

4.2. Org Manager Job Aid: Non-exempt Employee Timecard Sign Off Status (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. Timecards must be clean and complete before sending to Payroll. For non-exempt employees, all missing in/out punches and time off requests must be resolved before sign off.

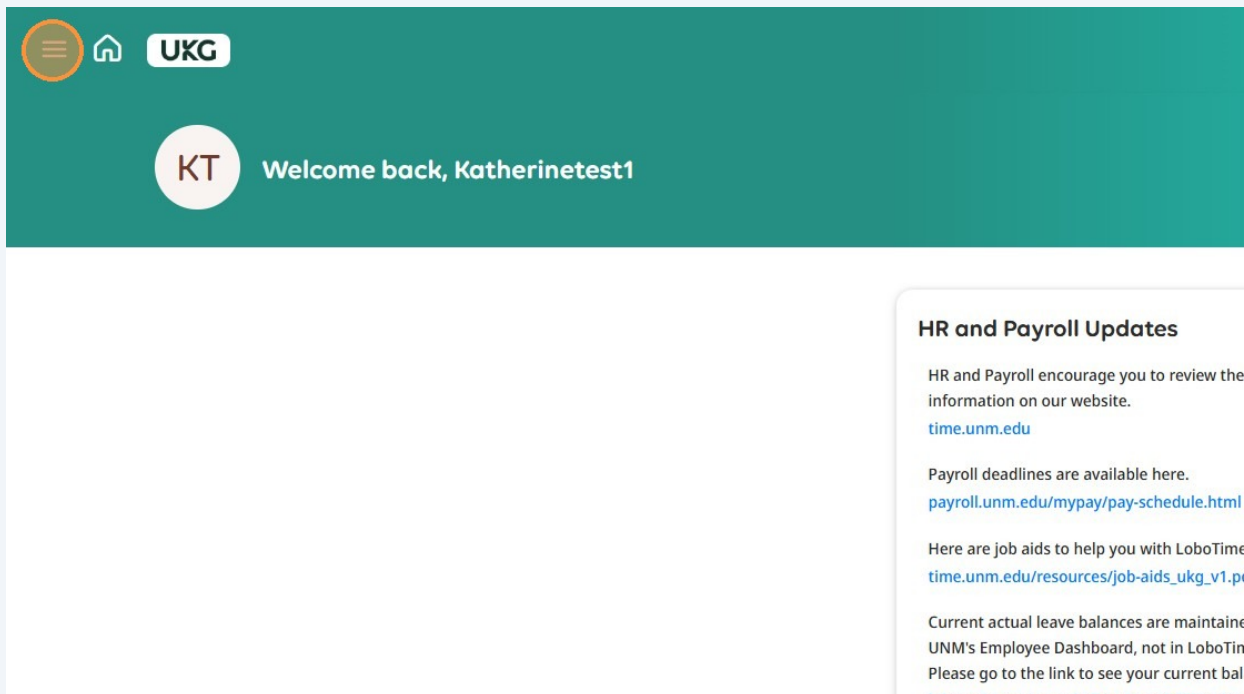
- 1 Login to LoboTime. Click on the three stacked bars in the upper left corner.

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

Related Job Aids:

To review the status of time off requests, refer to *Org Manager Job Aid: Time Off Requests (Dataview)*.

