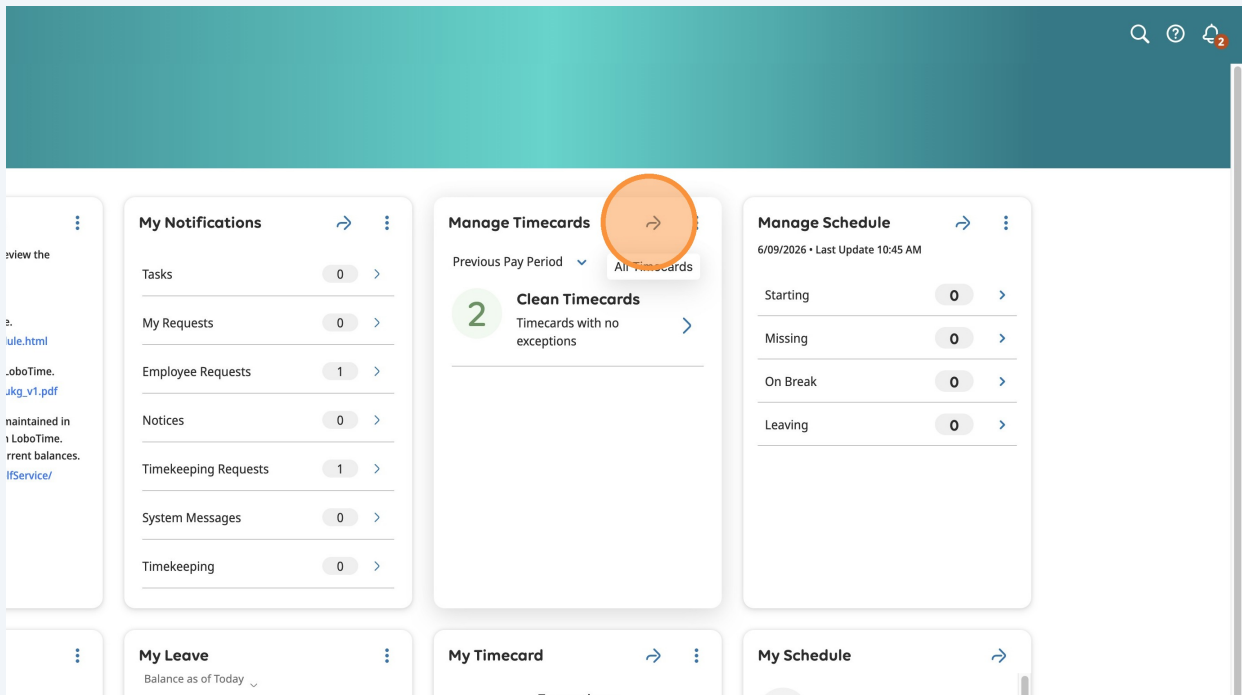


# Taking an Alternate Holiday (different pay cycles)

## 1 Click **Manage Timecards**



## 2 Open the **employee's** timecard for the pay period containing the holiday.

The screenshot shows the 'Employee timecards' interface. At the top, there's a header with the LoboTime logo and 'Employee timecards'. Below the header, there's a toolbar with various icons for actions like 'List view', 'Zoom', 'Approve', etc. The main area is a table with columns for Date, Schedule, Absence, In, Out, Transfer, Pay code, Amount, Shift, Daily, and Period. The table shows a list of dates from Mon 5/18 to Fri 5/29. On Mon 5/25, there is a 'Holiday Leave' entry with a pay code of 'Memorial Day' and an amount of -8.00. The table also shows a 'Totals' row at the bottom.

