



HUMAN RESOURCES

PHASE 2 LOBOTIME DROP IN SESSION
JANUARY 20, 2026

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Agenda

- Supervisor and Employee Training
- Employee Schedule Follow Up
- Overtime clarification
- Manual Leave Entry

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/>

Supervisor Training Redesign!

Revamped Online Supervisor Training!

- Learning Central: UKG/LoboTime 2.0 Training for Supervisors and Managers
 - Supervisors can retake training if they completed the previous module
- Access on time.unm.edu

Employee Training

- Learning Central Module:
 - Exempt Employee: UKG/LoboTime 2.0 – Monthly Exempt Employee Timekeeping Training
 - Non-Exempt Employee:
 - UKG/LoboTime 2.0– Hourly Non-Exempt Employee Timekeeping Training
 - UKG/LoboTime 2.0– Non-Exempt Part Time, Student, Temp, and On-call Employee Timekeeping Training



Training and Testing Site Reminder

Reminder: The training site is not a complete replication of the production or “Live” environment.

- Most, but not all, employees are in the training environment.
- Student employees are not in the training environment.

Before inviting employees or supervisors to access the training site confirm that they are in the training environment.

- Do not report missing records...we know, it's on purpose.
- Implementation team cannot create records for employees who are missing from the training environment.
- Recommend using Employee by Organization Dataview.
- Focus on staff and supervisors.

Employee and Supervisor Training— Hands On Practice

What?

- On Tuesday, January 20th, Employees and Supervisors will have access to the LoboTime Training and Testing Site.

Who?

- Employees and supervisors who benefit from “hands on experience” as identified by HR Agents or Org Managers.
 - Take online training before accessing the training environment.

How?

- Access the Training and Testing Site from time.unm.edu
- UKG Pro mobile app
 - Requires that you input the training site link
 - Will need to delete/download the app prior to “go live” to move to production environment



Employee Schedules

What are they?

- Optional functionality which can assist with absence management and scheduling adherence
- Ad hoc or schedule pattern that identifies when an employee is scheduled to work.
- Only applicable for non-exempt exempt employees
- Requires maintenance by supervisor/ORG Manager and management of notifications.

Why would you use the scheduling feature?

- Assists with absence or work schedule management
- Provides notification and tracking when employees do not adhere to schedule
- Helpful for departments with large, non-exempt employee populations with consistent work schedules

Recommendation: Become comfortable with the basic functionality before adopting schedules or more advanced functionality.

Overtime (Demonstration)

- Calculation of Overtime:
 - No changes to University policy or Collective Bargaining Agreements
 - Overtime calculated to 1/10th of hour
 - LoboTime will calculate overtime based on employee's punches and eclass (CWA, USUNM, non-union, etc.)
- Ways to Monitor Overtime
 - Overview of a Timesheet
 - Overtime Summary Dataview

Manual Leave Entry (Demonstration)

Who submits leave within LoboTime?

- Leave eligible non-exempt employees (hourly)
- Exempt employees who earn leave except faculty

Best Practice:

- Employees submit leave request through LoboTime
- Supervisor approves leave request through LoboTime
- Limited to sick, annual and paid parental leave

Alternative Practice:

- Leave can be manually entered directly to a timecard.



Additional
Questions?



What comes next...

Additional Questions and Content Review

- Weekly Recap Email
- January: Question from Employee and Supervisor Training
- February: Transition to “Go Live” support

Phase 2 Training Session 6 January 23rd 11:00 – 12:00

- Complex Leave Scenarios
 - Compensatory Time
 - Other Paid Leave (Bereavement Leave, Jury Duty)
 - Paid Parental Leave
 - CAT Leave
 - FMLA

Future Work

Complex Leave Scenarios: January 23rd

Union Scenarios: January 30th

Go Live Support: February 6th

February: Focus on Go-Live Support and transition to production environment

March: Focus on Real Time Support through initial pay periods

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 6: Friday, January 23rd 11:00 – 12:00



Additional Questions?

CONTACT THE LOBOTIME IMPLEMENTATION TEAM AT TIME@UNM.EDU