

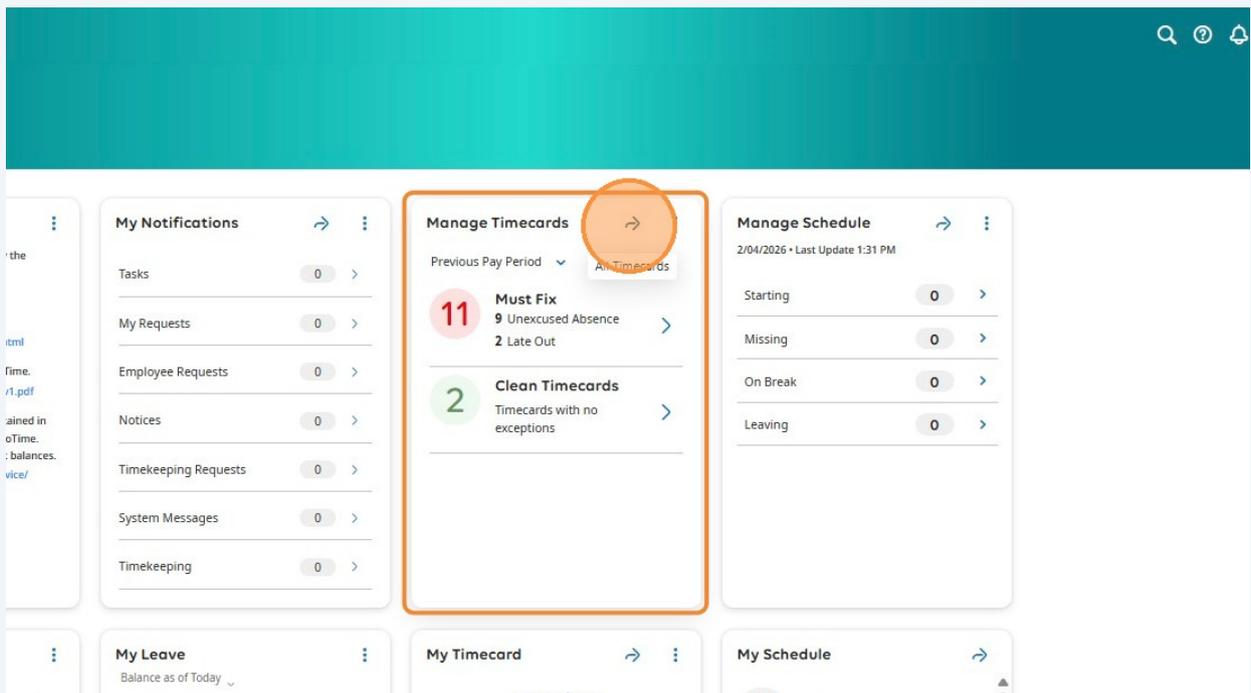
1.9.a. Supervisor Job Aid: How to Convert Overtime Worked to Comp Time Earned Hours

Supervisors may convert overtime hours worked to compensatory (comp) time if requested by an employee. It is the employee's sole decision to convert overtime worked to comp time, and must be requested by the employee, per UNM policy. Comp time earned must be used within 90 days. Any unused comp time older than 90 days must be paid out. Please note: comp time earned that is not used cannot be paid out prior to the 90 day limit. See UAP 3310: Compensatory Time for additional guidance.

1

To review an employee's overtime worked and, if requested, convert the overtime work hours to compensatory (comp) time, login to LoboTime. Navigate to all employee timecards by clicking on the arrow in the 'Manage Timecards' tile.

For instructions on logging into LoboTime, refer to the *Supervisor Job Aid: General Access & Dashboard*.



