



# LoboTime Phase 2 Readiness Checklist for HR Agents/Org Managers

The LoboTime Phase 2 Readiness Checklist is designed to guide HR Agents and Org Managers through critical steps needed to prepare their departments for the February 21st go-live. Additional LoboTime resources can be found at [time.unm.edu](http://time.unm.edu).

## December: Initial Preparation (12 – 8 Weeks Prior to Implementation)

### **Verify and Correct Supervisor Information**

Run the HR Reports – [Update Supervisor Report](#) to review and correct supervisor information for all staff and student employees.

### **Review and Revise Department Timekeeping Procedures**

Review and revise existing department timekeeping procedures to include the following: supervisor and employee responsibilities, time entry/approval workflows, correction processes, and delegation/backup plans. See the Internal Procedure Development Guide.

### **Identify and Set Expectations for Org Managers**

- HR Agents should determine ORG Managers needed to support department timekeeping procedures. See ORG Manager Guidance.
- HR Agents should assign ORG Managers in [Org Manager App \(INTG\)](#) by December 5<sup>th</sup>.

### **Participate in User Acceptance Training**

- User Acceptance Training (UAT) will focus on hands-on practice to prepare HR Agents/ORG Managers to navigate and use LoboTime.
- HR Agents/ORG Managers should complete both Supervisor/Manager and Employee training modules in Learning Central.

### **Communicate Training Expectations to Employees**

Communicate and ensure employees take assigned LoboTime training pathway in [Learning Central](#). Training pathways are:

- UKG/LoboTime 2.0 Training for Supervisors and Managers
- UKG/LoboTime 2.0 – Monthly Exempt Employee Timekeeping Training
- 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

## **January: Reinforce Timekeeping Expectations (7 - 4 Weeks Prior to Implementation)**

- Finalize and Communicate Department Timekeeping Procedures**
  - Finalize departmental timekeeping procedures and distribute procedures to Org Managers, supervisors, and employees.
  - Ensure employees and supervisors understand department timekeeping expectations.

- Complete LoboTime Training**

Ensure all supervisors and employees have completed required training in Learning Central.

- Confirm Org Manager Expectations**

Confirm all ORG Manager understand expectations for ensuring department timekeeping accuracy, supporting timely approvals, and resolving department timekeeping issues.

- Supervisor and Employee User Acceptance Training**

Identify supervisors and employees to participate in additional user acceptance training (UAT).

## **February: Prepare for Go Live (3 - 2 Weeks Prior to Implementation)**

- Confirm LoboTime Training Completion**

- Review HR Reports to ensure supervisors and employees have completed required training.
- Follow Up with department leadership to ensure employees have received adequate LoboTime training.

- Communicate Employee Support and Resources**

- Ensure employees and supervisors understand department timekeeping standards.
- Provide applicable job aids, communicate escalation path for employee support and issue resolution.

- Ensure Timekeeping Approval Standards**

- Confirm all supervisors and Org Managers understand timekeeping approval requirements and timeliness.



- Validate delegation/backup timekeeping approval structure

**Submit Standardize Work Schedule to Implementation Team (If Applicable)**

For departments with standardized work schedule, provide schedule templates to [time@unm.edu](mailto:time@unm.edu).

## **February 16 - 20: Final Readiness Check (Week of Implementation)**

**Complete Final Readiness Check**

- Confirm all non-exempt employees understand clock-in procedures effective February 21<sup>st</sup>.
- Confirm all exempt staff employees understand leave request requirements for February leave requests.
- Confirm all supervisors and backup time approvers understand approval structure.
- Validate that timekeeping procedures have been communicated to all employees.
- Validate that employees and supervisors have applicable job aids and support resources.
- Enter employee schedules into LoboTime, if applicable.

**Communicate Go-Live Expectations to Employees**

Final communication to employees and supervisors stating expectations for go-live on February 21<sup>st</sup>. Ensure employees understand process for escalating timekeeping issues for resolution.