manager Role and Functionality

Meeting Protocol

- To ask a question:
 - Submit questions via chat
 - Raise Hand
- Weekly Recap will summarize training content and questions
- Meetings will be recorded and posted on <https://time.unm.edu/>



Lifecycle of a Pay Period



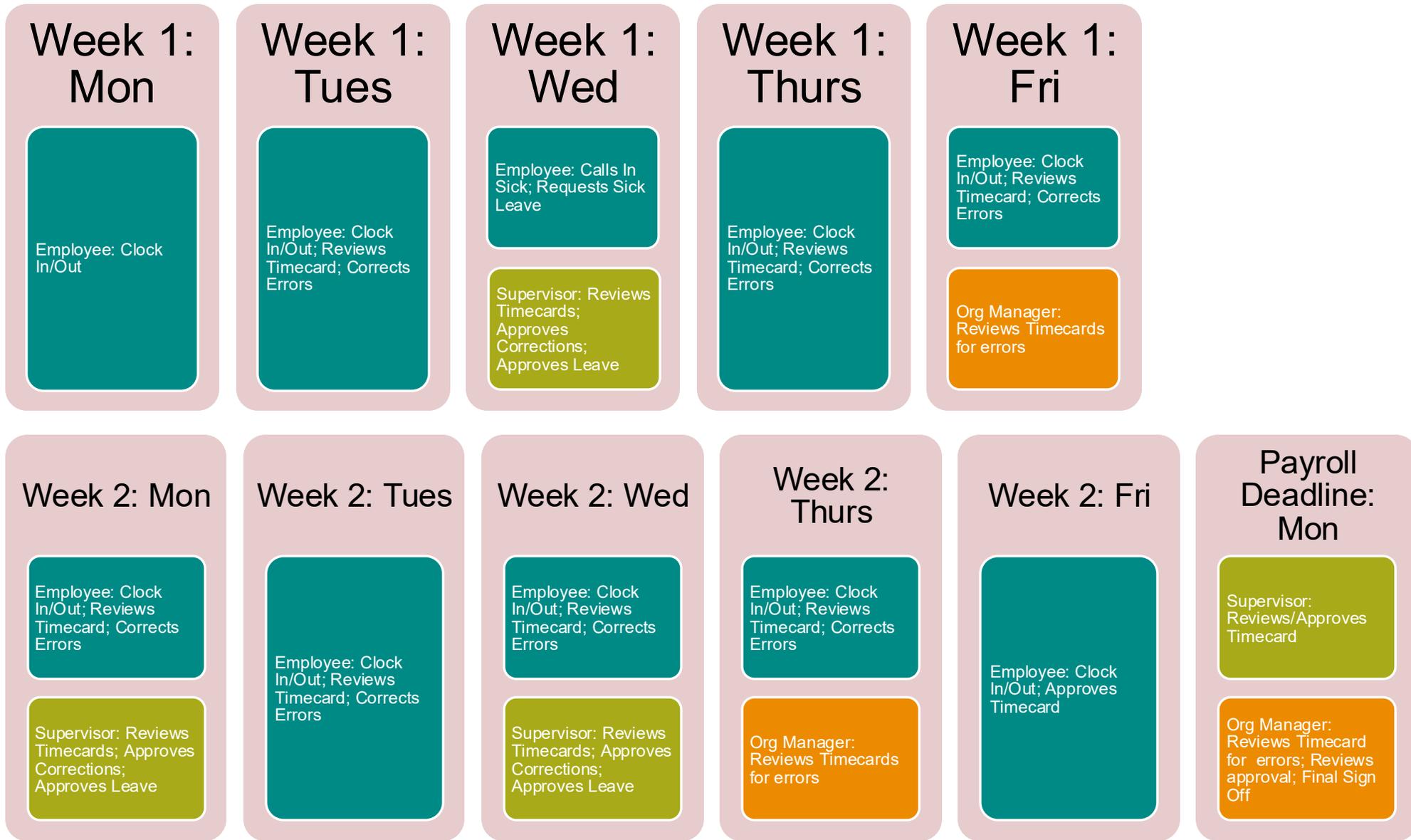
Standard Review Process

Example:

- Non-exempt employee
- Works M-F

Best practice is for supervisor to review and approve timecard.

Best practice is for Org Manager to review timecards for errors and monitor approvals.



Standard Process Review: Exempt Employees

During the Month

- Exempt employee requests leave through LoboTime
 - Employee should follow supervisors leave approval process
 - Best practice is to submit leave request in LoboTime as soon as leave is known...don't wait!
- Supervisor reviews/approves leave requests

End of Pay Period

- Exempt employee reviews/approves timecard
- Supervisor reviews/approves timecard
- Org Manager reviews
 - Exempt leave reporting occurs in arrears
 - Payroll Deadline 12th of the following month

Additional
Questions?



Future Work

Go Live Support: February 6th

February Session: Focus shifts to go live support and transition to production environment

March: Focus shifts real time support through initial pay periods

Support Resources

- LoboTime Website (<https://time.unm.edu/>)
 - [Job Aids and Training Modules](#)
 - [Weekly Training Session Recordings](#)
 - [Department Resources](#)
- Tuesday Drop-In Sessions from 11:00 – 12:00
- HR Agent/Org Managers
- Gather Questions and submit to time@unm.edu
 - Questions will be reviewed during Tuesday Drop In Sessions

Additional Support?

HR team can support demonstrations at department meetings. Contact your HR Consultant to request.



Implementation Timeline

February Milestones

- Confirm Training Completion
- Communicate Employee Support and Resources
 - Ensure employees understand timekeeping standards
 - Provide job aids and communicate support escalation path
- Confirm Expectations for Org Managers
 - Ensure supervisors understand approval requirements and timeliness
- Complete Final Readiness Checklist

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



Additional Questions?

CONTACT THE LOBOTIME IMPLEMENTATION TEAM AT TIME@UNM.EDU