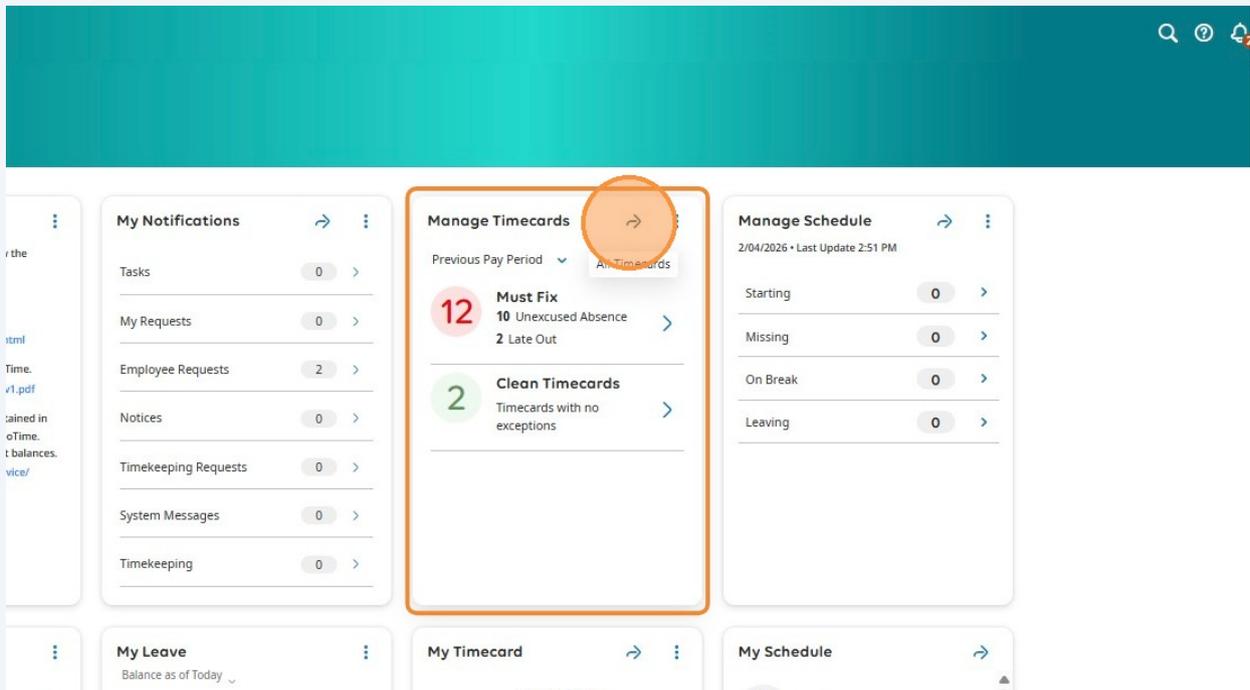# 1.10. Supervisor Job Aid: How to Enter Other Paid Leave (Bereavement, University Closure/Delay, Jury Duty, Voting Time, etc.)

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.

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

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	Amour
	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					Choose: ▾				Other Paid Lea...	
	Wed 1/21					;SN Shift NET COMP;;;					
	Thu 1/22					;;;011000,;					
	Fri 1/23					;;;127022,;					
						Search...					

6 Click 'Add labor category'.

Transfer ✕

Testnonexempt,
Elenatest1

Primary location	UNM/ADF-Human Reso urces HR/730A-Human Resources/730...
Work rule	None
Cost center	None

Labor categories

⊕ Add labor category

In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Sh
8:00 AM	12:00 PM		1:00 PM	7:00 PM				
8:00 AM	12:00 PM		1:00 PM	7:00 PM				
8:00 AM	12:00 PM		1:00 PM	5:00 PM				
8:00 AM	12:00 PM		1:00 PM	5:00 PM				
						Martin Luther ...	0.00	
		Choose: ▼				Other Paid Lea...	8.00	

;SN Shift 1 FT COMP;;;
;;;011000,;
;;;127022,;

Previous Pay Period

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7 Click 'Add Category'.

Transfer ✕
Labor categories

⊕ Add Index ▼

⊕ Add Category ▼

Quick links

In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Sh
8:00 AM	12:00 PM		1:00 PM	7:00 PM				
8:00 AM	12:00 PM		1:00 PM	7:00 PM				
8:00 AM	12:00 PM		1:00 PM	5:00 PM				
8:00 AM	12:00 PM		1:00 PM	5:00 PM				
						Martin Luther ...	0.00	
		Choose: ▼				Other Paid Lea...	8.00	

;SN Shift 1 FT COMP;;;
;;;011000,;
;;;127022,;

Previous Pay Period

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'.

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

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--