2 Click the down arrow of the dropdown menu to select the appropriate employee.

The screenshot shows the LoboTime Employee timecards interface. At the top, there is a header with the LoboTime logo and the text "Employee timecards". Below the header, there is a search bar and a dropdown menu for selecting an employee. The dropdown menu is open, showing a list of employees: "Testnonexempt, Elenatest1", "Testnonexempt, Sandratest1", "Testorgmanager, Katherinetest1", and "Testorgmanager, Marleentest1". The first option is selected. Below the dropdown menu, there is a table with columns for "Absence", "In", "Out", "Transfer", "In", "Out", "Transfer", and "Pay code". The table contains data for several days, including "Mon 1/12", "Tue 1/13", "Wed 1/14", "Thu 1/15", "Fri 1/16", "Sat 1/17", "Sun 1/18", "Mon 1/19", "Tue 1/20", and "Wed 1/21". A small calendar icon is visible in the top right corner of the interface.

3 Once the correct employee is selected, click on the small calendar icon to select the correct pay period.

The screenshot shows the LoboTime Employee timecards interface. At the top, there is a header with the LoboTime logo and the text "Employee timecards". Below the header, there is a search bar and a dropdown menu for selecting an employee. The dropdown menu is open, showing a list of employees: "Testnonexempt, Elenatest1", "Testnonexempt, Sandratest1", "Testorgmanager, Katherinetest1", and "Testorgmanager, Marleentest1". The first option is selected. Below the dropdown menu, there is a table with columns for "In", "Out", "Transfer", "In", "Out", "Transfer", "Shift", "Daily", and "Period". The table contains data for several days, including "Mon 1/12", "Tue 1/13", "Wed 1/14", "Thu 1/15", "Fri 1/16", "Sat 1/17", "Sun 1/18", "Mon 1/19", "Tue 1/20", and "Wed 1/21". A small calendar icon is visible in the top right corner of the interface. A dropdown menu is open, showing a list of timeframes: "Previous Pay Period", "Current Pay Period", "Next Pay Period", "Previous Schedule Period", "Current Schedule Period", "Next Schedule Period", and "Select range".

4

One of the easiest ways to determine whether an employee has worked overtime is to review the Period total for a given week, located under the Period column header. The system displays a running total throughout the week, and a weekly total appears after all in/out punches have been entered. In the example below, the weekly Period total shows 46.00 hours, indicating that this employee has likely worked overtime.

In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
8:00 AM	12:00 PM		1:00 PM	8:00 PM				11.00	11.00	11.00
8:00 AM	12:00 PM		1:00 PM	8:00 PM				11.00	11.00	22.00
8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	30.00
8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	38.00
8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	46.00
										46.00
8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	54.00
8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;			8.00	8.00	62.00
8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;			8.00	8.00	70.00
8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;			8.00	8.00	78.00

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Another easy way to view pay code types and their corresponding amounts is by selecting 'Totals' at the bottom of the screen beneath the employee's timecard.

+ ⊖	Thu 1/29	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM		
+ ⊖	Fri 1/30	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM		
+	Sat 1/31									
+	Sun 2/01									
+ ⊖	Mon 2/02	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM		
+ ⊖	Tue 2/03	8:00 AM - 5:00 PM	↔	8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;	
+ ⊖	Wed 2/04	8:00 AM - 5:00 PM	↔	8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;	
+ ⊖	Thu 2/05	8:00 AM - 5:00 PM	↔	8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;	
+	Fri 2/06	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM		

'Totals' will show the total number of hours for each pay code type, such as regular hours worked, overtime, shift differential, annual leave, etc.



6

After selecting 'Totals', the total hours for each pay code type will be displayed. In the example below, there are 56.00 hours worked categorized as "Base Pay Shift 1" allocated to the employee's index as listed in Banner; 24.00 hours worked as "Base Pay Shift 1" allocated to a different index; and 6.00 hours listed as "Overtime Shift 1 1.5". It is important to note the pay code type associated with the overtime hours worked, because the type of hours selected for conversion must match the overtime pay code in order to convert the hours to comp time earned.