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

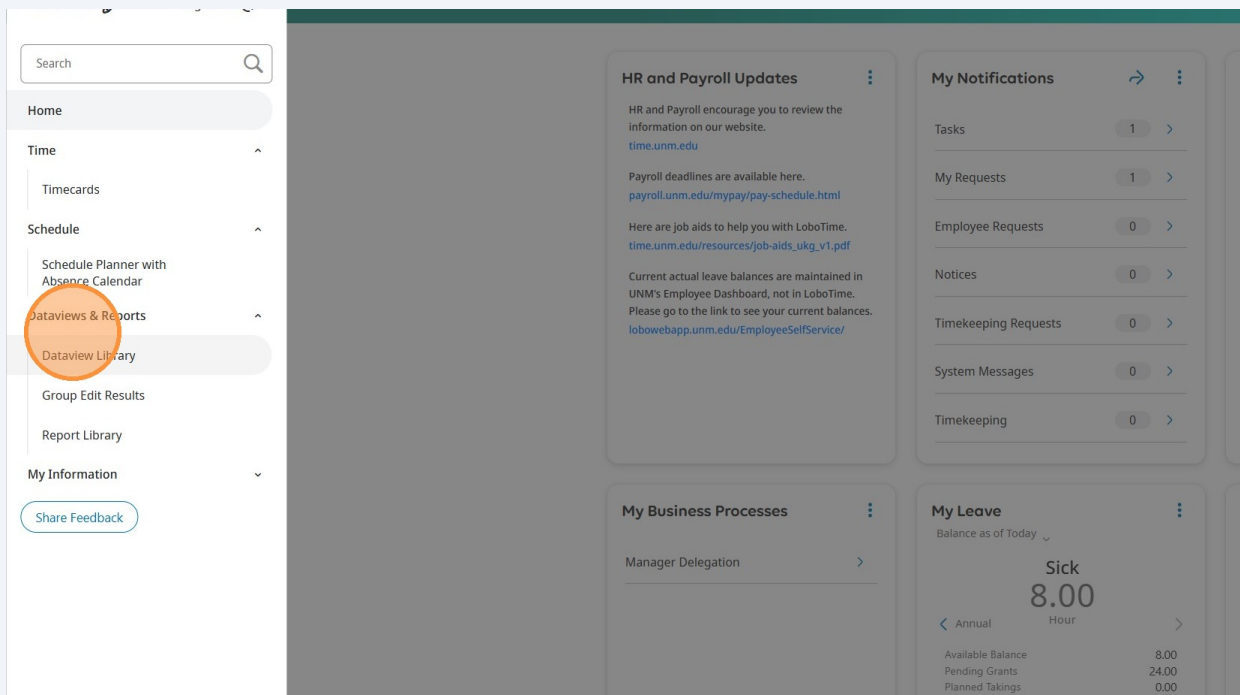


2 Click on 'Dataviews & Reports'. Then click on 'Dataview Library'.

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*.



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

Under the Timekeeping category, click the "Sign Off Status" dataview.

Subject: Employee ✓

Audit
Count: 7

Name: Subject: Comments and Notes Employee >	Name: Subject: Delegation Audit Employee >	Name: Subject: Leave Audit Page Employee
Name: Subject: TEST - Timecard audit Employee >	Name: Subject: Time Audit Employee >	Name: Subject: Timecard Changes Employee

Other
Count: 6

Name: Subject: Data and Totalization Status - Support Employee >	Name: Subject: Employee Summary - Basic Employee >	Name: Subject: Employee Summary - Demographic Employee
Name: Subject: Employees By Organization Employee >	Name: Subject: Multiple Assignment Details Employee >	

Scheduling
Count: 6

Name: Subject: Schedule Planner Column Set Employee >	Name: Subject: Schedule Summary - Full Employee >	Name: Subject: Schedule Summary - Paycode Employee
Name: Subject: Time Off Requests History Employee >	Name: Subject: Time Off Requests Info Employee >	

Timekeeping
Count: 16

Name: Subject: Accrual Details - Basic Employee >	Name: Subject: Accrual Details - Full Employee >	Name: Subject: Accrual Transactions Details Employee
Name: Subject: Employee Approval Summary Employee >	Name: Subject: Employee Hours by Day Employee >	Name: Subject: Employee Hours by Job Employee
Name: Subject: Exception Summary Employee >	Name: Subject: Exempt Assignment Hours Worked Employee >	Name: Subject: Hourly Employee Timecard Employee
Name: Subject: Overtime Summary Employee >	Name: Subject: Punch Audit Employee >	Name: Subject: Sign Off Status Employee

