

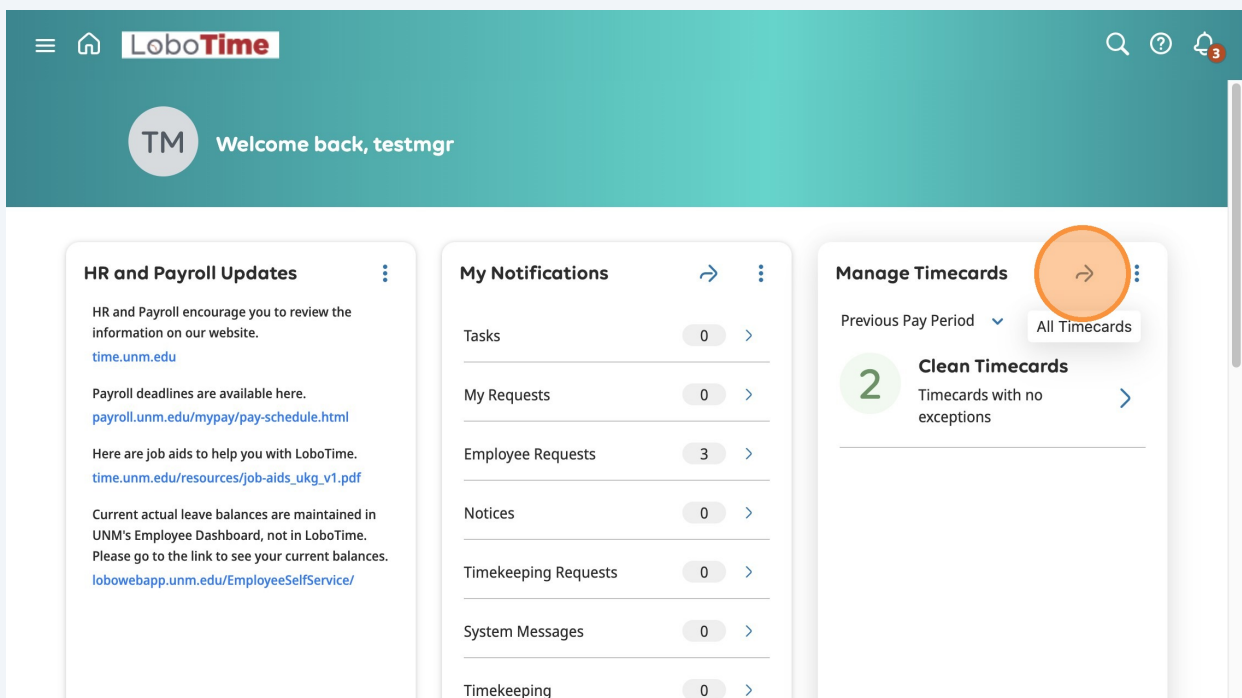
How to Enter Other Paid Leave - Exempt



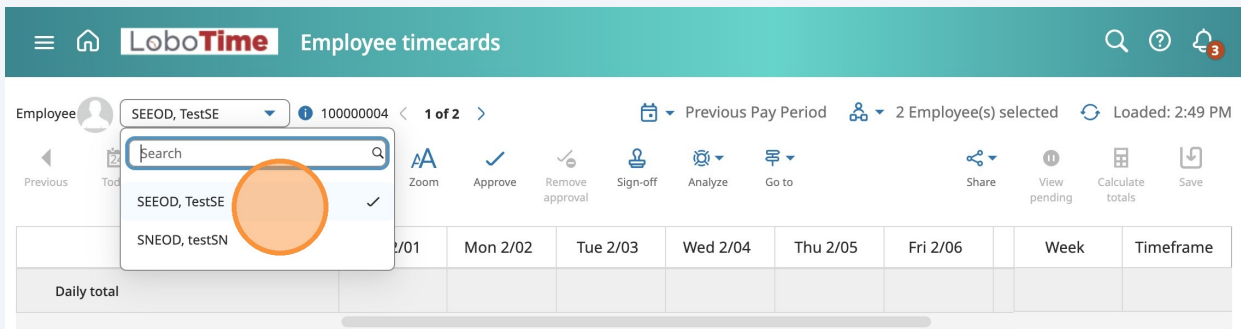
UNM provides a range of Other Paid Leave (OPL) and should be accurately classified within the LoboTime. This includes but is not limited to bereavement leave, University closure/delayed start, jury duty, and voting time. See UAP 3415: Leave with Pay for additional guidance.

