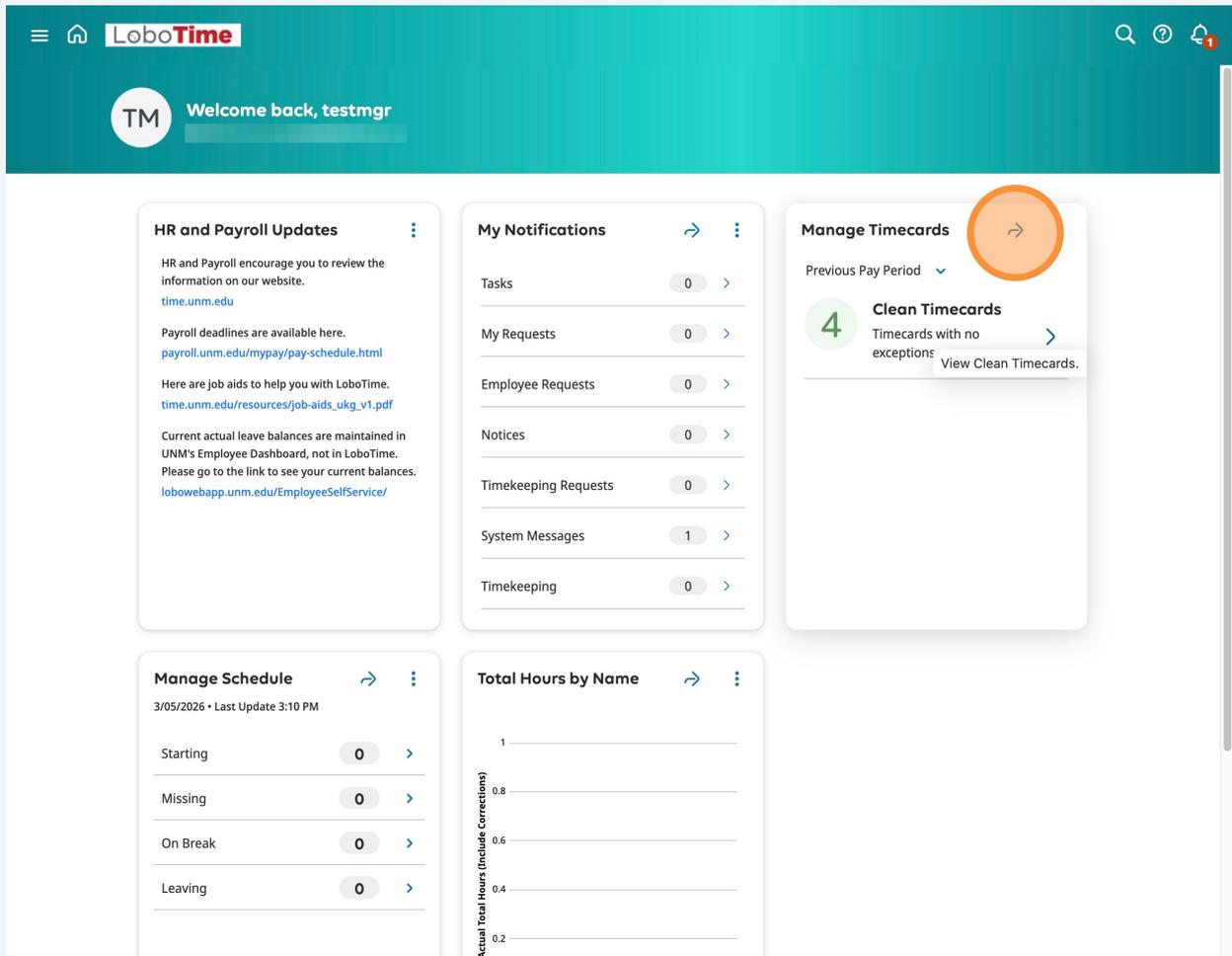# Submit FMLA for Exempt Staff

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.

3 Select the **Employee**

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

≡ ⌂ **Lobo**Time **Employee timecards**							Q ? △¹		

Employee 👤 [_____] ▼ ❶ [_____] ‹ **1 of 4** ›   📅 ▼ Previous Pay Period   👥 ▼ 4 Employee(s) selected   ↻ Loaded: 3:10 PM

◀ Previous | 📅 Today | ▶ Next | ⊕ Add new | ☰ List view | A̅A̲ Zoom | ✓ Approve | ✓ Remove approval | 👤 Sign-off   ⌁ Share | ⊕ View pending | ⊞ Calculate totals | ⎗ Save

	Timeframe
	Previous Pay Period
	Current Pay Period
	Next Pay Period
	Previous Schedule Period
	Current Schedule Period
	Next Schedule Period
	~~Next Schedule Period + 1~~
	Select range

Project	Sun 2/01	Mon 2/02	Tue 2/03		6	Sat 2/07	Week	Timeframe
Daily total								

Totals	Audits	Accruals

5   Click **"Add New"**

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

7   Click **"Apply"**

8

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

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

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

LoboTime — Employee timecards

Employee — 1 of 4 — Current Pay Period — All home — Loaded: 9:59 AM

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

Totals · Audits · Accruals

10 Click **"Save"**

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		
Daily total						8.00	8.00	8.00

Totals	Audits	Accruals