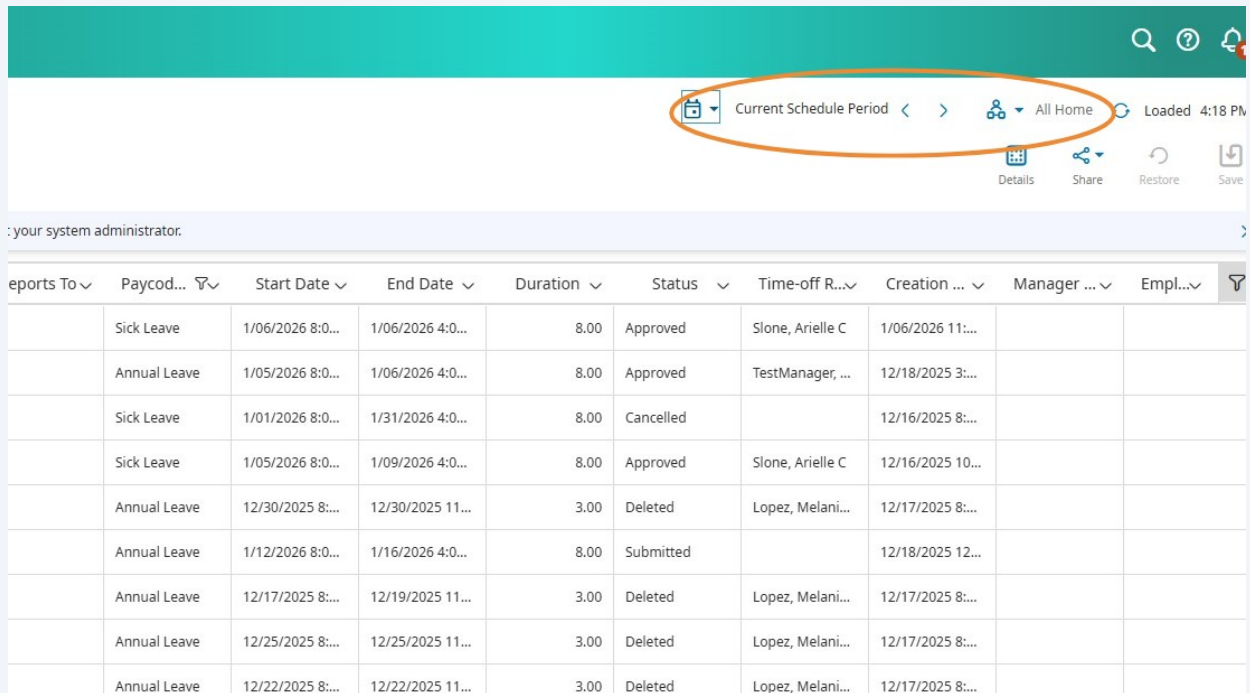
4

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 data 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.



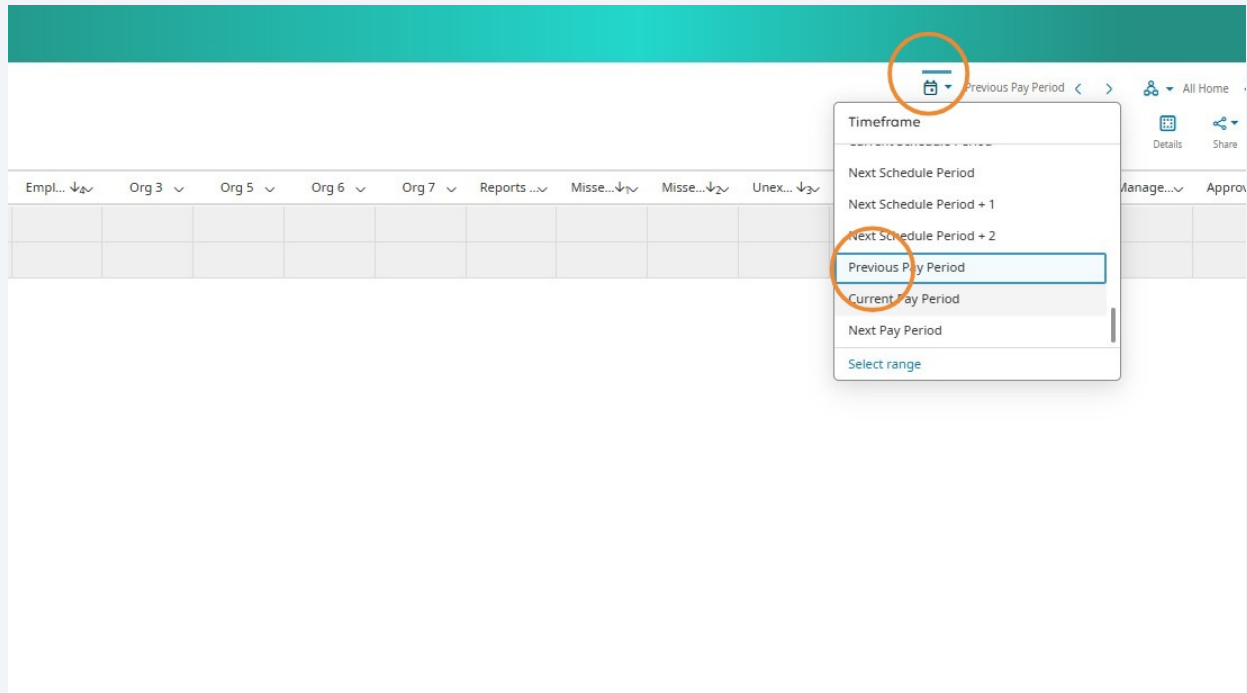
your system administrator.

