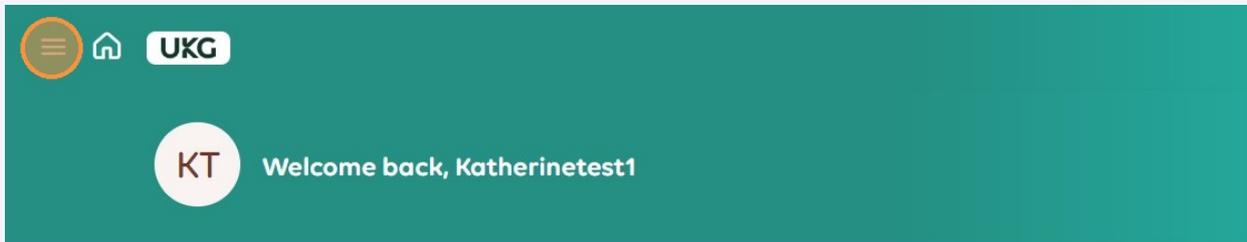


4.7 Org Manager Job Aid: Non-exempt Employee Timecard Changes Status (Dataview)

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 timecard change 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*.



HR and Payroll Updates

HR and Payroll encourage you to review the information on our website.
time.unm.edu

Payroll deadlines are available here.
payroll.unm.edu/mypay/pay-schedule.html

Here are job aids to help you with LoboTime
time.unm.edu/resources/job-aids_ukg_v1.pdf

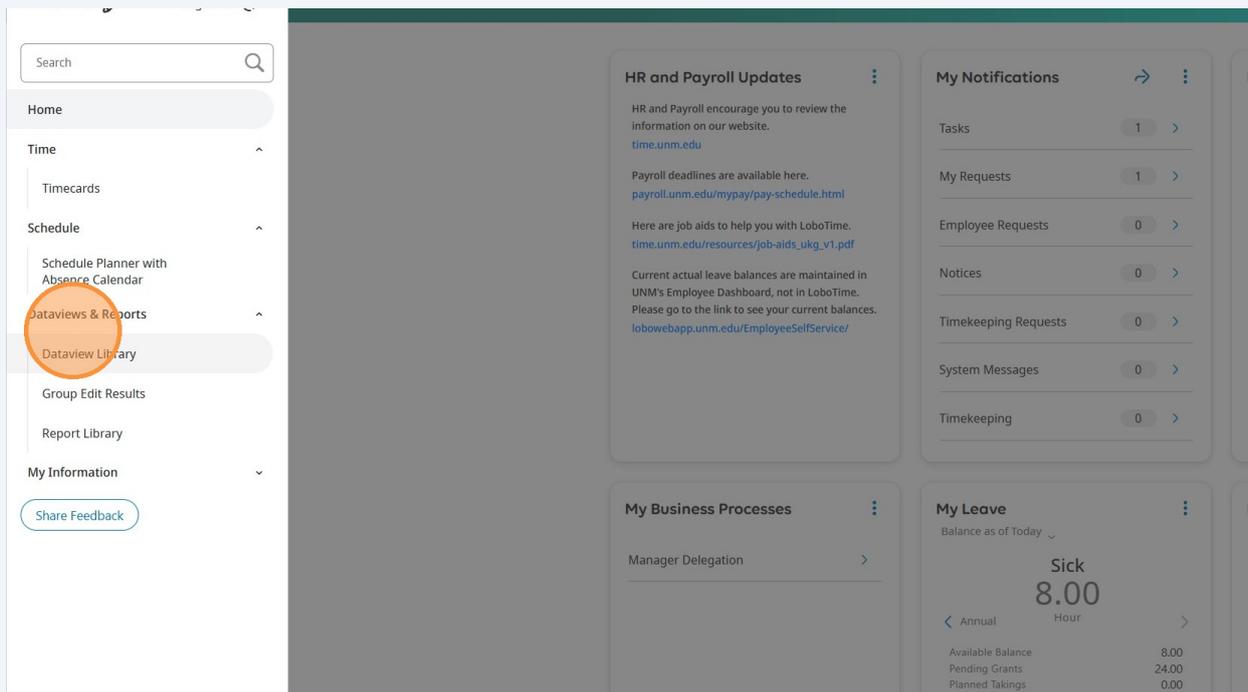
Current actual leave balances are maintained in UNM's Employee Dashboard, not in LoboTime. Please go to the link to see your current balance.
hr.unm.edu/EmployeeDashboard

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 Timekeeping category, click the "Timecard Changes" dataview.

