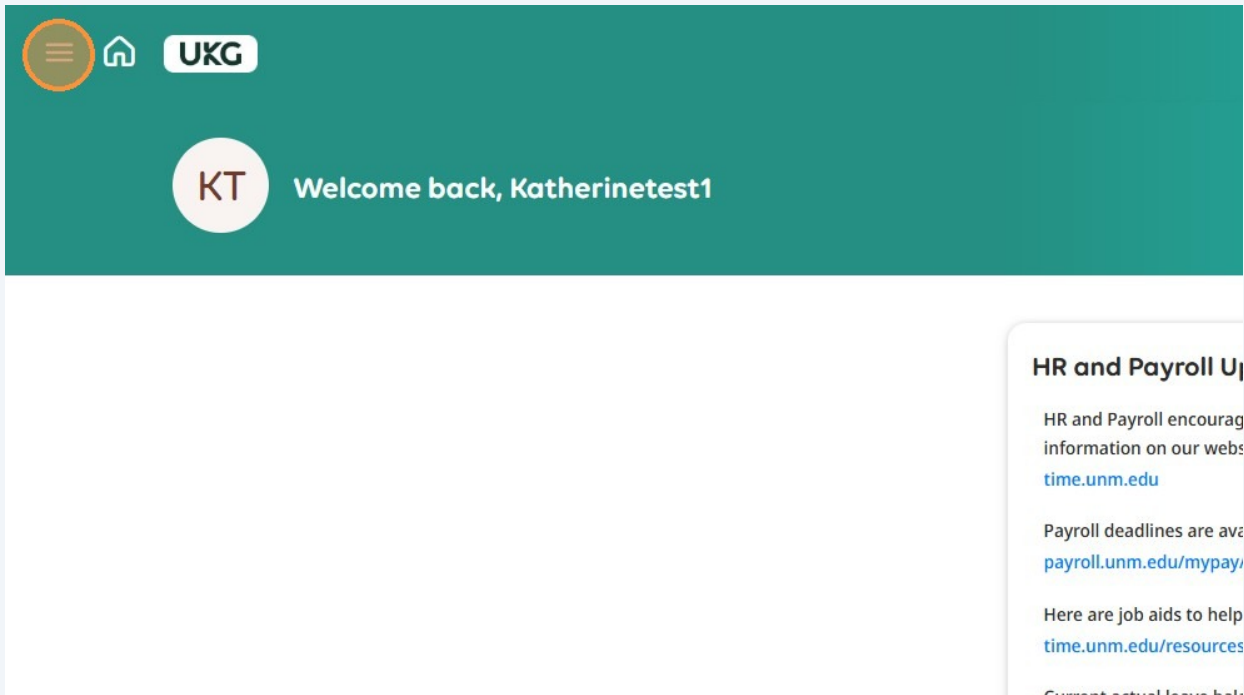


4.1. Org Manager Job Aid: Time Off Requests Info (Dataview)

Purpose: Org managers must sign off to submit timecards to Payroll for processing. Any timecard that is not signed off will not transmit to Payroll. All time off requests for the pay period must be resolved before sign off.

- 1 Login to LoboTime. Click on the three stacked bars in the upper left corner.

For instructions on logging into LoboTime, refer to the *Supervisor Job Aid: General Access & Dashboard*.

