



HUMAN RESOURCES

PHASE 2 LOBOTIME DROP IN SESSION
JANUARY 13, 2026

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Agenda

- Overtime Status Report
- Sorting/Filtering/Navigating Dataviews

Payroll Adjustments

- Prior Hours Worked
 - Payroll Adjustment Processes
- Faculty Supervisor Support

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/>

Website Redesign!

Our team has revamped the time.unm.edu website making it more intuitive and easier to navigate. Here is an overview of the new site:

- Updated Training Schedule
- A dedicated Job Aids page with job aids and training materials organized by audience (employees, supervisors, and org managers).
- Easier access to the weekly training and testing meetings, including zoom recordings and slide decks from previous weeks.
- A Department Resources page containing general timekeeping resources for HR Agents and departments, including the LoboTime implementation checklist and policy and procedure resources.

Note: FAQs page is still under construction. Stay tuned for updates in the coming week.



Navigating Dataviews (Demonstration)

- Overtime Status Report
- Sorting/Filtering Dataview
- Building Customer Hyperfinds
 - When to use Hyperfind vs Navigating Dataview

Payroll Adjustments (Demonstration)

- **Payroll Adjustment vs Prior Hours Worked**
 - Payroll Adjustments: Manual Correction to Employees Pay
 - Process: Payroll Adjustment Form submitted to Payroll
 - Leave Adjustments: Manual Correction to Leave Balance
 - Process: Payroll Adjustment Form submitted to Payroll
 - Prior Hours Worked: Payment of hours worked on prior pay period
 - Prior hours worked should only be used for PT non-exempt staff and student employees not approaching overtime
 - Should not be used to pay employees prior to official UNM start date
 - Process: Entered in LoboTime

Faculty Supervisor Support

- **Targeted Communication to Faculty**
- Faculty supervise approximately 15% of staff and student employees
 - Majority direct reports are to faculty administrators or research support
 - Majority of direct reports are exempt employees

Exempt Leave Approval

- Department Calendar
- Shared Calendar
- Internal Department Process

Non-Exempt Timecard Approval

- Partner with Chair/Director for backup approval protocols

Additional
Questions?



What comes next...

Additional Questions and Content Review

- Weekly Recap Email
- Readiness Check In w/Leadership
- Tuesday Phase 2 Drop-in Sessions

Phase 2 Training Session 5 January 16th 11:00 – 12:00

- Supervisor and Employee Training
- Employee Schedules
 - When to use schedules
 - Creating a schedule
 - Schedule management
 - Mass index transfer

Future Work

Employee Schedules: January 16th

Complex Leave Scenarios: January 23rd

Union Scenarios: January 30th

Go Live Support: February 6th



Test Scenarios

- Create realistic timecards
 - Enter timecards from previous pay period
- Approve timecards
- Access Dataviews
 - Time Off Request Info
 - Sign Off Status
- Navigate within the dataview
- Sign Off
 - 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).

Resources

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

- Updated Website
- Implementation Checklist
- **Job Aids **New****
- Department Procedure Guides

Phase 2 Training Session 5: Friday, January 16th 11:00 – 12:00



Additional Questions?

CONTACT THE LOBOTIME IMPLEMENTATION TEAM AT TIME@UNM.EDU