|                                               | Date     | Schedule | Absence | In      | Out     | Transfer | In | Out | Transfer | Pay code      | Amount | Shift | Daily | Period |
|-----------------------------------------------|----------|----------|---------|---------|---------|----------|----|-----|----------|---------------|--------|-------|-------|--------|
| +                                             | Mon 5/18 |          |         |         |         |          |    |     |          |               |        |       |       |        |
| +                                             | Tue 5/19 |          |         |         |         |          |    |     |          |               |        |       |       |        |
| +                                             | Wed 5/20 |          |         |         |         |          |    |     |          |               |        |       |       |        |
| +                                             | Thu 5/21 |          |         |         |         |          |    |     |          |               |        |       |       |        |
| +                                             | Fri 5/22 |          |         |         |         |          |    |     |          |               |        |       |       |        |
| +                                             | Sat 5/23 |          |         |         |         |          |    |     |          |               |        |       |       |        |
| +                                             | Sun 5/24 |          |         |         |         |          |    |     |          |               |        |       |       |        |
| +                                             | Mon 5/25 |          |         |         |         |          |    |     |          | Holiday Leave | -8.00  |       |       |        |
| +                                             |          |          |         |         |         |          |    |     |          | Memorial Day  | 8.00   |       |       |        |
| +                                             | Tue 5/26 |          |         | 8:00 AM | 4:00 PM |          |    |     |          |               |        | 8.00  | 8.00  | 8.00   |
| +                                             | Wed 5/27 |          |         |         |         |          |    |     |          |               |        |       |       | 8.00   |
| +                                             | Thu 5/28 |          |         |         |         |          |    |     |          |               |        |       |       | 8.00   |
| +                                             | Fri 5/29 |          |         |         |         |          |    |     |          |               |        |       |       | 8.00   |
| Totals Accruals Audits Historical corrections |          |          |         |         |         |          |    |     |          |               |        |       |       |        |

3

On that same holiday date, **add a new row**. In **Pay Code**, select **Holiday Leave** and in Hours enter -8.00. This zeros out the Holiday Leave for that day.

The screenshot shows the LoboTime Employee timecards interface. A new row has been added for Mon 5/25. The Pay code is set to Holiday Leave, and the Amount is -8.00. The interface includes a toolbar with various actions like List view, Zoom, Approve, Remove approval, Sign-off, Analyze, View month, Accrual actions, and Go to. The table has columns for Date, Schedule, Absence, In, Out, Transfer, Pay code, Amount, Shift, Daily, and Period. The bottom section shows Totals, Accruals, Audits, and Historical corrections.

|   | Date     | Schedule | Absence | In      | Out     | Transfer | Pay code      | Amount | Shift | Daily | Period |
|---|----------|----------|---------|---------|---------|----------|---------------|--------|-------|-------|--------|
| + | Mon 5/18 |          |         |         |         |          |               |        |       |       |        |
| + | Tue 5/19 |          |         |         |         |          |               |        |       |       |        |
| + | Wed 5/20 |          |         |         |         |          |               |        |       |       |        |
| + | Thu 5/21 |          |         |         |         |          |               |        |       |       |        |
| + | Fri 5/22 |          |         |         |         |          |               |        |       |       |        |
| + | Sat 5/23 |          |         |         |         |          |               |        |       |       |        |
| + | Sun 5/24 |          |         |         |         |          |               |        |       |       |        |
| + | Mon 5/25 |          |         |         |         |          | Holiday Leave | -8.00  |       |       |        |
| + |          |          |         |         |         |          |               |        |       |       |        |
| + |          |          |         | 8:00 AM | 4:00 PM |          | Memorial Day  | 8.00   |       |       |        |
| + | Tue 5/26 |          |         |         |         |          |               |        | 8.00  | 16.00 | 16.00  |
| + | Wed 5/27 |          |         |         |         |          |               |        |       |       | 16.00  |
| + | Thu 5/28 |          |         |         |         |          |               |        |       |       | 16.00  |

4

Click **Save**

The screenshot shows the LoboTime Employee timecards interface with the Save button highlighted in the top right corner. The table data is the same as in the previous screenshot, but now includes 'Comp Time Earn 1.0' and 'Holiday Leave' for Mon 5/25. The interface includes a toolbar with various actions like List view, Zoom, Approve, Remove approval, Sign-off, Analyze, View month, Accrual actions, and Go to. The bottom section shows Totals, Accruals, Audits, and Historical corrections.