Reports 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:...		

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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.

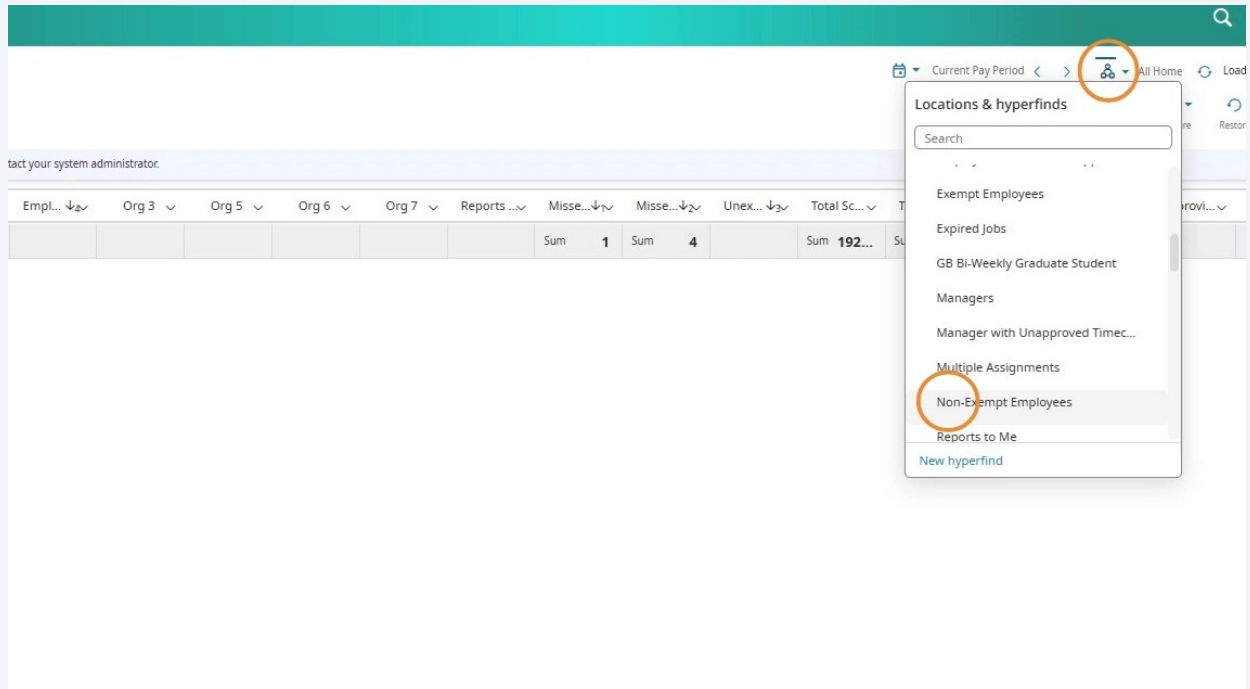
To change the pay period, click the calendar icon and select the timeframe to view.



6

To view timecard approval status for non-exempt employees, click the **Hyperfind** link (triangle icon with circles at each apex).

