

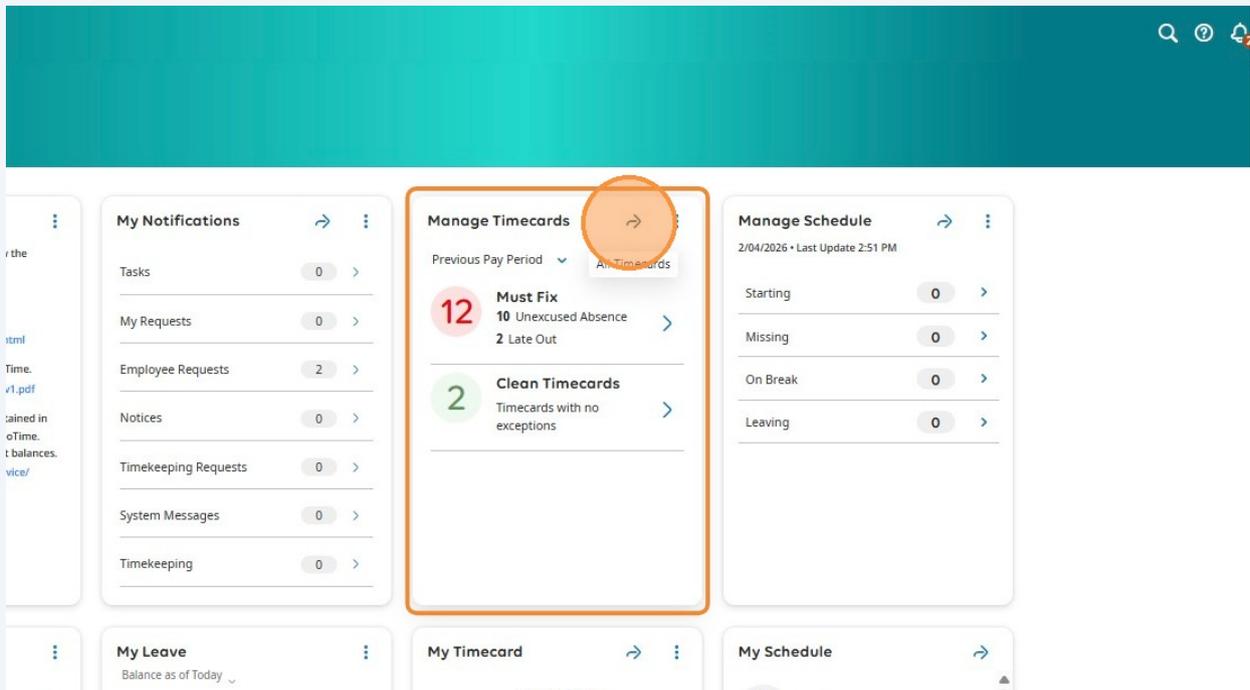
1.10. Supervisor Job Aid: How to Enter Other Paid Leave (Bereavement, University Closure/Delay, Jury Duty, Voting Time, etc.)

UNM provides a range of Other Paid Leave (OPL) and should be accurately classified within the UKG system. This includes but is not limited to bereavement leave, University closure/delayed start, jury duty, and voting time. See UAP 3415: Leave with Pay for additional guidance.

1

To enter other paid leave (OPL) for an employee, 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 (selected), Testnonexempt, Sandrarest1, Testorgmanager, Katherinetest1, and Testorgmanager, Marleentest1. The main area of the interface is a table with columns for "Absence", "In", "Out", "Transfer", "In", "Out", "Transfer", and "Pay code". The table contains data for various dates from Mon 1/12 to Thu 1/22. 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 (selected), Testnonexempt, Sandrarest1, Testorgmanager, Katherinetest1, and Testorgmanager, Marleentest1. The main area of the interface is a table with columns for "Transfer", "In", "Out", "Tran", "Shift", "Daily", and "Period". The table contains data for various dates from Mon 1/12 to Thu 1/22. A small calendar icon is visible in the top right corner of the interface. A dropdown menu is open over the calendar icon, showing a list of options: "Previous Pay Period" (selected), "Current Pay Period", "Next Pay Period", "Previous Schedule Period", "Current Schedule Period", "Next Schedule Period", and "Select range".

4

Find the date that needs OPL and then click on the corresponding cell under the 'Pay code' column. Select the 'Other Paid Leave' option. Under 'Amount', enter the number of hours. In the example below, the requested OPL is for 8 hours.

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift
+	Sat 1/10											
+	Sun 1/11											
+ ⊖	Mon 1/12	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	7:00 PM				10.00
+ ⊖	Tue 1/13	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	7:00 PM				10.00
+ ⊖	Wed 1/14	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00
+ ⊖	Thu 1/15	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00
+	Fri 1/16	8:00 AM - 5:00 PM	█									
+	Sat 1/17											
+	Sun 1/18											
+	Mon 1/19									Martin Luther ...	0.00	
+ ⊖	Tue 1/20									Other Paid Lea...	8.0	
+	Wed 1/21											
+	Thu 1/22											
+	Fri 1/23											

5

Under the 'Transfer' column, click in the appropriate cell to select the type of OPL. To find the correct type of OPL, click on 'Search...!'.