1

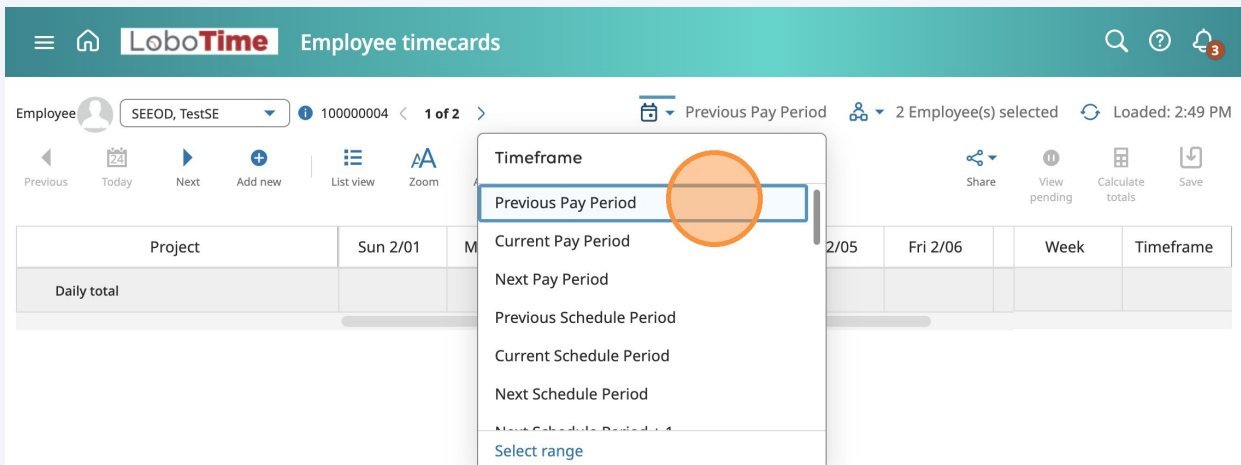
To enter other paid leave (OPL) for an employee, login to LoboTime. Navigate to all employee timecards by clicking on the arrow in the 'Manage Timecards' tile. For instructions on logging into LoboTime, refer to the Supervisor Job Aid: General Access & Dashboard.



2 Click the down arrow of the dropdown menu to select the appropriate employee.



3 Once the correct employee is selected, click on the small calendar icon to select the correct pay period.



4 Within the exempt timecard click on the day, then select **Add New**.

The screenshot shows the LoboTime Employee timecards interface. The header includes the LoboTime logo and 'Employee timecards'. Below the header, there is a navigation bar with buttons for 'Previous', 'Today', 'Next', and 'Add new'. The 'Add new' button is highlighted with an orange circle. The main area displays a table with columns for 'Project', 'Sun 2/01', 'Mon 2/02', 'Tue 2/03', 'Wed 2/04', 'Thu 2/05', 'Fri 2/06', 'Week', and 'Timeframe'. The 'Daily total' row is visible below the table. The 'Thu 2/05' column is highlighted with an orange circle.

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5 Within the side panel that opens up after selecting **Add new**, use the **Paycode cell** dropdown to select "**Other Paid Leave**" and then use the transfer right arrow to proceed to **Add Labor Category**.

