



HUMAN RESOURCES

PHASE 2 LOBOTIME DROP IN SESSION
JANUARY 27, 2026

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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



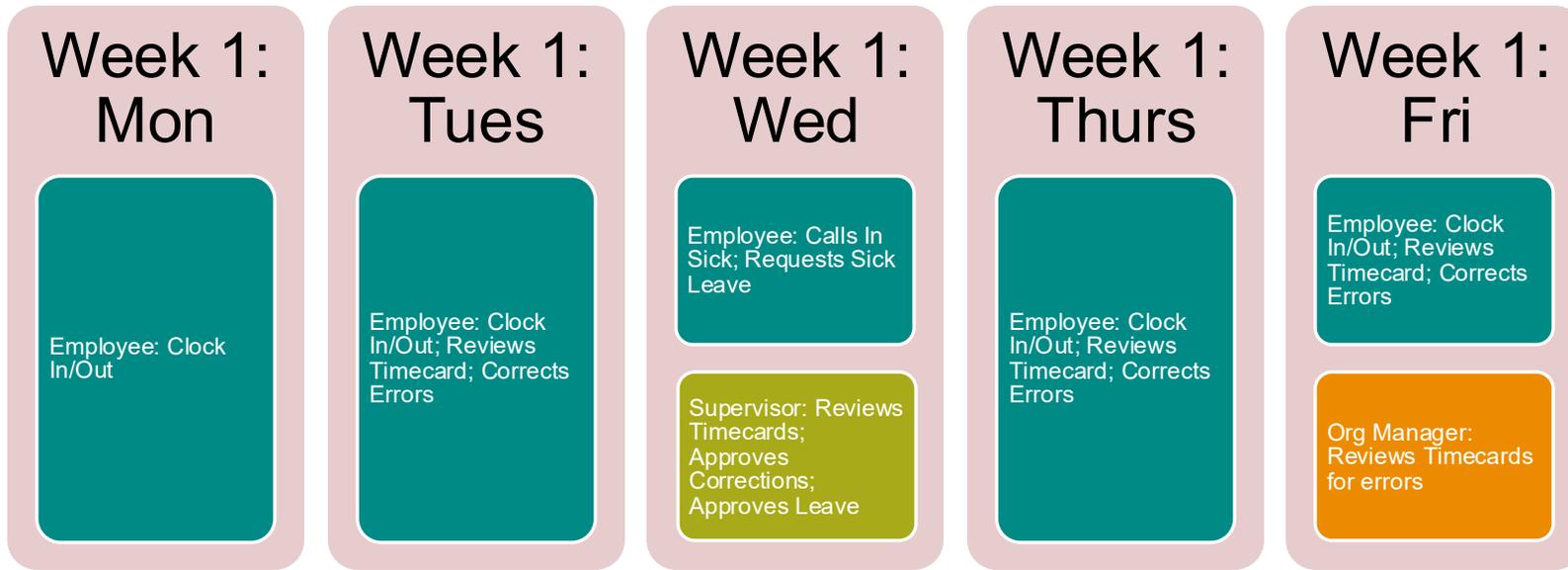
Standard Review Process

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.



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



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.

Additional
Questions?



Future Work

Union Scenarios: January 30th

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

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).



Additional Questions?

CONTACT THE LOBOTIME IMPLEMENTATION TEAM AT TIME@UNM.EDU