

3.5. Exempt Employee Job Aid: How to Submit a Paid Parental Leave Request

Paid Parental Leave (PPL) hours will be credited to an employee's leave bank only after the employee has submitted a formal leave request and received approval from the UNM Absence Management team. If PPL hours are not reflected in the leave bank, the employee should contact the UNM Absence Management team for assistance. See UAP 3415: Leave with Pay for additional information.

1

Login to LoboTime. Navigate to the 'My Leave' tile. Click on 'Time-Off Request' at the bottom of the tile.

Note: For instructions of logging into LoboTime, refer to the *Exempt Employee Job Aid: General Access & Dashboard*.

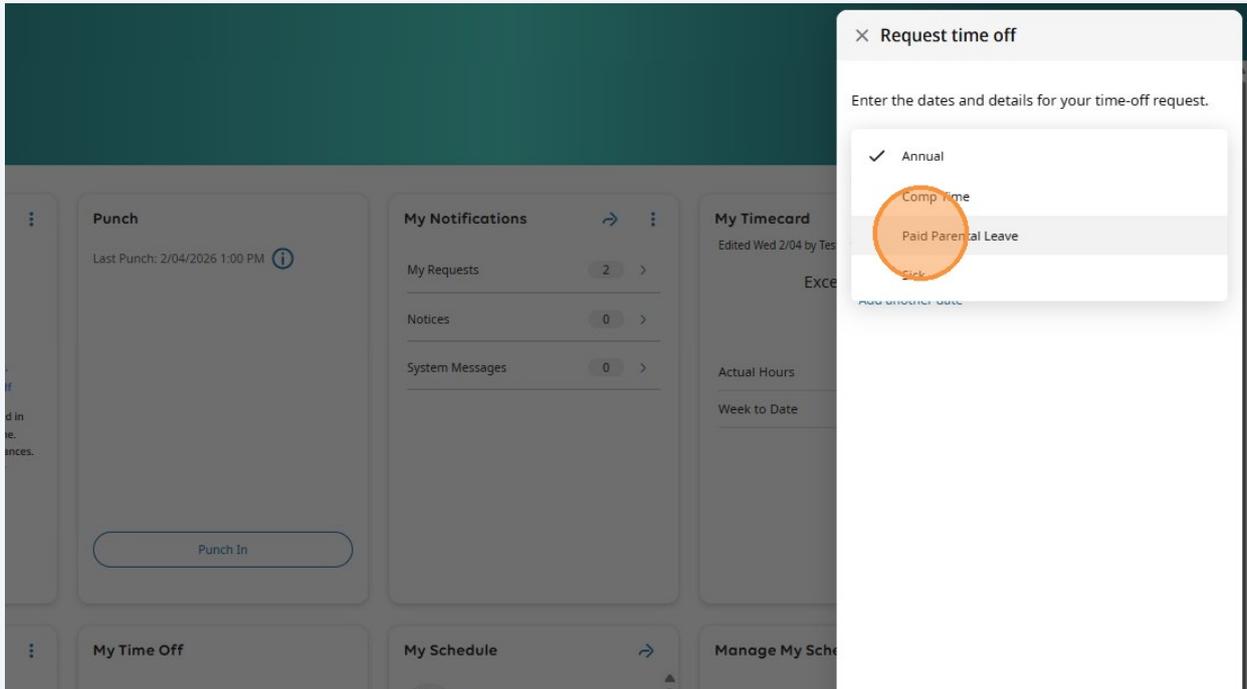
The screenshot displays the LoboTime dashboard interface. At the top left, there is a link: time.unm.edu/resources/job-aids_ukg_v1.pdf. Below this, a message states: "Current actual leave balances are maintained in UNM's Employee Dashboard, not in LoboTime. Please go to the link to see your current balances. lobowebapp.unm.edu/EmployeeSelfService/". A "Punch In" button is visible in the top right. The main dashboard is divided into several tiles. The "My Leave" tile is highlighted with an orange border and contains the following information:

My Leave		
Balance as of Today		
Comp Earned	0.00	
< Annual	Hour	Comp Payout >
Available Balance	0.00	
Pending Grants	9.00	
Planned Takings	0.00	

At the bottom of the "My Leave" tile, a "Time-Off Request" button is circled in orange. Other tiles include "My Time Off" (with a message: "No time off reasons are available. Please use Advanced Options." and a link to "Advanced Options"), "My Schedule" (showing a calendar for the week of Wednesday, April 4th to Sunday, April 8th, with a highlighted shift on Friday, April 6th from 8:00 AM to 5:00 PM [9.00]), and a partially visible "Manag" tile.