|   | Date     | Schedule | Absence | In      | Out     | Transfer | Pay code           | Amount | Shift | Daily | Period |
|---|----------|----------|---------|---------|---------|----------|--------------------|--------|-------|-------|--------|
| + | Mon 5/18 |          |         |         |         |          |                    |        |       |       |        |
| + | Tue 5/19 |          |         |         |         |          |                    |        |       |       |        |
| + | Wed 5/20 |          |         |         |         |          |                    |        |       |       |        |
| + | Thu 5/21 |          |         |         |         |          |                    |        |       |       |        |
| + | Fri 5/22 |          |         |         |         |          |                    |        |       |       |        |
| + | Sat 5/23 |          |         |         |         |          |                    |        |       |       |        |
| + | Sun 5/24 |          |         |         |         |          |                    |        |       |       |        |
| + | Mon 5/25 |          |         |         |         |          | Comp Time Earn 1.0 | 8.00   |       |       |        |
| + |          |          |         |         |         |          | Holiday Leave      | -8.00  |       |       |        |
| + |          |          |         |         |         |          |                    |        |       |       |        |
| + |          |          |         | 8:00 AM | 4:00 PM |          | Memorial Day       | 8.00   |       |       |        |
| + | Tue 5/26 |          |         |         |         |          |                    |        | 8.00  | 16.00 | 16.00  |
| + | Wed 5/27 |          |         |         |         |          |                    |        |       |       | 16.00  |
| + | Thu 5/28 |          |         |         |         |          |                    |        |       |       | 16.00  |

**5. On the employee's selected alternate day, enter the Holiday Leave pay code for 8 hours. Add a comment identifying the original UNM-scheduled holiday the employee worked.**

|   | Date     | Schedule | Absence | In | Out | Transfer | Pay code      | Amount | Shift | Daily | Period |
|---|----------|----------|---------|----|-----|----------|---------------|--------|-------|-------|--------|
| + | Sat 5/30 |          |         |    |     |          |               |        |       |       |        |
| + | Sun 5/31 |          |         |    |     |          |               |        |       |       |        |
| + | Mon 6/01 |          |         |    |     |          | Holiday Leave | 8.00   |       | 8.00  | 8.00   |
| + | Tue 6/02 |          |         |    |     |          |               |        |       | 8.00  |        |
| + | Wed 6/03 |          |         |    |     |          |               |        |       | 8.00  |        |
| + | Thu 6/04 |          |         |    |     |          |               |        |       | 8.00  |        |
| + | Fri 6/05 |          |         |    |     |          |               |        |       | 8.00  |        |
| + | Sat 6/06 |          |         |    |     |          |               |        |       | 8.00  |        |
| + | Sun 6/07 |          |         |    |     |          |               |        |       | 8.00  |        |
| + | Mon 6/08 |          |         |    |     |          |               |        |       | 8.00  |        |
| + | Tue 6/09 |          |         |    |     |          |               |        |       | 8.00  |        |
| + | Wed 6/10 |          |         |    |     |          |               |        |       | 8.00  |        |
| + | Thu 6/11 |          |         |    |     |          |               |        |       | 8.00  |        |
| + | Fri 6/12 |          |         |    |     |          |               |        |       | 8.00  |        |

## 6. Important: Alternate Holiday Leave Must Be Entered at the Same Time

When an employee chooses to take Holiday Leave on an alternate day, the Supervisor or Org Manager must enter the alternate day at the same time the original UNM-scheduled holiday is zeroed out. The employee must therefore identify the alternate day they plan to take off when requesting the change. Per UNM policy, the alternate day must be taken within 90 days of the original holiday.

After entering -8 hours of Holiday Leave on the original holiday, immediately enter 8 hours of Holiday Leave on the employee's selected alternate day. Add a comment to the alternate day identifying the original holiday the employee worked (for example, "Holiday Leave for Labor Day worked on September 7, 2026"). This ensures there is a clear record of why the Holiday Leave was entered.

This is required because employees do not accrue or maintain a Holiday Leave bank in LoboTime. Additionally, holiday pay counts toward overtime calculations. Therefore, once the Holiday Leave on the original holiday is zeroed out, the corresponding 8 hours must immediately be assigned to the employee's alternate day. This prevents the employee and department from losing track of Holiday Leave that is still owed to the employee.

**Important:** If the employee separates, transfers, retires, or changes from 2R non-exempt to 5R exempt before the scheduled alternate day occurs, the department must remove the Holiday Leave from the future alternate date. The department must then enter 8 hours using the Holiday Leave pay code in the employee's final applicable pay period in which the employee has hours worked.