LoboTime Employee timecards

Employee: SEEOD, TestSE | 100000004 | 1 of 2 | Previous Pay Period

Navigation: Previous, Today, Next, Add new, List view, Zoom, Approve, Remove approval, Sign-off, Analyze, Go to

Project	Sun 2/01	Mon 2/02	Tue 2/03	Wed 2/04	Thu 2/05
Daily total					

Project

Paycode *
Hours Worked

Transfer

LoboTime Employee timecards

Employee: SEEOD, TestSE | 100000004 | 1 of 2 | Previous Pay Period

Navigation: Previous, Today, Next, Add new, List view, Zoom, Approve, Remove approval, Sign-off, Analyze, Go to

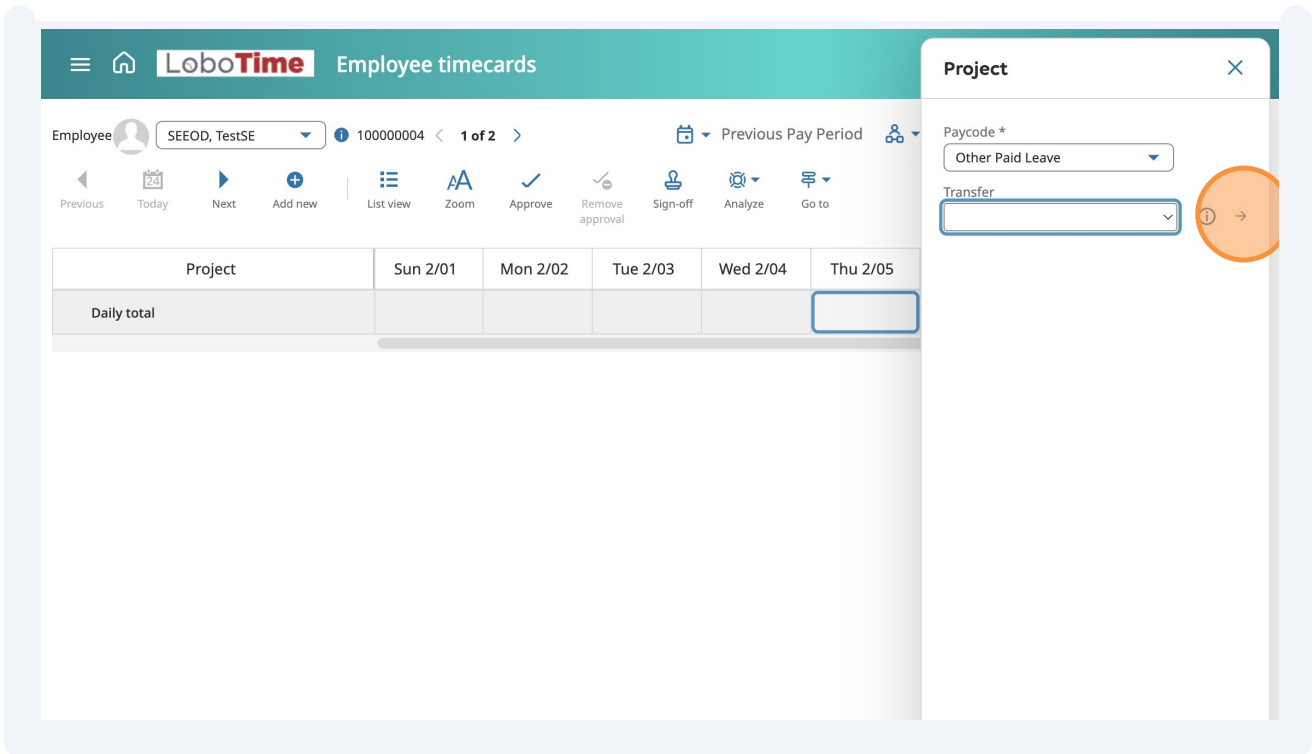
Project	Sun 2/01	Mon 2/02	Tue 2/03	Wed 2/04	Thu 2/05
Daily total					