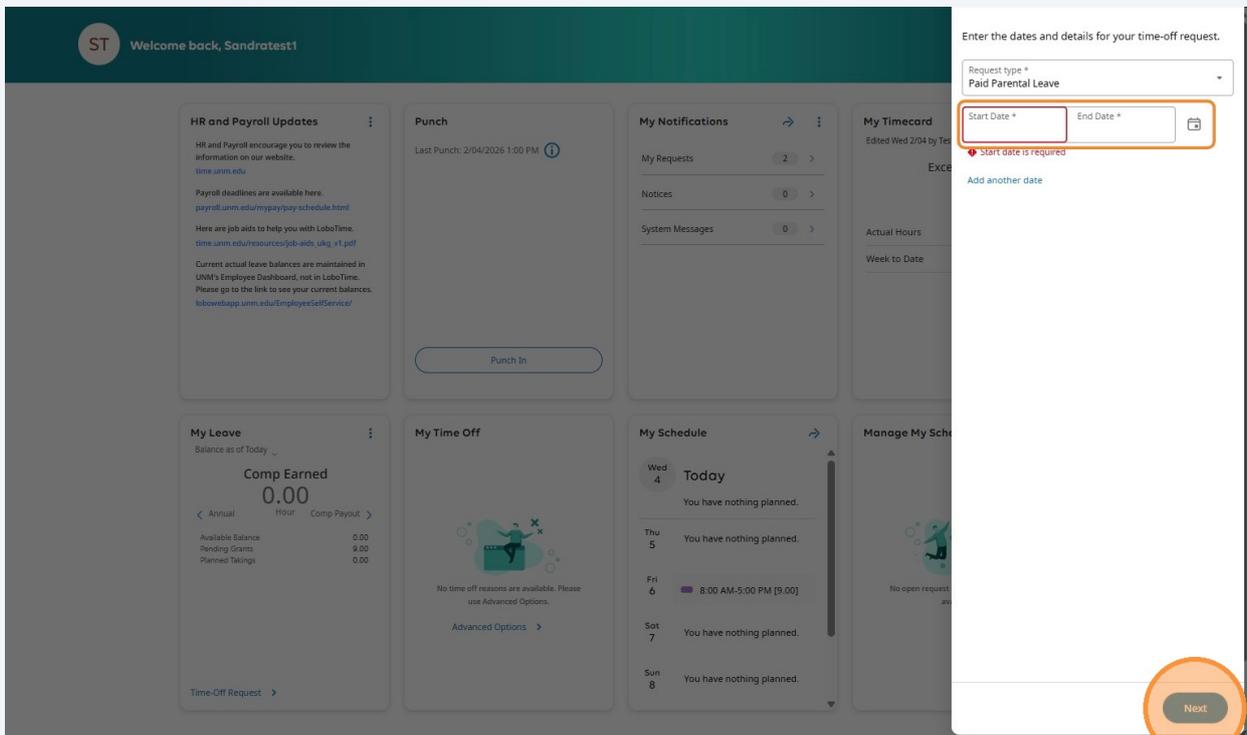
2

The time off request will display 'Annual' as the default option. Click on 'Annual' to open the dropdown list of options. Click on 'Paid Parental Leave'.