	8:00 AM	12:00 PM		1:00 PM	8:00 PM				11.00	11.00
	8:00 AM	12:00 PM		1:00 PM	8:00 PM				11.00	11.00
	8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00
	8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00
	8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00
	8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00
	8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00
	8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;			8.00	8.00
	8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;			8.00	8.00
	8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;			8.00	8.00
	8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00

↑	Job Title	Pay Code Type	Hours Amount	Labor category
ources ...	HR Tech Sr	Base Pay Shift 1	56.00	
ources ...	HR Tech Sr	Base Pay Shift 1	24.00	(x)011000,
ources ...	HR Tech Sr	Overtime Shift 1 1.5	6.00	

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Before entering the conversion, the shift type assigned to the employee must be identified. To locate this information, right-click the employee's name at the top of the timecard and select 'Timekeeping'.

The screenshot shows the LoboTime 'Employee timecards' interface. At the top, the employee name 'Testnonexempt, Sand...' is highlighted with a red circle. A dropdown menu is open, showing options: 'General Information', 'Contact Information', 'Timekeeping', and 'Accruals'. The 'Timekeeping' option is highlighted with a red box. The background shows a timecard grid with columns for 'Date', 'In', 'Out', 'Transfer', 'In', 'Out', 'Transfer', and 'Pay code'. The grid contains data for dates from Sat 1/24 to Thu 2/05, with various shift times and codes.

8

The employee's assigned shift will be displayed. Take note of the shift type, as the correct shift must be selected when processing the conversion of overtime hours to comp time earned.

The screenshot shows the LoboTime 'Employee timecards' interface. The dropdown menu for 'Testnonexempt, Sand...' is open, and the 'Timekeeping' option is expanded to show a list of shift types: 'Pay Rule', 'Beginning of Time - Forever', 'SN Shift 1 FT', 'Employee Job Transfer Set', '12/17/2025 - Forever', 'Empty', 'Manager Additions', '12/17/2025 - Forever', 'Empty', 'Labor Category Profile - Manager Additions', and 'All Index'. The 'SN Shift 1 FT' option is highlighted with a red box. The background shows the same timecard grid as in the previous screenshot.

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Once the correct employee and pay period have been selected, and the appropriate pay code and shift type have been identified, click in the 'Transfer' cell next to the clock in/out entry that needs to be converted from overtime to comp time.

Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift
3:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	8:00 PM				11.00
3:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	8:00 PM				11.00
3:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00
3:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00
3:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00
3:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00
3:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00
3:00 AM - 5:00 PM		8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;			8.00
3:00 AM - 5:00 PM		8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;			8.00
3:00 AM - 5:00 PM		8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;			8.00
3:00 AM - 5:00 PM		8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;			8.00
3:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00

(Note: An orange box highlights the 'Transfer' cell in the 5th row, 4th column.)

(Note: A dropdown menu is visible below the table with the following options:

Human Resources/730B-Human Resources ... HR Tech Sr Base Pay Shift 1

Human Resources/730B-Human Resources ... HR Tech Sr Base Pay Shift 1

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Click 'Search...!' to transfer the overtime to comp time earned.

Sign-off Analyze Go to

Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount
3:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	8:00 PM			
3:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	8:00 PM			
3:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM			
3:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM			
3:00 AM - 5:00 PM		8:00 AM	12:00 PM	Choose:	1:00 PM	5:00 PM			
				;SN Shift 1 FT COMP;; :::011000,; :::127022,; Search...					
3:00 AM - 5:00 PM		8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;		
3:00 AM - 5:00 PM		8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;		
3:00 AM - 5:00 PM		8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;		
3:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM			

(Note: An orange circle highlights the 'Search...' option in the dropdown menu.)

11 Click on 'Add work rule'.

The screenshot shows a time sheet grid with columns for In, Out, Transfer, In, Out, Transfer, Pay code, and Amount. A 'Transfer' dialog box is open on the right, displaying employee information for Testnonexempt, Sandratest1. The dialog includes fields for Primary location, Work rule (None), Cost center (None), and Labor categories. An 'Add work rule' button is circled in orange. A search dropdown is open over the grid, showing a list of shift codes including 'SN Shift 1 FT COMP'.

