

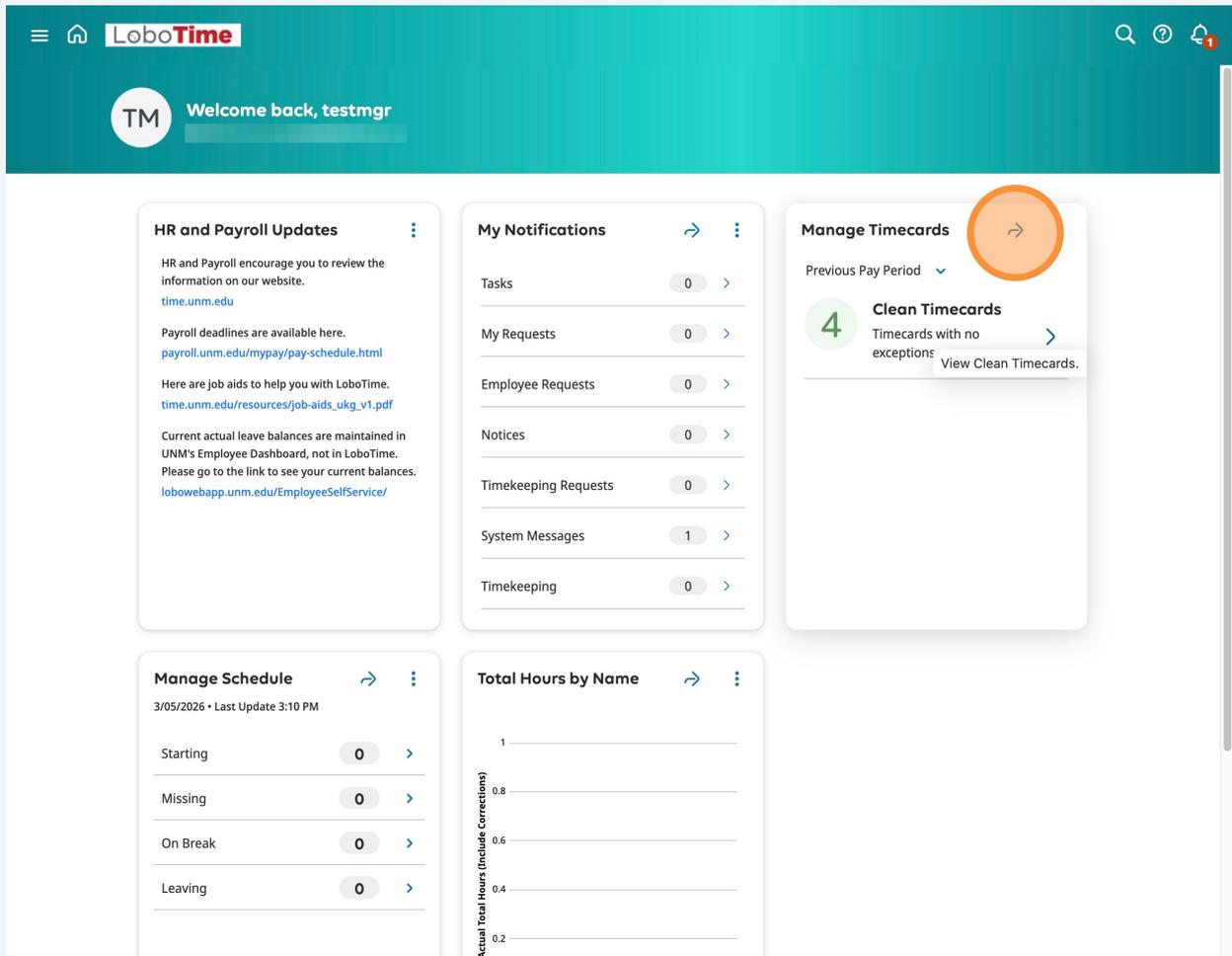
Submit FMLA for Exempt Staff

1

Navigate to the UKG Website

Open your web browser and go to the UKG (Kronos) login page using your UNM-provided link or bookmarked URL.

Once logged in, locate the **Main Menu** and select **Manage Timecards** to open the timecard dashboard.



2

Click the **drop-down menu** at the top of the screen and choose the appropriate employee from the list.

The screenshot shows the LoboTime Employee timecards interface. At the top, there is a teal navigation bar with the LoboTime logo and the text 'Employee timecards'. Below this, there is a toolbar with various icons for navigation and actions. The 'Employee' dropdown menu is highlighted with an orange circle. The main area contains a table with columns for dates and a 'Daily total' row. The table is currently empty.

Project	Sun 3/01	Mon 3/02	Tue 3/03	Wed 3/04	Thu 3/05	Fri 3/06	Week	Timeframe
Daily total								

3

Select the **Employee**

The screenshot displays the LoboTime Employee timecards interface. At the top, there is a teal header with the LoboTime logo and the text "Employee timecards". Below the header, the interface shows a search bar for selecting an employee, which is currently open, displaying a list of employee names. An orange circle highlights the search bar. The interface also includes a navigation bar with various action buttons such as Zoom, Approve, Remove approval, Sign-off, Analyze, Go to, Share, View pending, Calculate totals, and Save. The main area shows a table with columns for dates (Mon 3/02, Tue 3/03, Wed 3/04, Thu 3/05, Fri 3/06) and a "Daily total" row. The "Fri 3/06" column is highlighted in purple. At the bottom, there is a footer with the text "Totals", "Audits", and "Accruals".