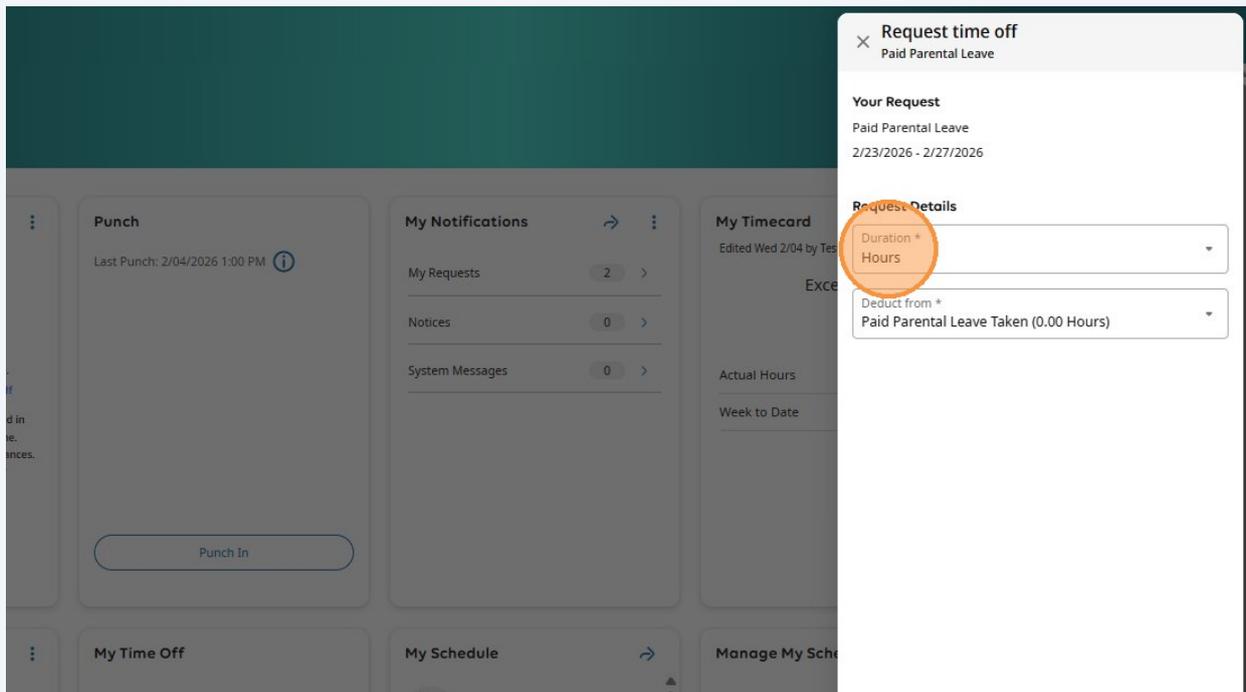


3

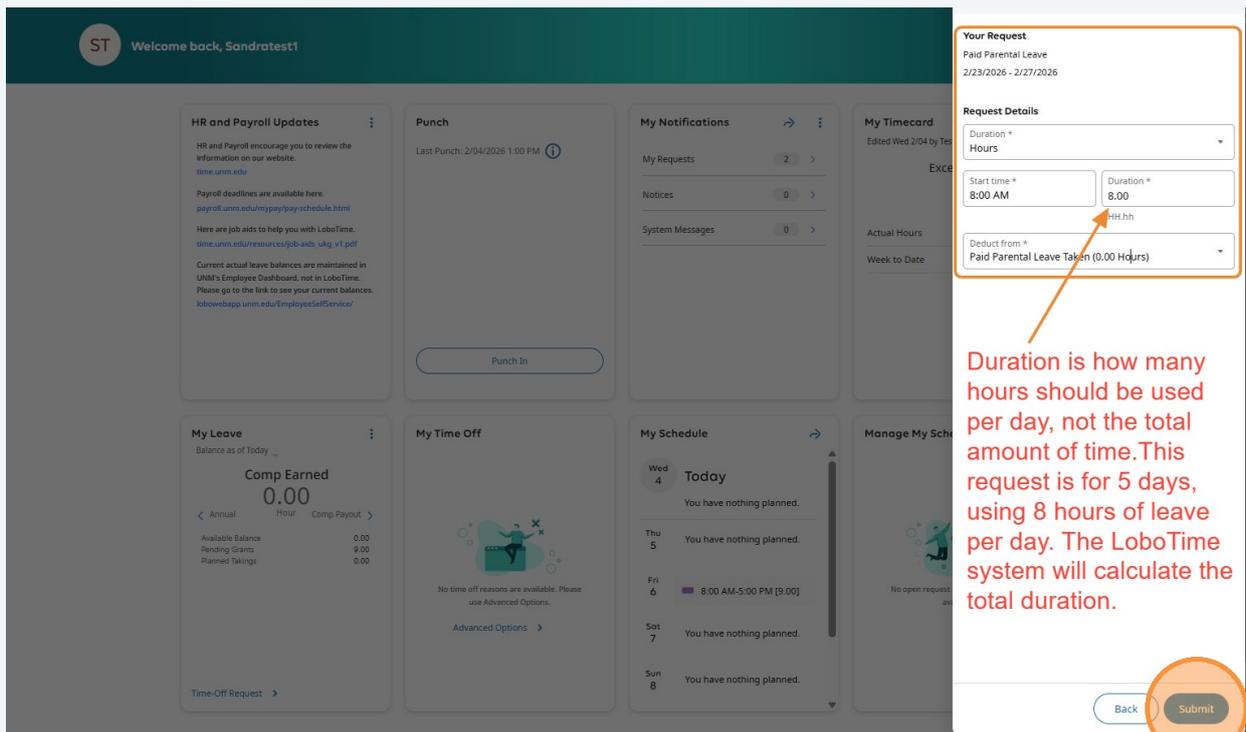
Enter the start date and end date for the PPL request. Type the dates in or click on the small calendar to open up a monthly calendar. Once the start and end dates have been entered, click 'Next'.