Project

Paycode *
Hours Worked

Search

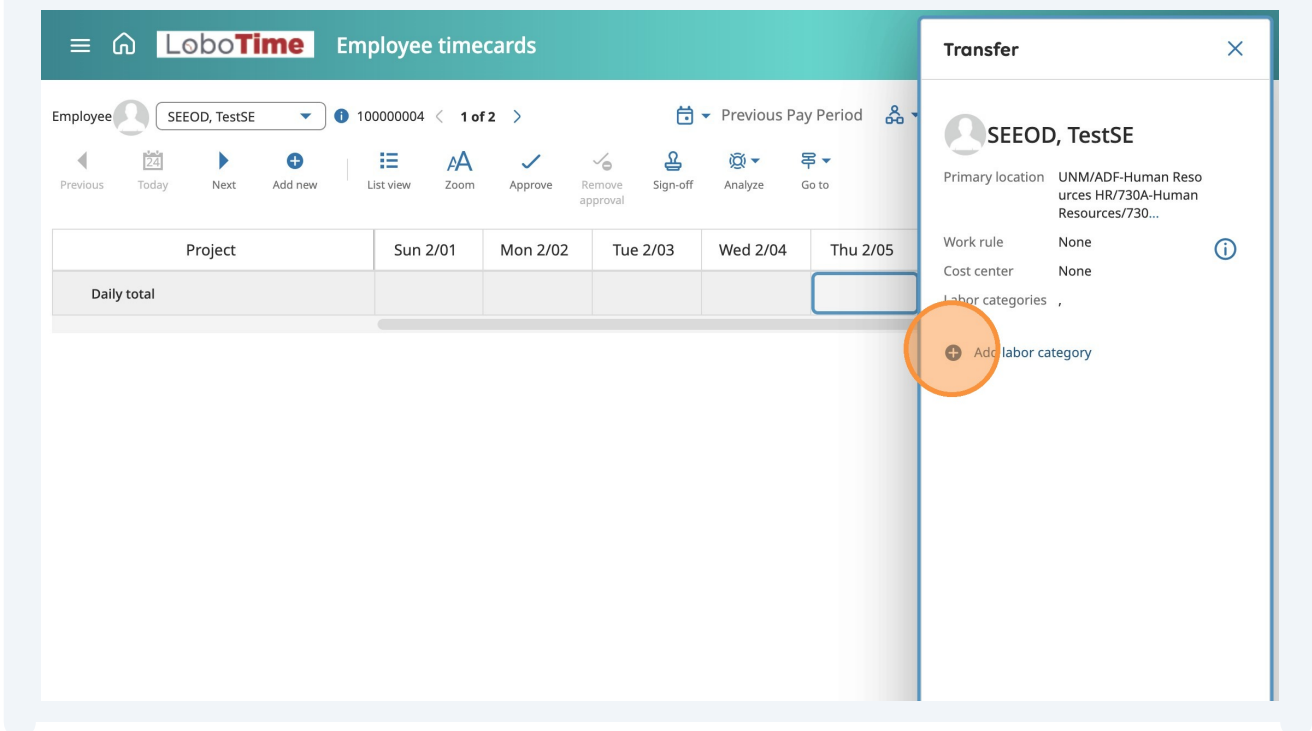
- Comp Time Taken 1.0
- Other Paid Leave
- Holiday Leave
- Leave Without Pay with Benefits
- Worked Holiday Shift 1 1.5



6

Click on **Add Labor Category** to select the **Add Category** then select leave from dropdown.

Note: Employees may use the appropriate paid leave option applicable to their situation, in accordance with company policy. Jury Duty is used as an example in this step and does not limit the use of other qualifying paid leave types.