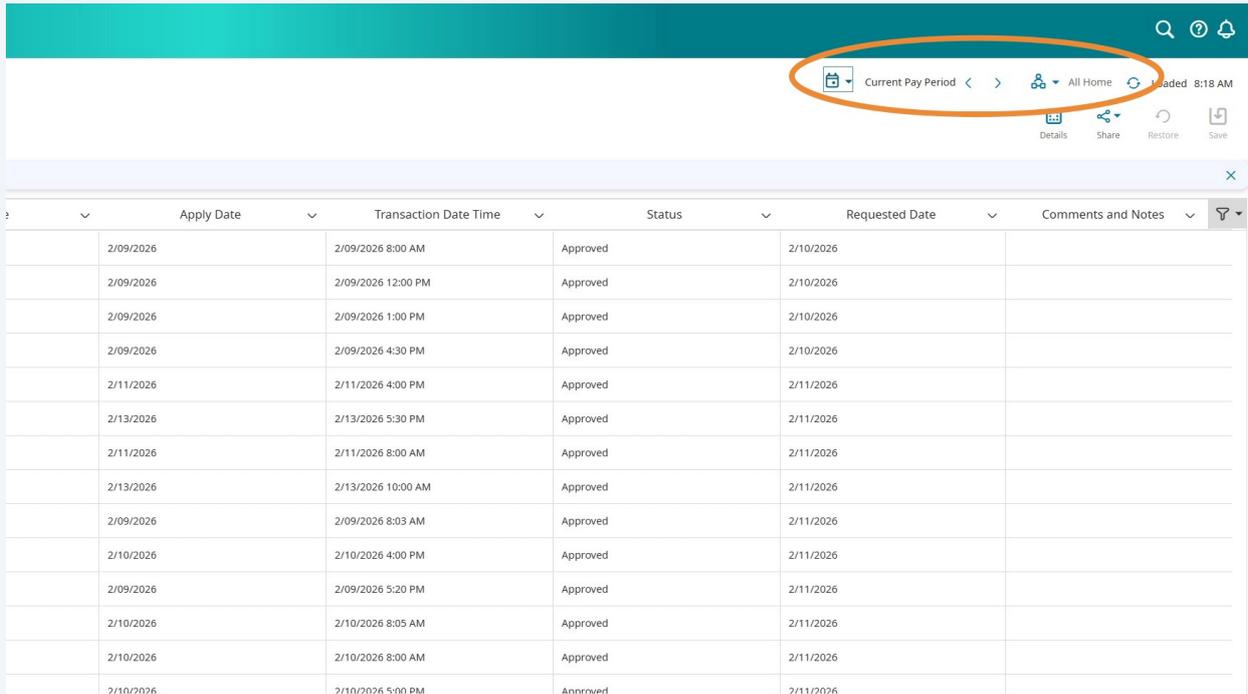
	Name: Delegation Audit Subject: Employee	Name: Leave Audit Page Subject: Employee	Name: Location Subject: Employee
	Name: Time Audit Subject: Employee	Name: Timecard Changes Subject: Employee	
is - Support	Name: Employee Summary - Basic Subject: Employee	Name: Employee Summary - Demographic Subject: Employee	Name: Employee Sum Subject: Employee
	Name: Multiple Assignment Details Subject: Employee		
et	Name: Schedule Summary - Full Subject: Employee	Name: Schedule Summary - Paycode Subject: Employee	Name: Schedule Summ Subject: Employee
	Name: Time Off Requests Info Subject: Employee		
	Name: Accrual Details - Full Subject: Employee	Name: Accrual Transactions Details Subject: Employee	Name: Employee Appr Subject: Employee
ry	Name: Employee Hours by Day Subject: Employee	Name: Employee Hours by Job Subject: Employee	Name: Employee Hour Subject: Employee
	Name: Exempt Assignment Hours Worked Subject: Employee	Name: Hourly Employee Timecard Subject: Employee	Name: Managers with Subject: Employee
	Name: Punch Audit Subject: Employee	Name: Sign Off Status Subject: Employee	Name: Work Rule Hou 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 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.



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 to view.

The screenshot displays a payroll system interface. At the top, there is a header with a calendar icon, the text 'Current Pay Period', and navigation arrows. Below the header is a table with columns for 'Apply Date', 'Transaction Date Time', 'Status', and 'Comment'. The table contains several rows of transaction data. A 'Timeframe' dropdown menu is open, showing options: 'Current Pay Period', 'Next Schedule Period', 'Next Schedule Period + 1', 'Next Schedule Period + 2', 'Previous Pay Period', 'Next Pay Period', and 'Select range'. The 'Previous Pay Period' and 'Current Pay Period' options are highlighted with an orange border.