	Mon 3/02	Tue 3/03	Wed 3/04	Thu 3/05	Fri 3/06	Week	Timeframe
Daily total							

4

From the **Time Period** drop-down, click **the appropriate pay period**.

The screenshot shows the LoboTime Employee timecards interface. At the top, there is a teal header with the LoboTime logo and the text 'Employee timecards'. Below the header, there is a navigation bar with various icons and a dropdown menu for 'Timeframe'. The 'Timeframe' dropdown menu is open, showing several options: 'Previous Pay Period', 'Current Pay Period', 'Next Pay Period', 'Previous Schedule Period', 'Current Schedule Period', 'Next Schedule Period', and 'Select range'. The 'Previous Pay Period' option is highlighted with an orange circle. The main content area is a table with columns for 'Project', 'Sun 2/01', 'Mon 2/02', 'Tue 2/03', 'Sat 2/07', 'Week', and 'Timeframe'. The table has a 'Daily total' row. At the bottom, there is a footer with 'Totals', 'Audits', and 'Accruals' buttons.

Project	Sun 2/01	Mon 2/02	Tue 2/03	Sat 2/07	Week	Timeframe
Daily total						

5

Click "Add New"

Employee < 1 of 4 > Current Pay Period 4 Employee(s) selected Loaded: 3:10 PM

Previous Today Next Add new List view Zoom Approve Remove approval Sign-off Analyze Go to Share View pending Calculate totals Save

Project	Sun 3/01	Mon 3/02	Tue 3/03	Wed 3/04	Thu 3/05	Fri 3/06	Sat 3/07	Week	Timeframe
Daily total									

Totals Audits Accruals

6

Click on the **Paycode drop down** button to select the appropriate FMLA pay code

The screenshot shows the LoboTime Employee timecards interface. A modal window titled "Project" is open, displaying a "Paycode*" dropdown menu. The dropdown menu is currently open, showing a search bar and a list of paycode options. The "Hours Worked" option is highlighted in blue. The background interface shows a calendar view for the current pay period, with the date "Thu 3/05" selected. The interface includes a navigation bar with "Previous", "Today", "Next", "Add new", "List view", "Zoom", "Approve", "Remove approval", "Sign-off", "Analyze", and "Go to" buttons. The main area displays a table with columns for "Project", "Sun 3/01", "Mon 3/02", "Tue 3/03", "Wed 3/04", "Thu 3/05", and "Fri 3/06". The "Daily total" row is visible. At the bottom of the modal, there are "Cancel" and "Apply" buttons.

Project	Sun 3/01	Mon 3/02	Tue 3/03	Wed 3/04	Thu 3/05	Fri 3/06
Daily total						

7

Click "Apply"

The screenshot shows the LoboTime Employee timecards interface. At the top, there is a teal header with the LoboTime logo and the text "Employee timecards". Below the header, there is a navigation bar with various icons and a "Current Pay Period" dropdown. The main area displays a table with columns for dates from Sun 3/01 to Fri 3/06. A modal window titled "Project" is open on the right side, containing a "Paycode*" dropdown menu with "FMLA Sick Minor" selected, and a "Transfer" dropdown menu. At the bottom of the modal, there are "Cancel" and "Apply" buttons. The "Apply" button is highlighted with an orange circle.

Project	Sun 3/01	Mon 3/02	Tue 3/03	Wed 3/04	Thu 3/05	Fri 3/06
Daily total						

8

Enter FMLA Leave Amounts

Click the **appropriate day** within the **FMLA row** to enter the required FMLA leave hours for that date.

The screenshot shows the LoboTime Employee timecards interface. At the top, there is a teal header with the LoboTime logo and the text "Employee timecards". Below the header, there is a navigation bar with various icons for "Previous", "Today", "Next", "Add new", "List view", "Zoom", "Approve", "Remove approval", "Sign-off", "Analyze", and "Go to". On the right side of the navigation bar, there are icons for "Share", "View pending", "Calculate totals", and "Save".

The main content area features a table with the following columns: "Project", "Sun 3/08", "Mon 3/09", "Tue 3/10", "Wed 3/11", "Thu 3/12", "Fri 3/13", "Sat 3/14", "Week", and "Timeframe". The first row of the table is labeled "Home: FMLA Sick Minor" and has a blue border around the "Sun 3/08" cell, indicating it is the selected cell for entering the leave amount. Below the table, there is a footer bar with three sections: "Totals", "Audits", and "Accruals".

9

Type the **number of FMLA hours** directly into the selected cell for that date."

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 for navigation and actions. The main content area features a table with columns for dates from Sun 3/01 to Fri 3/06, and rows for 'Project', 'Home: FMLA Sick Minor', and 'Daily total'. The cell for 'Home: FMLA Sick Minor' on 'Fri 3/06' is highlighted in orange and contains the value '8.00'. A red circle highlights this cell. At the bottom of the interface, there are three buttons: 'Totals', 'Audits', and 'Accruals'.

Project	Sun 3/01	Mon 3/02	Tue 3/03	Wed 3/04	Thu 3/05	Fri 3/06	Week	Timeframe
Home: FMLA Sick Minor						8.00	8.00	8.00
Daily total						8.00	8.00	8.00