LoboTime Employee timecards

Employee: SEEOD, TestSE | 100000004 | 1 of 2 | Previous Pay Period

Navigation: Previous, Today, Next, Add new, List view, Zoom, Approve, Remove approval, Sign-off, Analyze, Go to

Project	Sun 2/01	Mon 2/02	Tue 2/03	Wed 2/04	Thu 2/05
Daily total					

Transfer Labor categories

- + Add Index
- + Add Category

Quick links

LoboTime Employee timecards

Employee: SEEOD, TestSE | 100000004 | 1 of 2 | Previous Pay Period

Navigation: Previous, Today, Next, Add new, List view, Zoom, Approve, Remove approval, Sign-off, Analyze, Go to

Project	Sun 2/01	Mon 2/02	Tue 2/03	Wed 2/04	Thu 2/05
Daily total					

Transfer Labor categories

+ Add Category

Search

- Jury Duty
- Marriage Leave
- Other
- Paid Administrative Leave

Quick links

7 Click **ok**.

Project	Sun 2/01	Mon 2/02	Tue 2/03	Wed 2/04	Thu 2/05
Daily total					

Jury Duty

Quick links

Totals Audits

Back Ok

8 Click **Apply**.

Project	Sun 2/01	Mon 2/02	Tue 2/03	Wed 2/04	Thu 2/05
Daily total					

Work rule None

Cost center None

Labor categories ,

Labor categories

Category

Jury Duty

Jury Duty

+ Add labor category

Totals Audits

Cancel Apply

9

Then click into the cell under the appropriate date(s) the leave should be apply to and enter the hours.

The screenshot shows the LoboTime Employee timecards interface. At the top, there is a teal header with the LoboTime logo and 'Employee timecards'. Below the header, there is a navigation bar with various icons and text: 'Employee' (SEEOD, TestSE), '100000004', '1 of 2', 'Previous Pay Period', '2 Employee(s) selected', and 'Loaded: 2:49 PM'. A toolbar contains icons for 'Previous', 'Today', 'Next', 'Add new', 'List view', 'Zoom', 'Approve', 'Remove approval', 'Sign-off', 'Analyze', 'Go to', 'Share', 'View pending', 'Calculate totals', and 'Save'. The main area is a calendar grid with columns for dates from Sun 2/01 to Fri 2/06, and rows for 'Project', 'Jury Duty: Other Paid Leave', and 'Daily total'. The cell for Thursday 2/05 is highlighted with an orange circle.

Project	Sun 2/01	Mon 2/02	Tue 2/03	Wed 2/04	Thu 2/05	Fri 2/06	Week	Timeframe
Jury Duty: Other Paid Leave								
Daily total								

10

Click **Save**.

The screenshot shows the LoboTime Employee timecards interface. The 'Save' button in the toolbar is highlighted with an orange circle. The calendar grid now shows the value '8.00' entered in the Thursday 2/05 cell under the 'Jury Duty: Other Paid Leave' row.

Project	Sun 2/01	Mon 2/02	Tue 2/03	Wed 2/04	Thu 2/05	Fri 2/06	Week	Timeframe
Jury Duty: Other Paid Leave					8.00			
Daily total								

11 The timecard updates to Other Paid Leave.

The screenshot shows the LoboTime Employee timecards interface. The header includes the LoboTime logo and 'Employee timecards'. Below the header, there is a navigation bar with various icons for actions like Previous, Today, Next, Add new, List view, Zoom, Approve, Remove approval, Sign-off, Analyze, Go to, Share, View pending, Calculate totals, and Save. The main content area displays a table with columns for Project, Sun 2/01, Mon 2/02, Tue 2/03, Wed 2/04, Thu 2/05, Fri 2/06, Week, and Timeframe. The table has three rows: 'Jury Duty: Other Paid Leave', 'Daily total', and a blank row. The cell for 'Jury Duty: Other Paid Leave' on 'Thu 2/05' contains the value '8.00' and is circled in orange. The 'Daily total' row shows '8.00' for both the 'Week' and 'Timeframe' columns.

Project	Sun 2/01	Mon 2/02	Tue 2/03	Wed 2/04	Thu 2/05	Fri 2/06	Week	Timeframe
Jury Duty: Other Paid Leave					8.00		8.00	8.00
Daily total					8.00		8.00	8.00