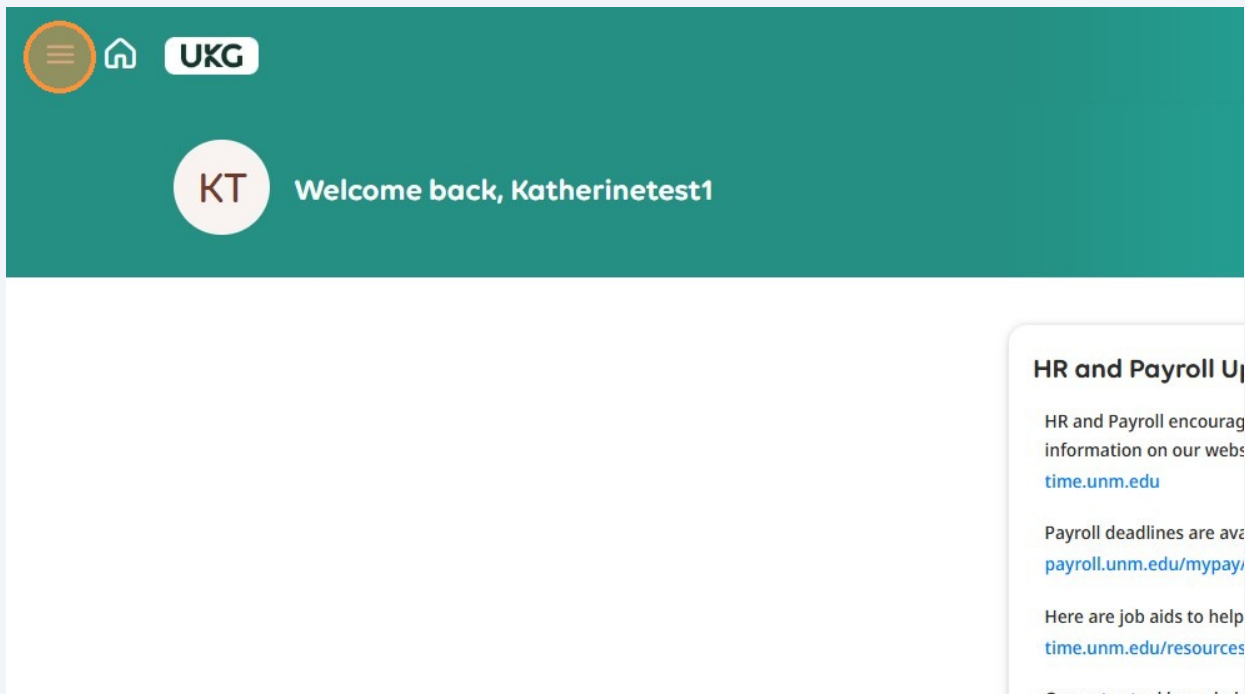


4.1. Org Manager Job Aid: Time Off Requests Info (Dataview)

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. All time off requests for the pay period 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 the *Supervisor Job Aid: General Access & Dashboard*.

