LoboTime Common Tasks for Non-Exempt PC Users Job Aid

The purpose of this job aid is to provide the common tasks for Non-Exempt PC Users of the LoboTime system.

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Common Tasks for Non- Exempt Employees

Logging On to LoboTime

1 Access the **LoboTime** log on page.

2 Type your Net ID and password in the designated fields.

3 Click on the arrow button to **Log On** →

Logging Off of LoboTime

1 Click the **Log Off** utility link in the banner. LoboTime returns to the Workforce Central log on page.

Caution: Clicking the Close (X) button without first logging off can leave your connection to LoboTime open, which might allow unauthorized people to view and edit information.

Overview of LoboTime Non- Exempt

Active Bar
Displays active workspaces; click title to bring a workspace into focus.

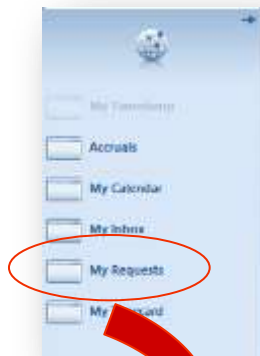**Name / Sign Out**
Identifies user and a link to sign out of LoboTime.

Workspace Carousel
Container for one or more workspaces
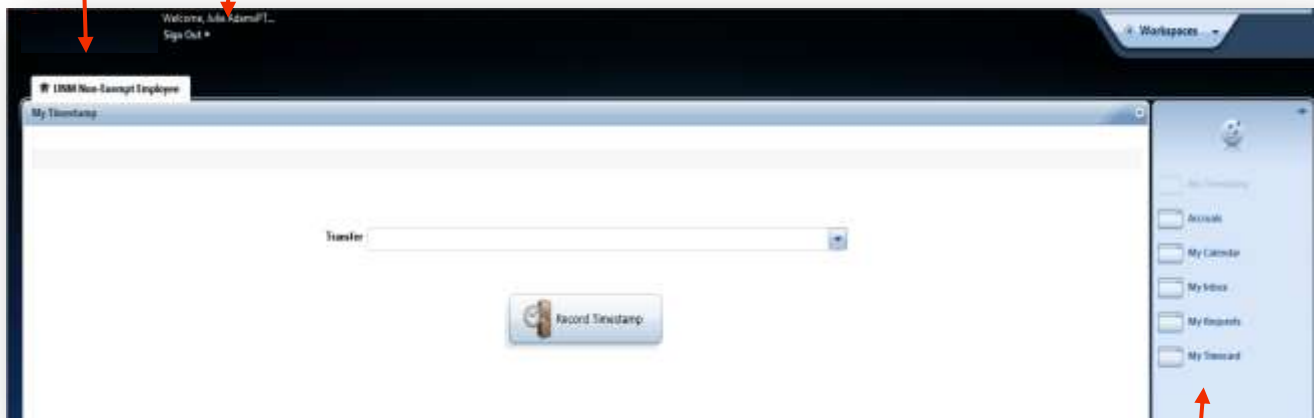
Related Items Pane
Includes one or more additional widgets for less common tasks.

Activating Widgets

1 After recording time stamp, single click on any widget in the **Related Items** pane to activate in the workspace.

Workspace Tabs
Each active workspace gets its own tab. You can switch back and forth between workspaces by selecting the tab you want to view. You must always have at least one workspace open, but you can close any additional workspaces by hovering over its tab and clicking the Close (X) button.
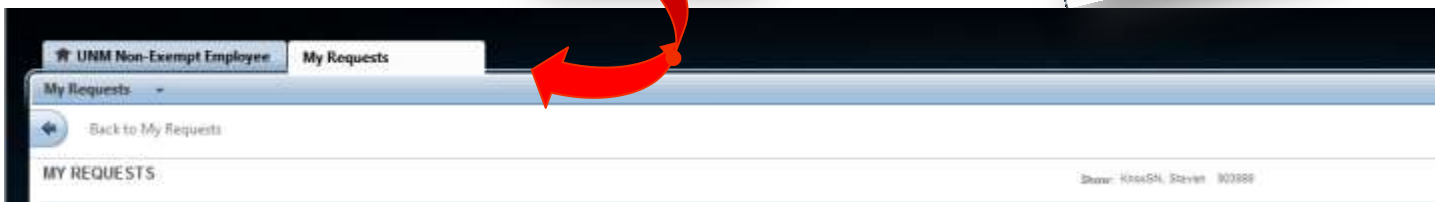
Possible System Responses:

