Employees with Multiple Non-Exempt Positions

👤 Who This Applies To

Employees who hold multiple non-exempt positions (e.g., student employees)
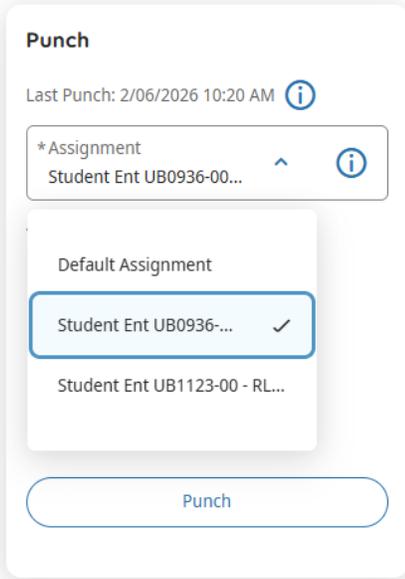
⚠ Key Thing to Know

You will only have ONE timecard in LoboTime.

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

⏱ Reporting Time Worked

✓ When clocking in or out: - **Select the title position** of the position for which you are currently working in. For job assignments with the same title, you can identify the position by the department name or position number. You can hover your mouse over the job in the drop-down list to see more details.

Tip: Frequently review your timecard to ensure that your time worked is recorded on the correct position. If time is recorded on the incorrect position, edit your timecard to assign to the correct position.

You can hover your mouse over the job in the drop-down list to see more details.
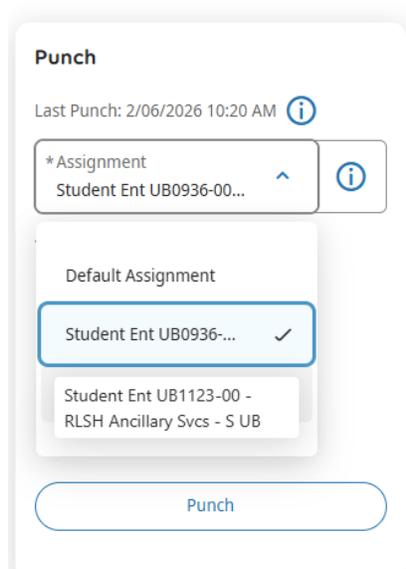
✅ Timecard Approval (Every Bi-Weekly Pay Period)

You must: - Review and approve your timecard which includes time worked for all of your positions.

Tip: **Only one supervisor can approve your timecard.** *If you have different supervisors for each role, coordination between supervisors may be needed to ensure accurate and timely approvals.*

✖ Common Mistakes to Avoid

- Clocking hours under the wrong position
- Waiting until the end of the pay period to correct timecard errors
- 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