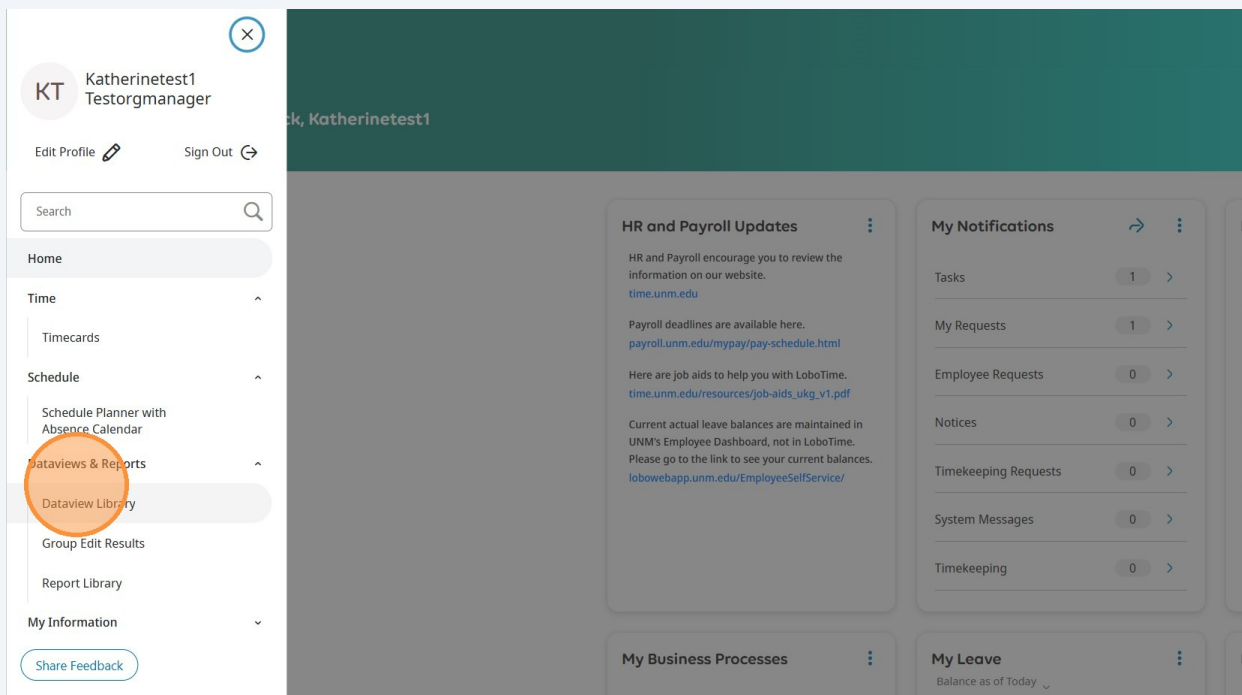


2 Click on "Dataviews & Reports. Then click on "Dataview Library".

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*.



3

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

Under the Scheduling category, click the "Time Off Requests Info" dataview.

The screenshot displays the UKG Dataview Library interface. At the top, there is a teal header bar with the UKG logo and the text 'Dataview Library'. Below the header, a link icon and the text 'Navigate to downloads' are visible. The main content area is divided into sections based on categories, each with a 'Count' value. The categories and their contents are as follows:

- Attendance** (Count: 1):
 - Name: Attendance Audit Page, Subject: Employee
- Audit** (Count: 7):
 - Name: Comments and Notes, Subject: Employee
 - Name: Delegation Audit, Subject: Employee
 - Name: Leave Audit Page, Subject: Employee
 - Name: TEST - Timecard audit, Subject: Employee
 - Name: Time Audit, Subject: Employee
 - Name: Timecard Changes, Subject: Employee
- Other** (Count: 6):
 - Name: Data and Totalization Status - Support, Subject: Employee
 - Name: Employee Summary - Basic, Subject: Employee
 - Name: Employee Summary - Demographic, Subject: Employee
 - Name: Employees By Organization, Subject: Employee
 - Name: Multiple Assignment Details, Subject: Employee
- Scheduling** (Count: 6):
 - Name: Schedule Planner Column Set, Subject: Employee
 - Name: Schedule Summary - Full, Subject: Employee
 - Name: Schedule Summary - Paycode, Subject: Employee
 - Name: Time Off Requests History, Subject: Employee
 - Name: Time Off Requests Info, Subject: Employee** (highlighted with an orange circle)
- Timekeeping** (Count: 17):
 - Name: Accrual Details - Basic, Subject: Employee
 - Name: Accrual Details - Full, Subject: Employee
 - Name: Accrual Transactions Details, Subject: 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 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.

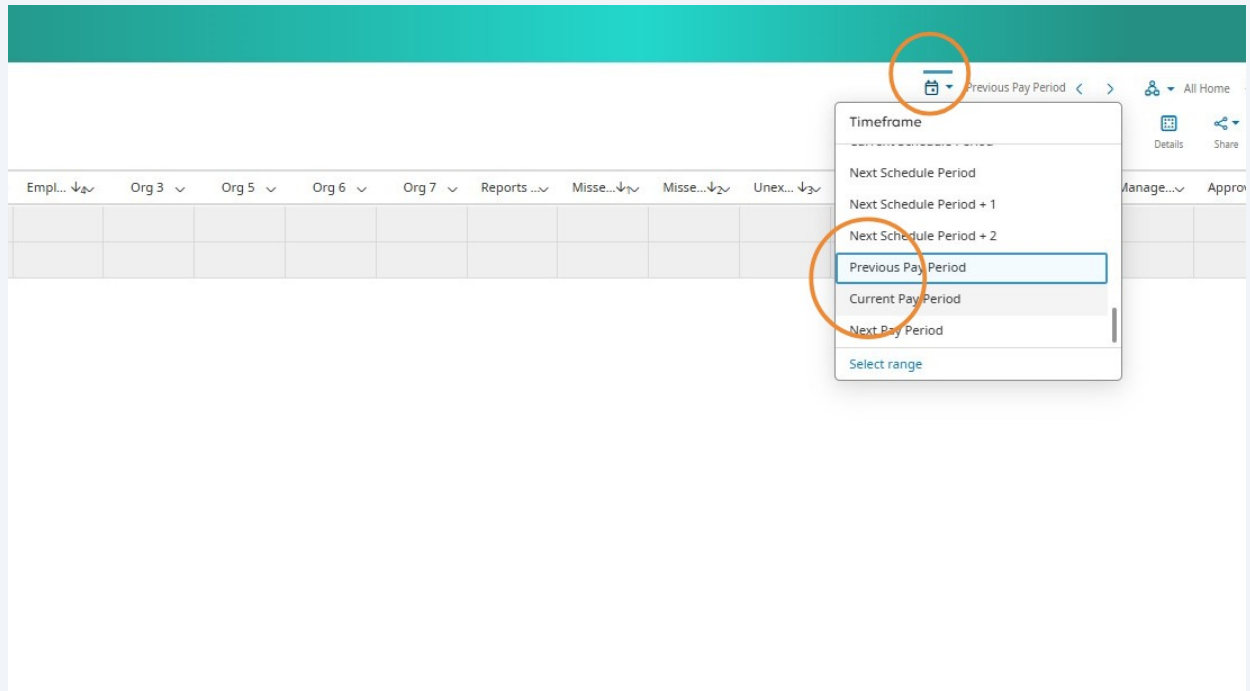
Starts To	Paycod...	Start Date	End Date	Duration	Status	Time-off R...	Creation ...	Manager ...	Empl...
	Sick Leave	1/06/2026 8:0...	1/06/2026 4:0...	8.00	Approved	Slone, Arielle C	1/06/2026 11:...		
	Annual Leave	1/05/2026 8:0...	1/06/2026 4:0...	8.00	Approved	TestManager, ...	12/18/2025 3:...		
	Sick 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:...		