Apply Date	Transaction Date Time	Status	Comment
2/09/2026	2/09/2026 8:00 AM	Approved	
2/09/2026	2/09/2026 12:00 PM	Approved	
2/09/2026	2/09/2026 1:00 PM	Approved	
2/09/2026	2/09/2026 4:30 PM	Approved	
2/11/2026	2/11/2026 4:00 PM	Approved	2/11/2026
2/13/2026	2/13/2026 5:30 PM	Approved	2/11/2026
2/11/2026	2/11/2026 8:00 AM	Approved	2/11/2026
2/13/2026	2/13/2026 10:00 AM	Approved	2/11/2026
2/09/2026	2/09/2026 8:03 AM	Approved	2/11/2026
2/11/2026	2/11/2026 1:00 PM	Approved	2/11/2026

6

To see all timecard change 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 a web application interface for timecard management. At the top, there is a teal header bar with a search icon and a user profile icon. Below the header, a navigation bar includes 'Current Pay Period', a 'Home' button, and a 'Loaded 9:13 AM' status. A dropdown menu is open, showing 'Locations & hyperfinds' with a search box. Underneath, there are several filter options: 'Multiple Assignments', 'Multiple Filters', 'Non-Exempt Employees - Active' (highlighted with an orange box), 'Non-Exempt Employees - Termin...', 'Reports to Me', 'SC Contract Monthly', 'SD Temporary Monthly', and 'SE Monthly'. A 'New hyperfind' link is at the bottom of the menu. The main area contains a table with columns: 'Type', 'Apply Date', 'Transaction Date Time', 'Status', and a date column. The table lists several 'Approved' requests with dates ranging from 2/09/2026 to 2/11/2026.

Type	Apply Date	Transaction Date Time	Status	
	2/09/2026	2/09/2026 8:00 AM	Approved	2/10/2026
	2/09/2026	2/09/2026 12:00 PM	Approved	2/10/2026
	2/09/2026	2/09/2026 1:00 PM	Approved	2/10/2026
	2/09/2026	2/09/2026 4:30 PM	Approved	2/10/2026
	2/11/2026	2/11/2026 4:00 PM	Approved	2/11/2026
	2/13/2026	2/13/2026 5:30 PM	Approved	2/11/2026
	2/11/2026	2/11/2026 8:00 AM	Approved	2/11/2026
	2/13/2026	2/13/2026 10:00 AM	Approved	2/11/2026
	2/09/2026	2/09/2026 8:03 AM	Approved	2/11/2026
	2/10/2026	2/10/2026 4:00 PM	Approved	2/11/2026
	2/09/2026	2/09/2026 5:20 PM	Approved	2/11/2026
	2/10/2026	2/10/2026 8:05 AM	Approved	2/11/2026
	2/10/2026	2/10/2026 8:00 AM	Approved	2/11/2026
	2/10/2026	2/10/2026 5:00 PM	Approved	2/11/2026



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'**.

7

The status of all Timecard Change requests for non-exempt employees appears in the 'Status' column. For payroll processing, all timecards change requests within the pay period must be resolved as 'Approved' or 'Refused'. Any request showing 'Submitted' is unresolved and must be addressed before sign-off.

The Org Manager should review the "Status" and contact the appropriate supervisor to correct any items listed in a Submitted status, as these have not been resolved. Supervisors must work with their employees to resolve any issues prior to approving timecards and before the Org Manager signs off.

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*.

--End--

The screenshot shows the LoboTime Timecard Changes interface. At the top, there is a navigation bar with the LoboTime logo and 'Timecard Changes' text. Below the navigation bar, there are several icons for actions like 'Submit', 'Approve', and 'Refuse'. A message at the top left states: 'Information: Data within Reports to cannot be retrieved. Contact your system administrator.' The main part of the interface is a table with columns: Employee Id, Employee full name, Reports To, Type, Edit Type, Apply Date, Transaction Date Time, Status, Requested Date, and Comments and Notes. The 'Status' column is highlighted with a red box, and several rows are annotated with red arrows and text. One row with status 'Submitted' is annotated with 'Unresolved Not ready for sign off yet'. Another row with status 'Refused' is annotated with 'Resolved Ready for sign off'. The table contains 25 rows of data, including employees like Reyes, Sandra L., Nonempt, test1, and Testnonempt, sandratest1.

