

Leave & Time Reporting for Employees with **Both** Monthly (Exempt) and Bi-Weekly (Hourly) Positions

Who This Applies To

Employees who hold: a monthly/salaried (exempt) position and a bi-weekly/hourly position (e.g., on-call, secondary role)

Key Thing to Know

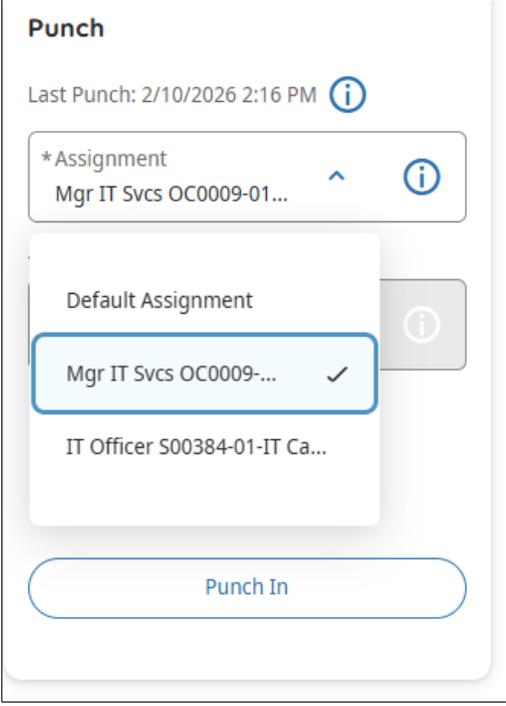
You will only have ONE timecard in LoboTime. That timecard follows a bi-weekly schedule, even though one of your jobs is paid monthly.

Tip: If you have different supervisors for each role, coordination between supervisors may be needed to ensure accurate and timely approvals.

Reporting Time Worked (Hourly / Bi-Weekly Job)

✓ When clocking in or out: - **Select your hourly/bi-weekly position** - Only clock hours for

⊘ Do *not* clock time under your exempt position

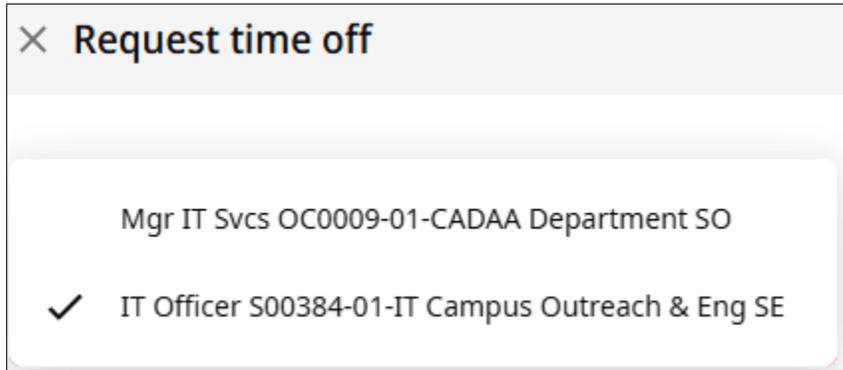


The screenshot shows the 'Punch' interface in LoboTime. At the top, it displays 'Last Punch: 2/10/2026 2:16 PM' with an information icon. Below this is a dropdown menu for '* Assignment' currently set to 'Mgr IT Svcs OC0009-01...'. A 'Default Assignment' dropdown is open, showing two options: 'Mgr IT Svcs OC0009-...' which is selected with a checkmark, and 'IT Officer S00384-01-IT Ca...'. At the bottom of the interface is a 'Punch In' button.

Reporting Leave (Exempt / Monthly Job)

✓ When requesting leave: - **Select your exempt (monthly) position** - Report vacation, sick, or other leave types there

⊘ Do *not* report leave under your hourly position



× Request time off

Mgr IT Svcs OC0009-01-CADAA Department SO

✓ IT Officer S00384-01-IT Campus Outreach & Eng SE

Leave Timing Rules

- Leave must be reported on a **bi-weekly schedule**
- Submit and receive approval by the **bi-weekly payroll deadline** that covers the dates of leave

 Waiting until the end of the month may cause delays or corrections

Timecard Approval (Every Bi-Weekly Pay Period)

You must: - Review and approve your timecard which includes both your hours worked for your non-exempt position and leave taken for your exempt position.

Your supervisor(s) must: - Approve the timecard bi-weekly to ensure: - Timely pay for the hourly position - Accurate leave reporting for the exempt position

✗ Common Mistakes to Avoid

- Clocking hours under the exempt job
- Reporting leave under the hourly job
- Waiting until month-end to submit leave
- Forgetting to approve the timecard bi-weekly

Need Help?

- Contact your **Org Manager**
- Org Managers: Reach out to the **HR / LoboTime team** for support time@unm.edu