12 The search function works with keywords or by scrolling through the list of options. Locate the appropriate shift type. In this example, the employee's work rule shift type is SN. Be sure to select the corresponding shift type, in this case it is "SN Shift 1 FT COMP". Once the correct shift type code has been selected, click 'Apply' to add the work rule.

The screenshot shows the same time sheet grid as in step 11. The search dropdown menu is open, and 'SN Shift 1 FT COMP' is selected. The 'Apply' button in the dialog is circled in orange. Below the grid, there is a table with columns for Department, Job Title, Pay Code Type, and Hours Amount. The table contains three rows of data for HR Tech Sr employees.

Department	Job Title	Pay Code Type	Hours Amount
uman Resources/7308-Human Resources ...	HR Tech Sr	Base Pay Shift 1	
uman Resources/7308-Human Resources ...	HR Tech Sr	Base Pay Shift 1	
uman Resources/7308-Human Resources ...	HR Tech Sr	Overtime Shift 1 1.5	

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The change from overtime to comp time will appear in the corresponding Transfer cell. Note that the transfer of overtime to comp time must be completed for each set of hours worked. In this example, the employee's 8 am–12 pm shift has been successfully transferred from overtime to comp time. However, the hours worked from 1 pm–5 pm have not changed and are still overtime.

Employee timecards

MPSANDRATST < 2 of 4 > Current Pay Period 4 Employee(s)

Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift
-5:00 PM		8:00 AM	12:00 PM		1:00 PM	8:00 PM				11.00
-5:00 PM		8:00 AM	12:00 PM		1:00 PM	8:00 PM				11.00
-5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00
-5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00
-5:00 PM		8:00 AM	12:00 PM	Shift 1 FT COMP	1:00 PM	5:00 PM				8.00
-5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00
-5:00 PM		8:00 AM	12:00 PM	011000;	1:00 PM	5:00 PM	011000;			8.00
-5:00 PM		8:00 AM	12:00 PM	011000;	1:00 PM	5:00 PM	011000;			8.00
-5:00 PM		8:00 AM	12:00 PM	011000;	1:00 PM	5:00 PM	011000;			8.00

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Be sure to click 'Save' to record all overtime to comp time changes. Multiple changes can be made before clicking 'Save'. However, if 'Save' is not clicked, none of the changes will be retained.

Current Pay Period 4 Employee(s) selected Loaded 1:21 PM

In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
8:00 AM	12:00 PM		1:00 PM	8:00 PM				11.00	11.00	11.00
8:00 AM	12:00 PM		1:00 PM	8:00 PM				11.00	11.00	22.00
8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	30.00
8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	38.00
8:00 AM	12:00 PM	... Shift 1 FT COMP...	1:00 PM	5:00 PM	... Shift 1 FT COMP...			8.00	8.00	46.00
										46.00
										46.00
8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	54.00
8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;			8.00	8.00	62.00
8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;			8.00	8.00	70.00
8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;			8.00	8.00	78.00

Calculates totals Save

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To ensure the overtime hours were converted to comp time earned, click 'Totals'.

+ ⊖	Thu 1/29	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM		
+ ⊖	Fri 1/30	8:00 AM - 5:00 PM		8:00 AM	12:00 PM	... Shift 1 FT COMP...	1:00 PM	5:00 PM	... Shift 1 FT COMP...	
+	Sat 1/31									
+	Sun 2/01									
+ ⊖	Mon 2/02	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM		
+ ⊖	Tue 2/03	8:00 AM - 5:00 PM ⇄		8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;	
+ ⊖	Wed 2/04	8:00 AM - 5:00 PM ⇄		8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;	
+ ⊖	Thu 2/05	8:00 AM - 5:00 PM ⇄		8:00 AM	12:00 PM	:::011000,;	1:00 PM	5:00 PM	:::011000,;	
+ ⊖	Fri 2/06	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM		

Totals Accruals