- The default view, Non-Exempt Sign-Off, includes all active non-exempt employees (even if they have no hours entered) and only those terminated non-exempt employees who have time entered in the selected pay period.



7

Click the drop-down arrow in the 'Grouped by...' column and select the False/True status to display all employees. In this example, the 'False' drop-down has already been clicked, indicating the employees whose timecards still require action prior to sign off.

- **'False'** status designates any timecard that does not have both the employee and supervisor approval.

- **'True'** status designates any timecard that has both the employee and supervisor approval.

UKG

Sign Off Status

Sign Off Status ▾

Select all

Refine

Zoom

Track time

Approval

Requests

Information

Data within Reports To cannot be retrieved. Contact your system administrator.

✓	Grouped by... ▾	Signed Off ▾	Employee ID ▾	Employee ... ▾	Org 3 ▾	Org 5 ▾	Org 6 ▾
☐	False (12)						
☐				Whitman, Joshua M	ADG-VP Institutio...	314A-Parking Tra...	314B-Parking Tra...
☐				Vigil, Robin V	ADG-VP Institutio...	314A-Parking Tra...	314B-Parking Tra...
☐			COMPKATHST	Testorgmanager, ...	ADG-VP Institutio...	314A-Parking Tra...	314B-Parking Tra...
☐				Strawn, Daisy	ADG-VP Institutio...	314A-Parking Tra...	314B-Parking Tra...
☐				Scott, Sarah R	ADG-VP Institutio...	314A-Parking Tra...	314B-Parking Tra...
☐				Rodriguez, Christ...	ADG-VP Institutio...	314A-Parking Tra...	314B-Parking Tra...

8

Review 'Missed In Punch' and 'Missed Out Punch' columns for errors. The first row displays the total missed punches (in and out) for the entire organization. Each employee's individual count appears in their row. In this example, the organization has 1 missed in punch and 3 missed out punches.

KG Sign Off Status										
Zoom Track time Approval Requests										
by...	Signed ...	Employ...	Empl...	Org 3	Org 5	Org 6	Org 7	Reports ...	Missed In Punch	Missed Out P...
Sum									1	3
		Enriquez, Cl...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...			1	1
		NONEXTEST1	Nonexempt...	ADF-Human...	730A-Huma...	730B-Huma...	730B6-HR B...			1
		Anderson, ...	ADF-Human...	730A-Huma...	730B-Huma...	730B1-HR A...				1
		Yanez Lopez...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...				
		COMPSAND...	Testnonexe...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...			
		COMPELEN...	Testnonexe...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...			
		Rivera, Deni...	ADF-Human...	730A-Huma...	730B-Huma...	730B6-HR B...				
		Reyes, Sand...	ADF-Human...	730A-Huma...	730B-Huma...	730B6-HR B...				
		Poncho, An...	ADF-Human...	730A-Huma...	730B-Huma...	730B3-HR Cl...				
		Ortiz, Antonio	ADF-Human...	730A-Huma...	730B-Huma...	730B3-HR Cl...				
		Marin, Elias	ADF-Human...	730A-Huma...	730B-Huma...	730B1-HR B...				

9

The Org Manager should contact the appropriate supervisor to correct any missed in or out punches. Supervisors must work with their employees to resolve any issues prior to approving timecards and before the Org Manager signs off.

In limited circumstances, the Org Manager may need to make a change to a timecard. To navigate to an employee's timecard, right-click the missed punch. A pop-up will display the employee's name and details. Click on 'Go to' and select 'Timecard' to make any necessary changes.

Related Job Aid:

For information on how to correct a missing timecard punch, see *Supervisor Job Aid: How to Correct a Timecard Punch and Add a Missed Punch (Non-exempt)*.

All missed punches must be resolved before the Org Manager signs off.