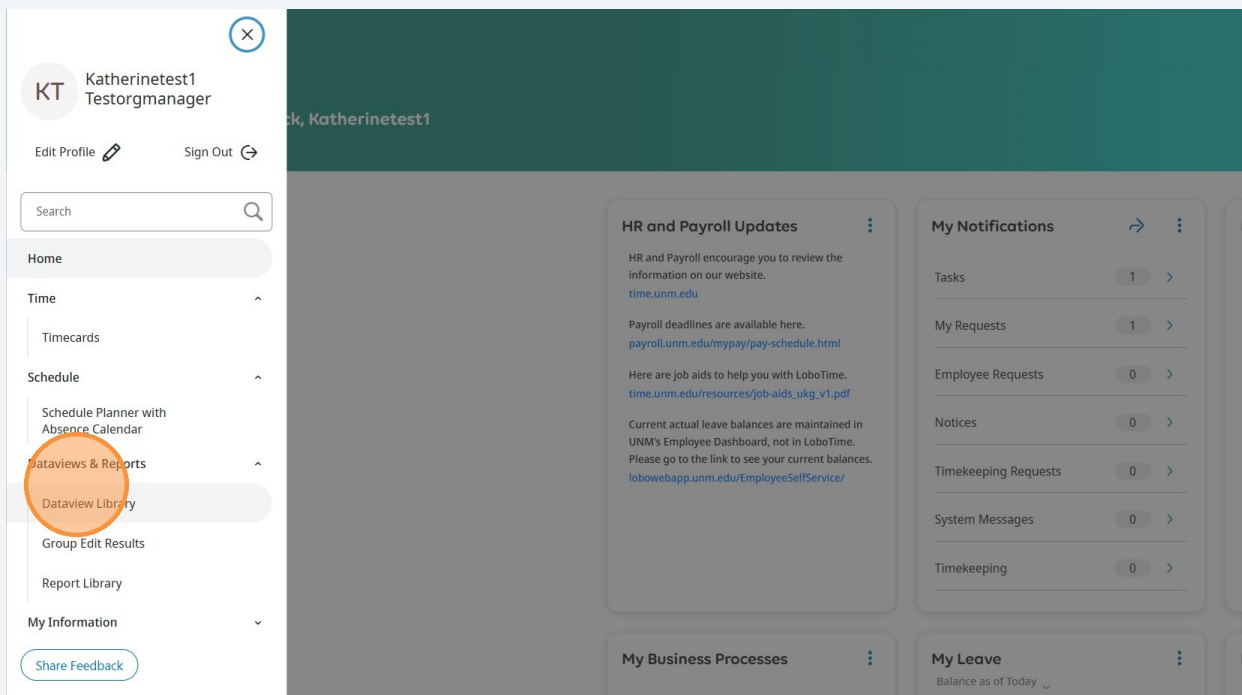


2 Click on "Dataviews & Reports. Then click on "Dataview Library".

The Dataview Library has predefined dataviews related to employee information, schedules, and timecards, with the ability to sort, filter, group, and perform actions on data.

A **dataview** may look similar to a **report** in LoboTime. However, the key difference lies in **functionality and purpose**:

- **Dataviews** are *dynamic, interactive, actionable, and show real-time information.*
- **Reports** are *static snapshots and cannot be edited.*



3

Dataviews in LoboTime are sorted by category, such as 'Attendance', 'Audit', and 'Scheduling', and then alphabetically within each category.

Under the Scheduling category, click the "Time Off Requests Info" dataview.

The screenshot shows the UKG Dataview Library interface. At the top, there is a navigation bar with a home icon, the UKG logo, and the text 'Dataview Library'. Below this, there is a section for 'Total [37]' and a list of dataview categories. The categories are: Attendance (Count: 1), Audit (Count: 7), Other (Count: 6), Scheduling (Count: 6), and Timekeeping (Count: 17). Each category contains a list of dataview items, each with a 'Name' and 'Subject' field and a right-pointing arrow. The 'Scheduling' category is highlighted, and the 'Time Off Requests Info' dataview is circled in orange.

Category	Count	Dataview Name	Subject
Attendance	1	Attendance Audit Page	Employee
Audit	7	Comments and Notes	Employee
Audit	7	Delegation Audit	Employee
Audit	7	Leave Audit Page	Employee
Audit	7	TEST - Timecard audit	Employee
Audit	7	Time Audit	Employee
Audit	7	Timecard Changes	Employee
Other	6	Data and Totalization Status - Support	Employee
Other	6	Employee Summary - Basic	Employee
Other	6	Employee Summary - Demographic	Employee
Other	6	Employees By Organization	Employee
Other	6	Multiple Assignment Details	Employee
Scheduling	6	Schedule Planner Column Set	Employee
Scheduling	6	Schedule Summary - Full	Employee
Scheduling	6	Schedule Summary - Paycode	Employee
Scheduling	6	Time Off Requests History	Employee
Scheduling	6	Time Off Requests Info	Employee
Timekeeping	17	Accrual Details - Basic	Employee
Timekeeping	17	Accrual Details - Full	Employee
Timekeeping	17	Accrual Transactions Details	Employee

4

It is critical to select the appropriate pay period or date range, followed by the type of employee data to view. This ensures the correct set of employees is selected for the specified pay period.

This can be done a couple ways:

1. **To select a pay period or date range**, click on the calendar icon and select the appropriate timeframe to view.

2. **To select the type of employee to view**, click on the 'Hyperfind' link (triangle icon with circles at each apex). A Hyperfind **is a filter** that quickly finds a specific group of employees based on defined criteria.

The screenshot shows a software interface with a teal header bar. In the top right corner, there are icons for search, help, and notifications. Below the header, a navigation bar contains a calendar icon, the text 'Current Schedule Period', navigation arrows, a 'Hyperfind' icon (a triangle with circles at its apex), and the text 'All Home'. A red circle highlights the 'Current Schedule Period' and 'All Home' elements. Below the navigation bar, there is a table with columns: 'Starts To', 'Paycod...', 'Start Date', 'End Date', 'Duration', 'Status', 'Time-off R...', 'Creation ...', 'Manager ...', and 'Empl...'. The table contains several rows of data, including 'Sick Leave' and 'Annual Leave' records with various dates and durations.