4 Under the "Request Details" header, click on 'Hours'.

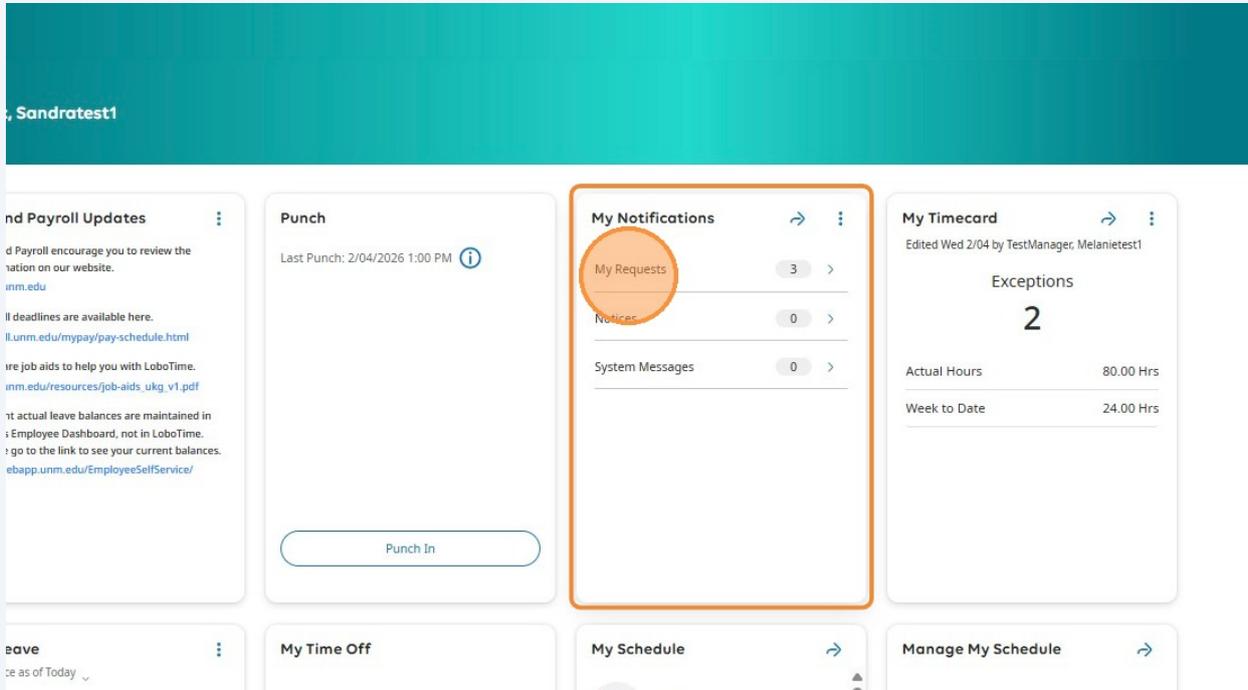


5 After clicking on 'Hours', two boxes will appear: one for 'Start time' and the other for 'Duration'. Type in the time that the leave should begin in the 'Start time' box. Type in the length of time **per day** the leave should last in the 'Duration' box. In the example below, PPL is requested for February 23 - 27 (5 days). Start time is 8:00 am and Duration is 8 hours, which means 8 hours of PPL will be paid for each day. Once 'Start time' and 'Duration' are accurate, click on 'Submit'.



6

To verify the request was successfully submitted, click on 'My Requests' in the "My Notifications" tile.



7

All requests involving PPL will show "Paid Parental Leave" as the type of request.

--End--