Enriquez, Cl...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...			1	1			68.00		
Nonexempt...	ADF-Human...	730A-Huma...	730B-Huma...	730B6-HR B...				1			72.00		
Anderson, ...	ADF-Human...	730A-Huma...	730B-Huma...	730B1-HR A...				1			72.00		
Yanez Lopez...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...							40.00		
Testnonexe...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...						16.00	80.00	FULL	NON
Testnonexe...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...							40.00		
Rivera, Deni...	ADF-Human...	730A-Huma...	730B-Huma...	730B6-HR B...						40.00	80.00		
Reyes, Sand...	ADF-Human...	730A-Huma...	730B-Huma...	730B6-HR B...							40.00		
Poncho, An...	ADF-Human...	730A-Huma...	730B-Huma...	730B3-HR CL...							40.00		
Ortiz, Antonio	ADF-Human...	730A-Huma...	730B-Huma...	730B3-HR CL...							40.00		
Morin, Eliza...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...							40.00		
Lopez, Arian...	ADF-Human...	730A-Huma...	730C-HR Ser...	730B5-HR S...							40.00		
Hayden, Ste...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...							40.00		
Dominguez...	ADF-Human...	730A-Huma...	730C-HR Ser...	730B5-HR S...							40.00		
Cox, Coleen A	ADF-Human...	730A-Huma...	730B-Huma...	730B6-HR B...							40.00		
Carreon Oc...	ADF-Human...	730A-Huma...	730E-Emplo...	-									
Bearden, Br...	ADF-Human...	730A-Huma...	730C-HR Ser...	730B5-HR S...									

Anderson, Olivia L

General Information

Manager
Rickman, Jamie E

Primary Job
8/14/2025 - Forever
UNM/ADF-Human Resources HR/730A-Human Resources/730B-Human Resources
Department/730B1-HR Administration/Professional Support Intern

Timekeeping

Accruals

Add punch
Add paycode
Go to
Sign-off
Approve timecard

Timecard
Schedule
Reports

10 Once all missed punches are resolved (if applicable), review for approvals.

'Employee Approval Status' and 'Manager Approval Status' will have one of the following:

- **Blank:** Typically indicates that the timecard has not been approved by **either** the employee **or** supervisor/manager or is not applicable for that record.
- **NONE:** The timecard or schedule is still open for edits and has not been approved by **either** an employee **or** supervisor/manager.
- **FULL:** Indicates who has approved the timecard.
- **Partial:** Indicates that only a portion of the time period being reviewed has been approved.

The 'Approving Managers' column will show the name of the manager who approved the timecard. This may be helpful when a manager has delegated authority.

The 'Sign Off Date' will show when the Org Manager has signed off on the timecard.

The 'Sign Off Through Date' typically indicates the **last date through which the timecard has been approved.**

Previous Pay Period < > All People Loaded									
Details Share Restore									
Full Name	Org 3	Org 5	Org 6	Employee Approval Status	Manager Approval Status	Approving Managers	Sign Off Date	Sign Off Through Date	Totals Up To Date In...
t1	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
ia	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
L	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
Stephany J	ADF-Human Resources HR	730A-Human Resources	730C-HR Services					1/01/1901	✓
ndra C	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
Ira	ADF-Human Resources HR	730A-Human Resources	730C-HR Services					1/01/1901	✓
dia	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
	ADF-Human Resources HR	851D-HR Employee Wellness	-					1/01/1901	✓
n F	ADF-Human Resources HR	730A-Human Resources	730C-HR Services					1/01/1901	✓
c Marleentest1	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
Sandratest1	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...	FULL	NONE			1/01/1901	✓
Elenatest1	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
test 2	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
ine A	ADF-Human Resources HR	730A-Human Resources	730C-HR Services					1/01/1901	✓
n G	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...	FULL	FULL	Luhman, Emily H		1/01/1901	✓
I	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
D	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
nan J	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓



Tip! Employees and supervisors should approve timecards before the Org Manager signs off. If approvals are required, the Org Manager should work with the supervisor/manager to obtain approvals before approving.

11

After the timecards have been approved by the employee and supervisor, the Org Manager can **sign off** on the timecards. Click 'Select All' or "☐" header to select all employees for sign off. Alternatively, to approve select timecards, click the individual box to the left of an employee's name, under the check mark "☐" column.

Timecards not signed off by the Org Manager will not be submitted to Payroll, and the employee will not be paid.