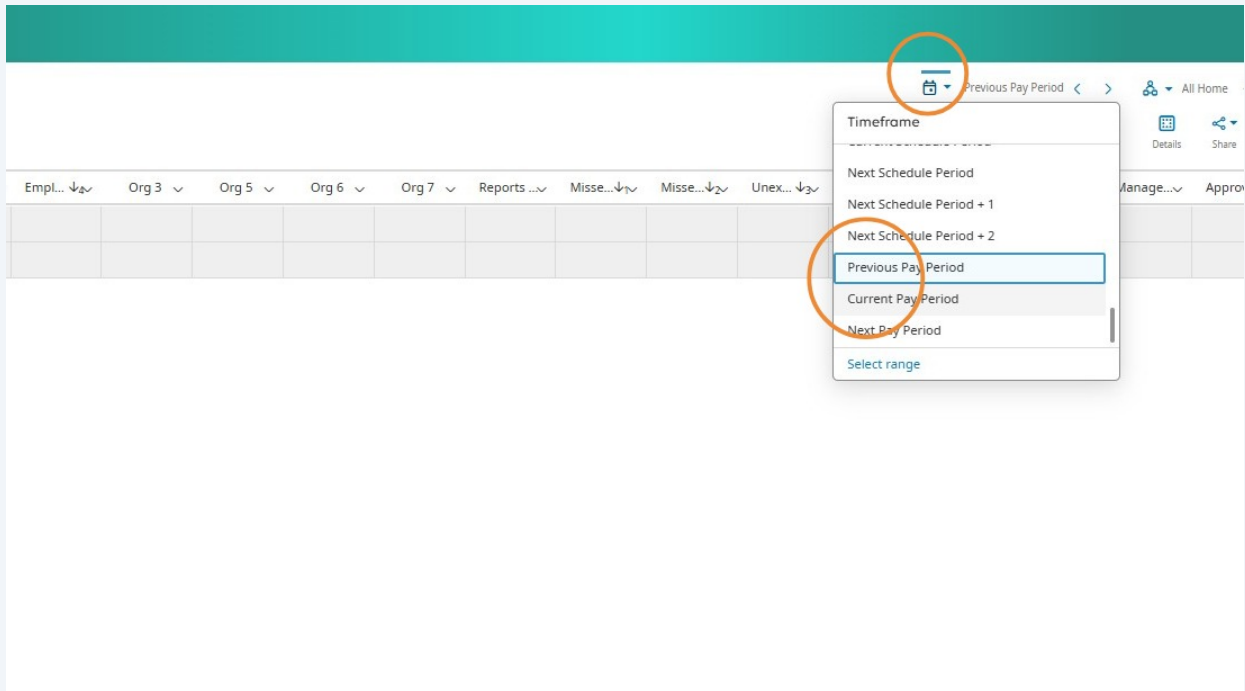
Starts To	Paycod...	Start Date	End Date	Duration	Status	Time-off R...	Creation ...	Manager ...	Empl...
	Sick Leave	1/06/2026 8:0...	1/06/2026 4:0...	8.00	Approved	Slone, Arielle C	1/06/2026 11:...		
	Annual Leave	1/05/2026 8:0...	1/06/2026 4:0...	8.00	Approved	TestManager, ...	12/18/2025 3:...		
	Sick Leave	1/01/2026 8:0...	1/31/2026 4:0...	8.00	Cancelled		12/16/2025 8:...		
	Sick Leave	1/05/2026 8:0...	1/09/2026 4:0...	8.00	Approved	Slone, Arielle C	12/16/2025 10...		
	Annual Leave	12/30/2025 8:...	12/30/2025 11...	3.00	Deleted	Lopez, Melani...	12/17/2025 8:...		
	Annual Leave	1/12/2026 8:0...	1/16/2026 4:0...	8.00	Submitted		12/18/2025 12...		
	Annual Leave	12/17/2025 8:...	12/19/2025 11...	3.00	Deleted	Lopez, Melani...	12/17/2025 8:...		
	Annual Leave	12/25/2025 8:...	12/25/2025 11...	3.00	Deleted	Lopez, Melani...	12/17/2025 8:...		
	Annual Leave	12/22/2025 8:...	12/22/2025 11...	3.00	Deleted	Lopez, Melani...	12/17/2025 8:...		