5

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 you want to view.

Note: If reviewing time off requests in the middle of a pay period, use 'Current Pay Period'. If reviewing time off requests after a pay period has ended, use 'Previous Pay Period'.



6

To see all time off requests for non-exempt employees, click on the 'Hyperfind' link (triangle icon with circles at each apex) and select 'Non-Exempt Employees' from the list.

The screenshot shows the Hyperfind interface with a table of time-off requests. The 'Locations & hyperfinds' dropdown menu is open, and 'Non-Exempt Employees' is selected. The table has columns for End Date, Duration, Status, Time-off Request Actors, and Creation Date.

End Date	Duration	Status	Time-off Request Actors	Creation Date
1/05/2026 4:00 PM	8.00	Approved	TestManager, Melanietest1	12/18/2025 12:22 PM
1/05/2026 4:00 PM	8.00	Cancelled		1/08/2026 12:24 PM
1/06/2026 4:00 PM	8.00	Submitted		1/08/2026 12:21 PM
1/07/2026 5:00 PM	4.00	Submitted		1/08/2026 12:22 PM

7

To see all time off requests for exempt employees, click on the 'Hyperfind' link (triangle icon with circles at each apex) and select 'Exempt Employees' from the list.

The screenshot shows the Hyperfind interface with a table of time-off requests. The 'Locations & hyperfinds' dropdown menu is open, and 'Exempt Employees' is selected. The table has columns for End Date, Duration, Status, Time-off Request Actors, and Creation Date.

End Date	Duration	Status	Time-off Request Actors	Creation Date
1/05/2026 4:00 PM	8.00	Approved	Testorgmanager, Katherinetest1	1/08/2026 12:29 PM
1/08/2026 5:00 PM	8.00	Submitted		1/08/2026 12:14 PM
1/05/2026 4:00 PM	8.00	Approved	TestManager, Melanietest1	12/18/2025 12:22 PM
1/05/2026 3:30 PM	8.00	Submitted		1/08/2026 12:09 PM
1/05/2026 4:00 PM	8.00	Cancelled		1/08/2026 12:24 PM
1/06/2026 4:00 PM	8.00	Submitted		1/08/2026 12:21 PM
1/05/2026 7:00 PM	10.00	Cancelled		1/08/2026 12:12 PM
1/07/2026 5:00 PM	4.00	Submitted		1/08/2026 12:22 PM



Tip! For easier reviewing, hide unnecessary columns and display only the ones needed. To do this, click the downward caret next to the column header and select **'Hide Column'**.

8

The status of all time off requests appears in the 'Status' column. For payroll processing, all time off requests within the pay period must be resolved as 'Cancelled', 'Approved', or 'Refused'. Any request showing 'Submitted' is unresolved and must be addressed before sign-off.

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

--End--

▼	Start Date ▼	End Date ▼	Duration ▼	Status ▼	Time-off Request Actors ▼	Creation Date ▼	Manager Cc
	1/06/2026 8:00 AM	1/06/2026 4:00 PM	8.00	Submitted		1/08/2026 12:21 PM	
	1/05/2026 8:00 AM	1/05/2026 4:00 PM	8.00	Cancelled		1/08/2026 12:24 PM	
	1/07/2026 1:00 PM	1/07/2026 5:00 PM	4.00	Submitted		1/08/2026 12:22 PM	
	1/05/2026 8:00 AM	1/05/2026 4:00 PM		Approved	TestManager, Melanietest1	12/18/2025 12:22 PM	

Unresolved
Not ready for sign off yet

Resolved
Ready for sign off