Sign Off Status

Sign Off Status ▾

Select all

Refine

Zoom

Track time

Approval

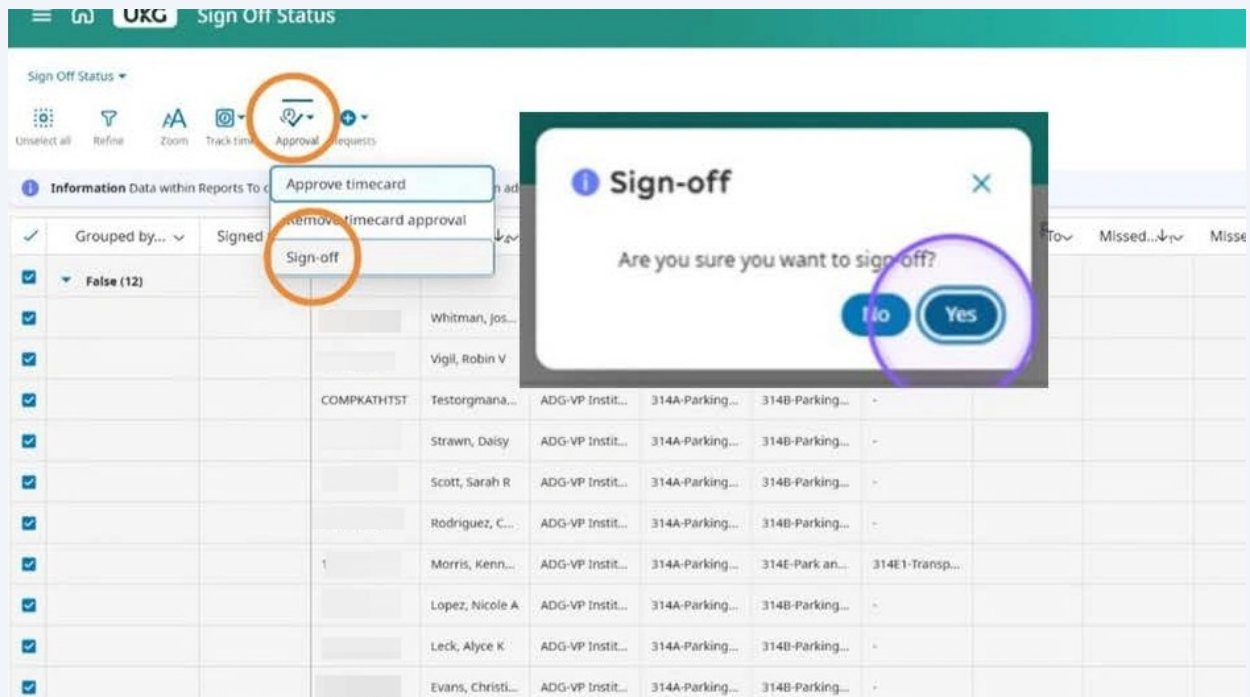
Requests

Information Data within Reports To cannot be retrieved. Contact your system administrator.

☐	Grouped by... ▾	Signed Off ▾	Employee... ▾	Emplo... ▾	Org 3 ▾	Org 5 ▾	Org 6 ▾	Org 7 ▾	Reports To ▾	Missed... ▾
☐	False (12)									
☐				Whitman, Jos...	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		
☐				Vigil, Robin V	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		
☐			COMPKATHTST	Testorgmana...	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		
☐				Strawn, Daisy	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		
☐				Scott, Sarah R	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		
☐				Rodriguez, C...	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		
☐				Morris, Kenn...	ADG-VP Instit...	314A-Parking...	314E-Park an...	314E1-Transp...		
☐				Lopez, Nicole A	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		
☐				...	...	...	...	...		

12

To sign off on selected timecards, click on 'Approval' and then 'Sign-off'. A pop-up will display to confirm the decision to sign off. Click 'Yes' to complete sign off.



13

To see recent changes, refresh your screen by clicking the circular arrows icon located next to Hyperfind. Click the drop-down arrow in the 'Grouped by...' column and select the False/True status to display all employees. In this example, the 'True' drop-down has already been clicked, indicating the employees whose timecards have been signed off by the employee, supervisor, and Org Manager.

--End--

