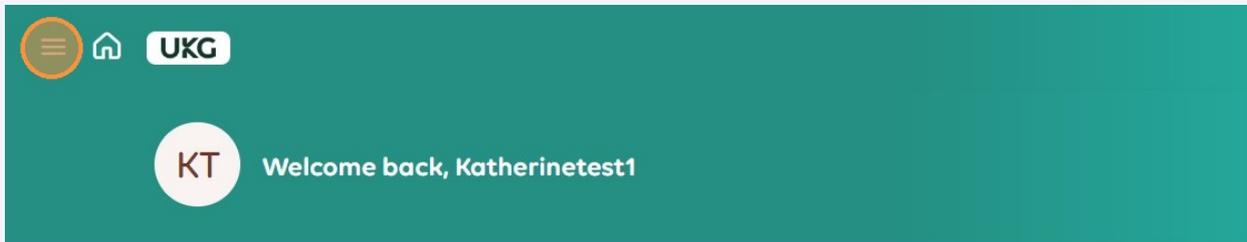# 4.7 Org Manager Job Aid: Non-exempt Employee Timecard Changes Status (Dataview)

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.*

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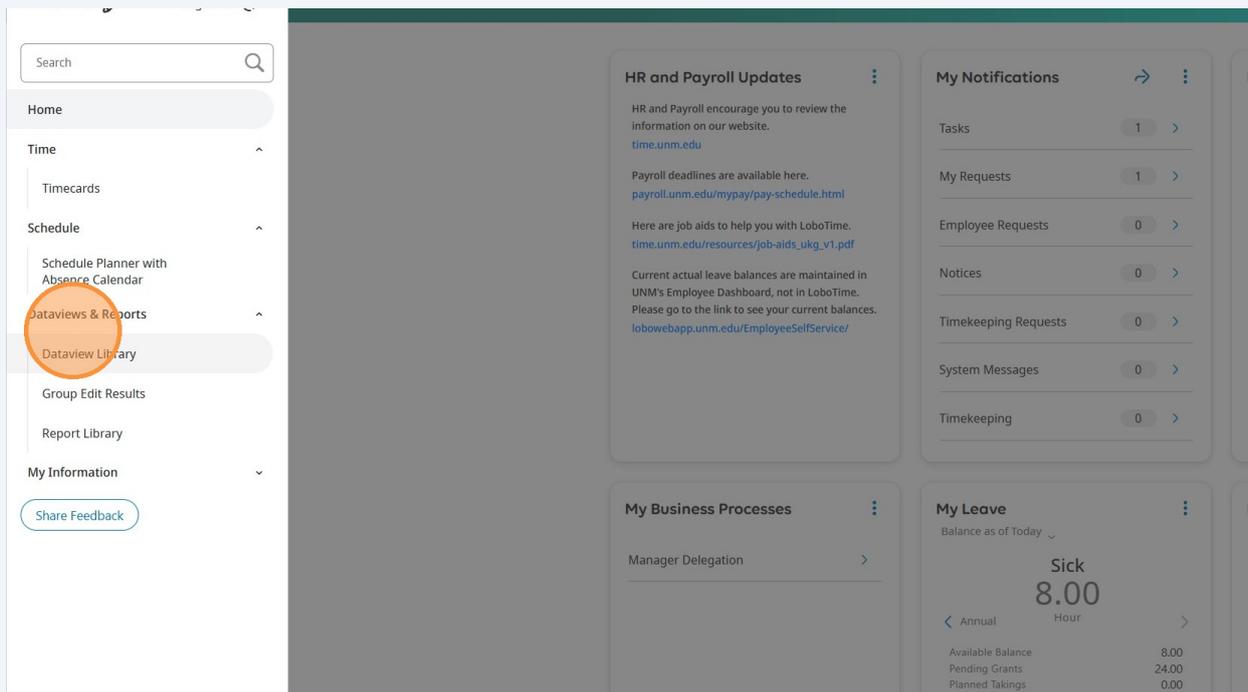
3 Dataviews in LoboTime are sorted by category, such as 'Attendance', 'Audit', and 'Scheduling', and then alphabetically within each category.