Recording Your Time

1   Click the **Record Time Stamp** button.

2   The time recorded by the system will display.
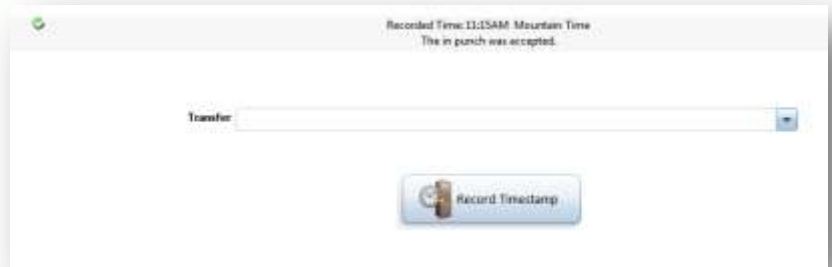
Duplicate Punch

1   Employee attempts to punch in/out a second time. System will alert and not allow a duplicate punch
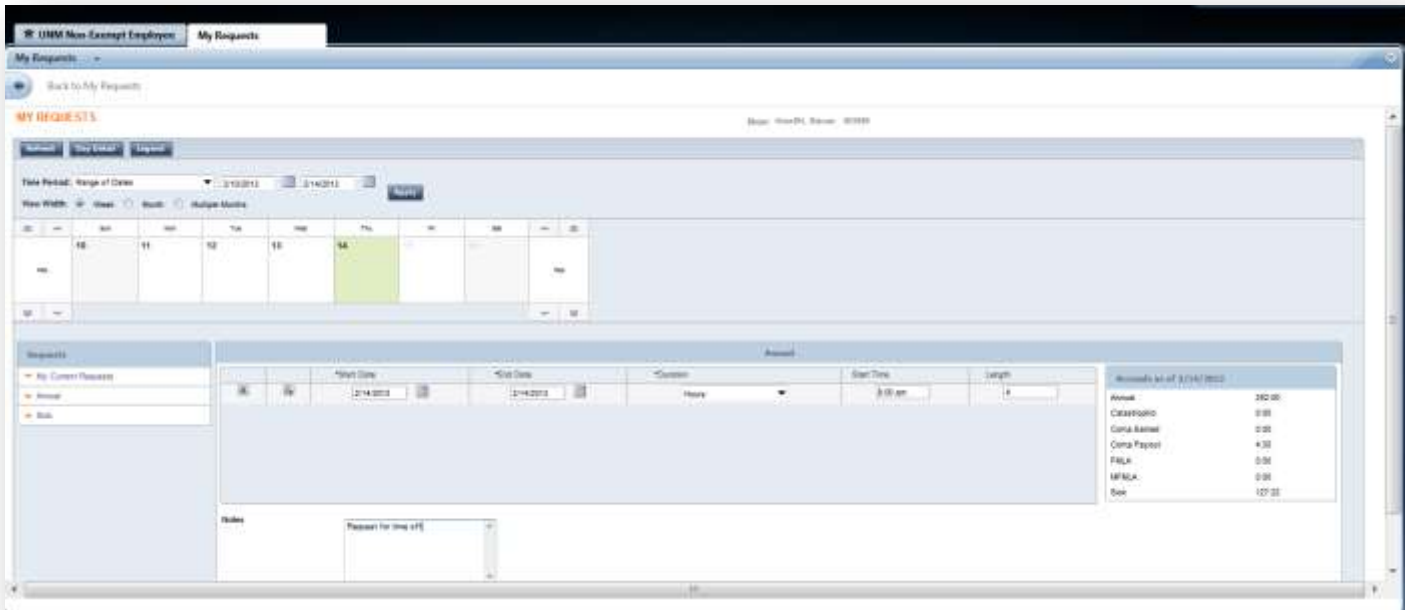
Successful Out Punch

1   Employee punches out to end shift. System will display successful record of punch

If Punch is made in error, contact your Lobo Time Agent for assistance to resolve issue.

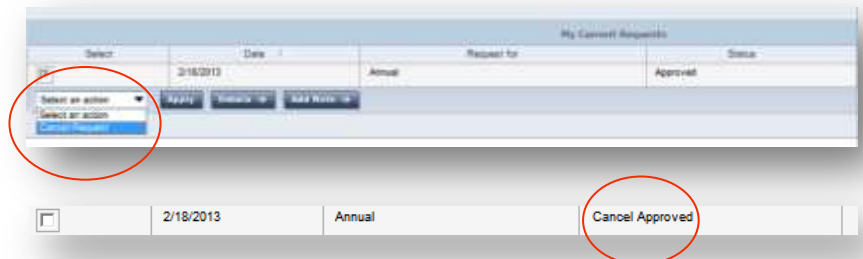# Common Tasks for Non-Exempt Employees

Requesting Time Off

1. Activate the **My Requests** tab from the Related Items pane.

2. Select the time off date range from the **Time Period** drop-down list. Select a **View Width** and click **Apply**.

3. Click the date of the time off request.

4. From the **Requests** list, select the appropriate time off request – Annual or Sick

5. Confirm the selected **Start Date** and **End Date**. Change the date if required.

6. In the **Duration** field, it is automatically populated in "hours".

7. Enter a **Start Time** for the time off request (add am or pm).

8. In the **Length** box, enter the length of time for the request.

9. In the **Notes** box, add notes for the request. Then either click **Submit** or **Draft** (to edit later).

Retracting a Time Off Request

1. Access the **My Current Requests** widget from the **Request** workspace.

2. From the **Requests** list, select **My Current Requests**.

3. Select the request.

4. From the **Select an action** drop-down list, select **Cancel Request**.

5. Click **Apply**.

6. Employee will receive response in **My Current** requests when Cancel has been Approved.

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Common Tasks for Non-Exempt Employees

Viewing Your Timecard

1   Access the **My Timecard** widget from the **Related Items** pane.

2   At the top of the timecard, use the drop down arrow to select the time period you wish to view.

Note: Your timecard displays your timestamps, non-worked time and total hours. Times with a red, yellow, or green bar, have an exception such as late in. Hover over the bar to view additional details about the exception.

Approving Your Time

1   Access the **My Timecard** widget from the **Related Items** Pane.

2   Click **More > Approve**. A notification message will appear showing approval or removal of approval.
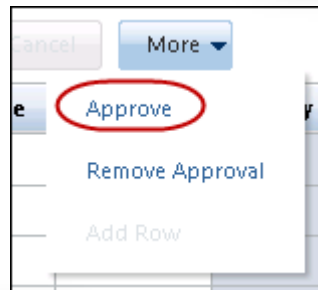
Note: You can remove your approval by following the same steps and selecting **Remove Approval** from the **More** menu.

Approved by sknoxsn999 2/15/2013 4:36PM

Approval removed by sknoxsn999 2/15/2013 4:37PM

Issues with Time Card and Punches

For any issues regarding the time card and/or punches, please contact your LoboTime Time Manager or Supervisor for assistance and troubleshooting.

Best Practices