Employee Id	Employee full name	Reports To	Type	Edit Type	Apply Date	Transaction Date Time	Status	Requested Date	Comments and Notes
10000460	Reyes, Sandra L.		Punch	ADD	12/08/2025	12/08/2025 12:30 PM	Submitted	12/10/2025	
10000460	Reyes, Sandra L.		Punch	ADD	12/08/2025	12/08/2025 3:30 AM	Submitted	12/10/2025	
NONEMPT1	Nonempt, test1		Punch	ADD	12/16/2025	12/16/2025 8:05 AM	Approved	12/16/2025	
NONEMPT1	Nonempt, test1		Punch	ADD	12/01/2025	12/01/2025 8:38 AM	Approved	12/10/2025	
NONEMPT1	Nonempt, test1		Punch	EDT	12/17/2025	12/17/2025 8:05 AM	Approved	12/17/2025	
NONEMPT1	Nonempt, test1		Punch	EDT	12/16/2025	12/16/2025 8:00 AM	Approved	12/17/2025	
NONEMPT1	Nonempt, test1		Punch	ADD	12/15/2025	12/15/2025 4:05 PM	Approved	12/15/2025	
NONEMPT1	Nonempt, test1		Punch	EDT	12/12/2025	12/12/2025 8:00 AM	Approved	12/12/2025	
NONEMPT1	Nonempt, test1		Punch	ADD	12/15/2025	12/15/2025 8:30 AM	Approved	12/15/2025	
NONEMPT1	Nonempt, test1		Punch	ADD	12/16/2025	12/16/2025 8:00 AM	Refused	12/16/2025	
NONEMPT1	Nonempt, test1		Punch	ADD	12/17/2025	12/17/2025 1:00 PM	Approved	1/09/2026	
NONEMPT1	Nonempt, test1		Punch	ADD	12/15/2025	12/15/2025 8:05 AM	Refused	12/16/2025	
NONEMPT1	Nonempt, test1		Punch	EDT	12/23/2025	12/23/2025 8:00 AM	Approved	12/23/2025	See Note (Connected Same Int)
NONEMPT1	Nonempt, test1		Punch	ADD	12/16/2025	12/16/2025 5:04 PM	Approved	12/17/2025	
NONEMPT1	Nonempt, test1		Punch	EDT	12/19/2025	12/19/2025 8:00 AM	Approved	12/19/2025	
NONEMPT1	Nonempt, test1		Punch	EDT	12/16/2025	12/16/2025 3:30 PM	Approved	1/09/2026	
COMPANIONEST	Testnonempt, sandratest1		Punch	EDT	12/17/2025	12/17/2025 2:28 PM	Approved	1/7/2025	
COMPANIONEST	Testnonempt, sandratest1		Punch	EDT	12/19/2025	12/19/2025 3:38 PM	Approved	12/19/2025	
COMPANIONEST	Testnonempt, sandratest1		Punch	ADD	12/19/2025	12/19/2025 10:50 AM	Approved	12/19/2025	
COMPANIONEST	Testnonempt, sandratest1		Punch	EDT	12/17/2025	12/17/2025 8:00 AM	Approved	12/17/2025	
COMPANIONEST	Testnonempt, sandratest1		Punch	ADD	12/17/2025	12/17/2025 1:00 PM	Approved	12/17/2025	
COMPANIONEST	Testnonempt, sandratest1		Punch	ADD	12/17/2025	12/17/2025 12:30 PM	Approved	12/17/2025	
10001024	Rivera, Denise L.		Punch	ADD	12/09/2025	12/09/2025 12:00 PM	Submitted	12/11/2025	
10001024	Rivera, Denise L.		Punch	ADD	12/09/2025	12/09/2025 8:00 AM	Submitted	12/11/2025	
10001024	Rivera, Denise L.		Punch	ADD	12/09/2025	12/09/2025 3:00 PM	Submitted	12/11/2025	
10001024	Rivera, Denise L.		Punch	ADD	12/09/2025	12/09/2025 1:00 PM	Submitted	12/11/2025	
10000287	Velazquez, Sandra		Punch	EDT	12/18/2025	12/18/2025 9:44 AM	Approved	12/18/2025	
10000287	Velazquez, Sandra		Punch	DEPSE	12/18/2025	12/18/2025 9:44 AM	Approved	12/18/2025	
10000287	Velazquez, Sandra		Punch	EDT	12/18/2025	12/18/2025 12:30 PM	Refused	12/18/2025	
10000287	Velazquez, Sandra		Punch	ADD	12/18/2025	12/18/2025 12:00 PM	Approved	12/18/2025	
10000287	Velazquez, Sandra		Punch	EDT	12/18/2025	12/18/2025 1:10 PM	Approved	12/18/2025	