Under the Timekeeping category, click the "Timecard Changes" dataview.
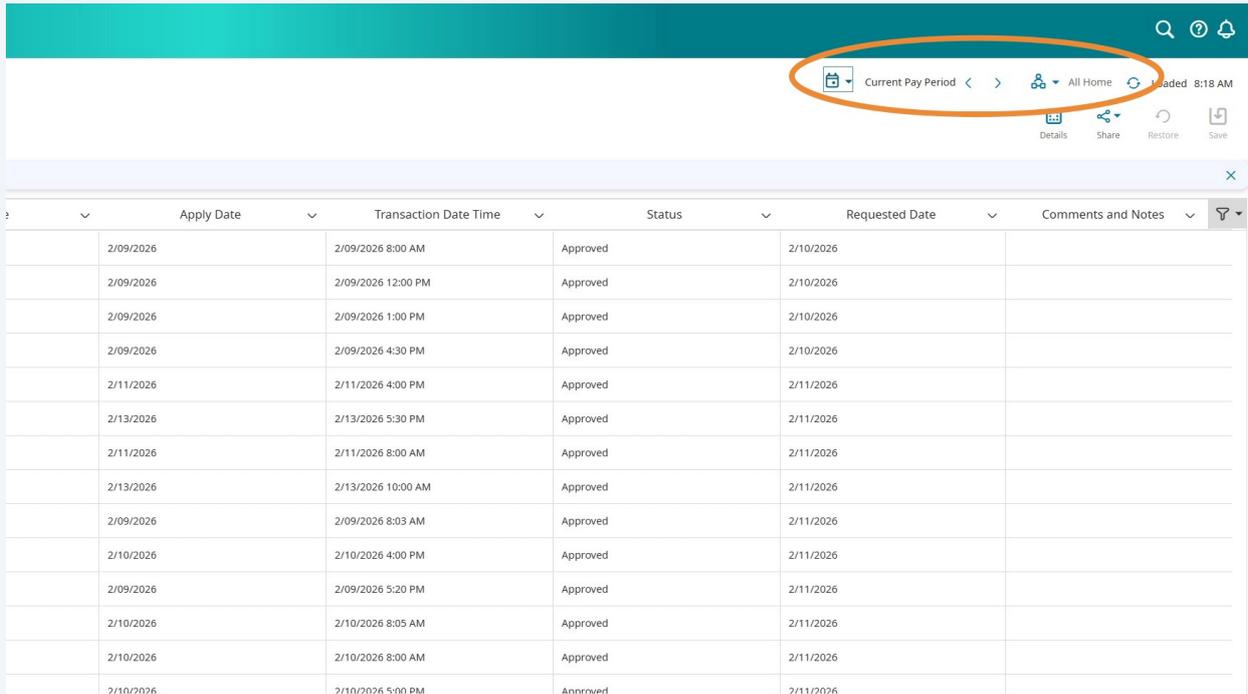
>	Name: Subject: Delegation Audit Employee >	Name: Subject: Leave Audit Page Employee >	Name: Location Subject: Employee
>	Name: Subject: Time Audit Employee >	Name: Subject: **Timecard Changes** Employee >	
s - Support >	Name: Subject: Employee Summary - Basic Employee >	Name: Subject: Employee Summary - Demographic Employee >	Name: Employee Sum Subject: Employee
>	Name: Subject: Multiple Assignment Details Employee >		
et >	Name: Subject: Schedule Summary - Full Employee >	Name: Subject: Schedule Summary - Paycode Employee >	Name: Schedule Summ Subject: Employee
>	Name: Subject: Time Off Requests Info Employee >		
>	Name: Subject: Accrual Details - Full Employee >	Name: Subject: Accrual Transactions Details Employee >	Name: Employee Appr Subject: Employee
ry >	Name: Subject: Employee Hours by Day Employee >	Name: Subject: Employee Hours by Job Employee >	Name: Employee Hour Subject: Employee
>	Name: Subject: Exempt Assignment Hours Worked Employee >	Name: Subject: Hourly Employee Timecard Employee >	Name: Managers with Subject: Employee
>	Name: Subject: Punch Audit Employee >	Name: Subject: Sign Off Status 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.

	Apply Date	Transaction Date Time	Status	Requested Date	Comments and Notes
	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	

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.

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.

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--