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount
	Sat 1/10										
	Sun 1/11										
⊖	Mon 1/12	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	7:00 PM			
⊖	Tue 1/13	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	7:00 PM			
⊖	Wed 1/14	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM			
⊖	Thu 1/15	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM			
	Fri 1/16	8:00 AM - 5:00 PM	█								
	Sat 1/17										
	Sun 1/18										
	Mon 1/19									Martin Luther ...	
⊖	Tue 1/20									Other Paid Lea...	
	Wed 1/21										
	Thu 1/22										
	Fri 1/23										

6 Click 'Add labor category'.

The screenshot shows a 'Transfer' modal window. The main area contains a calendar grid with columns for 'In', 'Out', and 'Transfer' for two consecutive days. The grid shows shifts from 8:00 AM to 12:00 PM and 1:00 PM to 7:00 PM. Below the grid, there is a 'Choose:' dropdown menu with options: ';SN Shift 1 FT COMP;;', ';;011000;;', and ';;127022;'. To the right, there are two rows of data: 'Martin Luther ...' with an amount of 0.00 and 'Other Paid Lea...' with an amount of 8.00. The sidebar on the right displays the user 'Testnonexempt, Elenatest1' and their details: Primary location (UNM/ADF-Human Resources HR/730A-Human Resources/730...), Work rule (None), and Cost center (None). The 'Labor categories' section is expanded, and the '+ Add labor category' button is highlighted with an orange circle.

7 Click 'Add Category'.

This screenshot is similar to the one above, showing the same 'Transfer' modal window with the calendar grid and data rows. However, the sidebar on the right is now titled 'Transfer Labor categories'. The 'Add labor category' button is no longer visible; instead, the 'Add Category' button is highlighted with an orange circle. Below the 'Add Category' button, there is a 'Quick links' section.

8

The search function works with keywords or by scrolling through the list of options. Select the appropriate type of OPL and then click 'Ok'.

The screenshot shows a time tracking application interface. At the top, there is a header with 'Employee: Testronexempt...', 'COMPELENTAT', and '1 of 4'. Below the header is a grid with columns for Date, Schedule, Absence, In, Out, Transfer, In, Out, Transfer, Pay code, and Amount. The grid shows dates from Sat 1/10 to Fri 1/23. A dropdown menu is open over the grid, showing a search bar and a list of options: ;SN Shift 1 FT COMP;; ;:011000;; ;:127022;; and Search... To the right, a 'Add Category' panel is visible, containing a search bar and a list of categories: Bereavement Leave, Closure-Delay, Community engagement leave, and Education Leave. At the bottom of the grid, there are 'Totals' and 'Accruals' sections. A 'Back' and 'OK' button is located at the bottom right of the 'Add Category' panel.

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The type of OPL will be listed under "Labor categories". If it is accurate, click on 'Apply'.

The screenshot shows a time tracking application interface. The grid is similar to the previous one, but the 'Add Category' panel is replaced by a 'Labor categories' panel. This panel has a search bar and a list of categories: Bereavement Leave and Bereavement Leave. Below the list is an 'Add labor category' button. At the bottom of the grid, there are 'Totals' and 'Accruals' sections. A 'Cancel' and 'Apply' button is located at the bottom right of the 'Labor categories' panel.

10 The selected type of OPL should show in the corresponding cell under 'Transfer'.

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

--End--

The screenshot displays the LoboTime Employee timecards interface. The table below shows the data for employee TESTRONEXEMPT... (COMPELENATST) for the period from Sat 1/10 to Fri 1/23. The 'Transfer' column for Sat 1/10 and Tue 1/20 is highlighted with orange boxes. The 'reavement: Leave' dropdown is also highlighted. A 'Save' button is circled in orange in the top right corner.

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
+	Sat 1/10													
+	Sun 1/11													
+ ⊖	Mon 1/12	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	7:00 PM				10.00	10.00	10.00
+ ⊖	Tue 1/13	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	7:00 PM				10.00	10.00	20.00
+ ⊖	Wed 1/14	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	28.00
+ ⊖	Thu 1/15	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	36.00
+	Fri 1/16	8:00 AM - 5:00 PM												36.00
+	Sat 1/17													36.00
+	Sun 1/18													36.00
+	Mon 1/19									Martin Luther ...	0.00			36.00
+ ⊖	Tue 1/20					reavement: Leave				Other Paid Lea...	8.00			36.00
+	Wed 1/21													36.00
+	Thu 1/22													36.00
+	Fri 1/23													36.00