5

When selecting the pay period or date range, it is important to note that UNM has two payroll schedules: **a biweekly payroll for non-exempt employees and a monthly payroll for exempt employees**. Selecting the correct pay period is essential to ensure accurate payroll processing for both biweekly and monthly schedules.

To change the pay period, click the calendar icon and select the timeframe you want to view.

Note: If reviewing time off requests in the middle of a pay period, use 'Current Pay Period'. If reviewing time off requests after a pay period has ended, use 'Previous Pay Period'.



6

To see all time off requests for non-exempt employees, click on the 'Hyperfind' link (triangle icon with circles at each apex) and select 'Non-Exempt Employees' from the list.

The screenshot shows a web interface for time-off requests. At the top, there is a teal header bar with a search icon on the right. Below the header, there is a navigation bar with a calendar icon, the text 'Current Schedule Period', and a 'Hyperfind' icon (a triangle with circles at each apex) which is circled in orange. To the right of the 'Hyperfind' icon, the text 'Exempt Employees' is visible. A dropdown menu is open, titled 'Locations & hyperfinds', and contains a search bar and a list of options. The option 'Non-Exempt Employees' is highlighted and circled in orange. Below the dropdown, a table displays time-off requests with columns for End Date, Duration, Status, Time-off Request Actors, and Creation Date.

End Date	Duration	Status	Time-off Request Actors	Creation Date
1/05/2026 4:00 PM	8.00	Approved	TestManager, Melanietest1	12/18/2025 12:22 PM
1/05/2026 4:00 PM	8.00	Cancelled		1/08/2026 12:24 PM
1/06/2026 4:00 PM	8.00	Submitted		1/08/2026 12:21 PM
1/07/2026 5:00 PM	4.00	Submitted		1/08/2026 12:22 PM

7

To see all time off requests for exempt employees, click on the 'Hyperfind' link (triangle icon with circles at each apex) and select 'Exempt Employees' from the list.

The screenshot shows a web interface for time-off requests. At the top, there is a teal header bar with a search icon on the right. Below the header, there is a navigation bar with a calendar icon, the text 'Current Schedule Period', and a 'Hyperfind' icon (a triangle with circles at each apex) which is circled in orange. To the right of the 'Hyperfind' icon, the text 'Home' is visible. A dropdown menu is open, titled 'Locations & hyperfinds', and contains a search bar and a list of options. The option 'Exempt Employees' is highlighted and circled in orange. Below the dropdown, a table displays time-off requests with columns for End Date, Duration, Status, Time-off Request Actors, and Creation Date.

End Date	Duration	Status	Time-off Request Actors	Creation Date
1/05/2026 4:00 PM	8.00	Approved	Testorgmanager, Katherinetest1	1/08/2026 12:29 PM
1/08/2026 5:00 PM	8.00	Submitted		1/08/2026 12:14 PM
1/05/2026 4:00 PM	8.00	Approved	TestManager, Melanietest1	12/18/2025 12:22 PM
1/05/2026 3:30 PM	8.00	Submitted		1/08/2026 12:09 PM
1/05/2026 4:00 PM	8.00	Cancelled		1/08/2026 12:24 PM
1/06/2026 4:00 PM	8.00	Submitted		1/08/2026 12:21 PM
1/05/2026 7:00 PM	10.00	Cancelled		1/08/2026 12:12 PM
1/07/2026 5:00 PM	4.00	Submitted		1/08/2026 12:22 PM



Tip! For easier reviewing, hide unnecessary columns and display only the ones needed. To do this, click the downward caret next to the column header and select **'Hide Column'**.

8

The status of all time off requests appears in the 'Status' column. For payroll processing, all time off requests within the pay period must be resolved as 'Cancelled', 'Approved', or 'Refused'. Any request showing 'Submitted' is unresolved and must be addressed before sign-off.

To review and resolve a leave request, refer to the *Supervisor Job Aid: Approving Leave Requests for Employees*.

--End--

Start Date	End Date	Duration	Status	Time-off Request Actors	Creation Date	Manager Cc
1/06/2026 8:00 AM	1/06/2026 4:00 PM	8.00	Submitted		1/08/2026 12:21 PM	
1/05/2026 8:00 AM	1/05/2026 4:00 PM	8.00	Cancelled		1/08/2026 12:24 PM	
1/07/2026 1:00 PM	1/07/2026 5:00 PM	4.00	Submitted		1/08/2026 12:22 PM	
1/05/2026 8:00 AM	1/05/2026 4:00 PM	8.00	Approved	TestManager, Melanietest1	12/18/2025 12:22 PM	

Unresolved
Not ready for sign off yet

Resolved
Ready for sign off