

LoboTime Common Tasks for Exempt PC Users Job Aid

The purpose of this job aid is to provide the Exempt employee an overview of navigation and common tasks inside of the LoboTime system.

Logging On to LoboTime

- 1 Access the LoboTime log on page.
- 2 Type your Net ID and password in the designated fields.
- 3 Click the Log On button or press the Enter key on the keyboard.

Logging Off of LoboTime

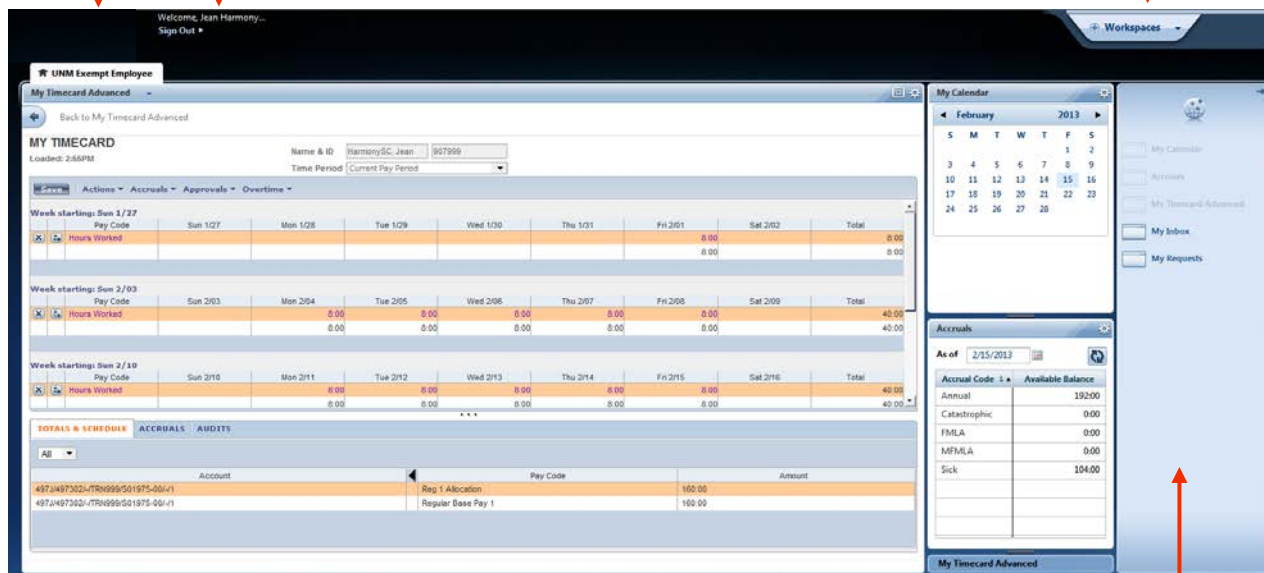
- 1 Click the Log Off utility link in the banner. LoboTime returns to the Workforce Central log on page.

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.

Active Bar
Displays active workspaces; click title to bring a workspace into focus. (UNM Exempt Employee is the only one in this example.)

Name / Sign Out
Identifies user and a link to log out of navigator.

Carousel
Container for one or more workspaces (Note: Carousel appears only if there is another workspace in addition to the home workspace.)



The screenshot shows the LoboTime interface for an UNM Exempt Employee. The main area displays the 'MY TIMECARD' for 'Jean Harmony' with a grid of hours worked for several weeks. To the right, there is a 'My Calendar' widget showing the month of February 2013. Below the calendar is an 'Accruals' table with columns for 'Accrual Code' and 'Available Balance'. At the bottom right, there is a 'Related Items' pane showing a table with columns for 'Account', 'Pay Code', and 'Amount'.

Accrual Code	Available Balance
Annual	19200
Catastrophic	0.00
FMLA	0.00
MFMLA	0.00
Sick	104.00

Account	Pay Code	Amount
49714973021-TR0999/501975-001/1	Reg 1 Allocation	100.00
49714973021-TR0999/501975-001/1	Regular Base Pay 1	100.00

Repositioning Widgets
Move a secondary widget into a primary position by clicking the title bar, dragging it over a primary widget, and releasing.

Workspace
Displays one or more widgets and the Related Items pane.

Widgets
A widget is a task-oriented tool or view into Workforce Central. There will be one or two primary widgets, depending on the workspace—these are widgets you can use to perform tasks. There may also be one or more smaller-sized secondary widgets, but normally these are for viewing only until you swap them into a primary position.

Related Items Pane
Includes one or more additional widgets for less common tasks; the Related Items pane is optional and contains different widgets for each workspace.

Common Tasks for Exempt Employee

Opening Widgets and Workspaces

The screenshot shows the Kronos interface for an exempt employee. The 'MY TIMECARD' widget is highlighted with an orange border and labeled as the 'Primary Widget'. To its right, three other widgets are visible: 'My Calendar', 'Accruals', and 'My Timecard Advanced', which are collectively labeled as 'Secondary Widgets'.

Primary Widget

Secondary Widgets

This screenshot shows the same Kronos interface as above, but with the 'Related Items' pane open on the right side of the workspace. This pane contains a list of available widgets that can be added to the current workspace.

Related Items

Closing the Related Items Pane
Click the right arrow to close the Related Items pane. When closed, click the left arrow to open it.

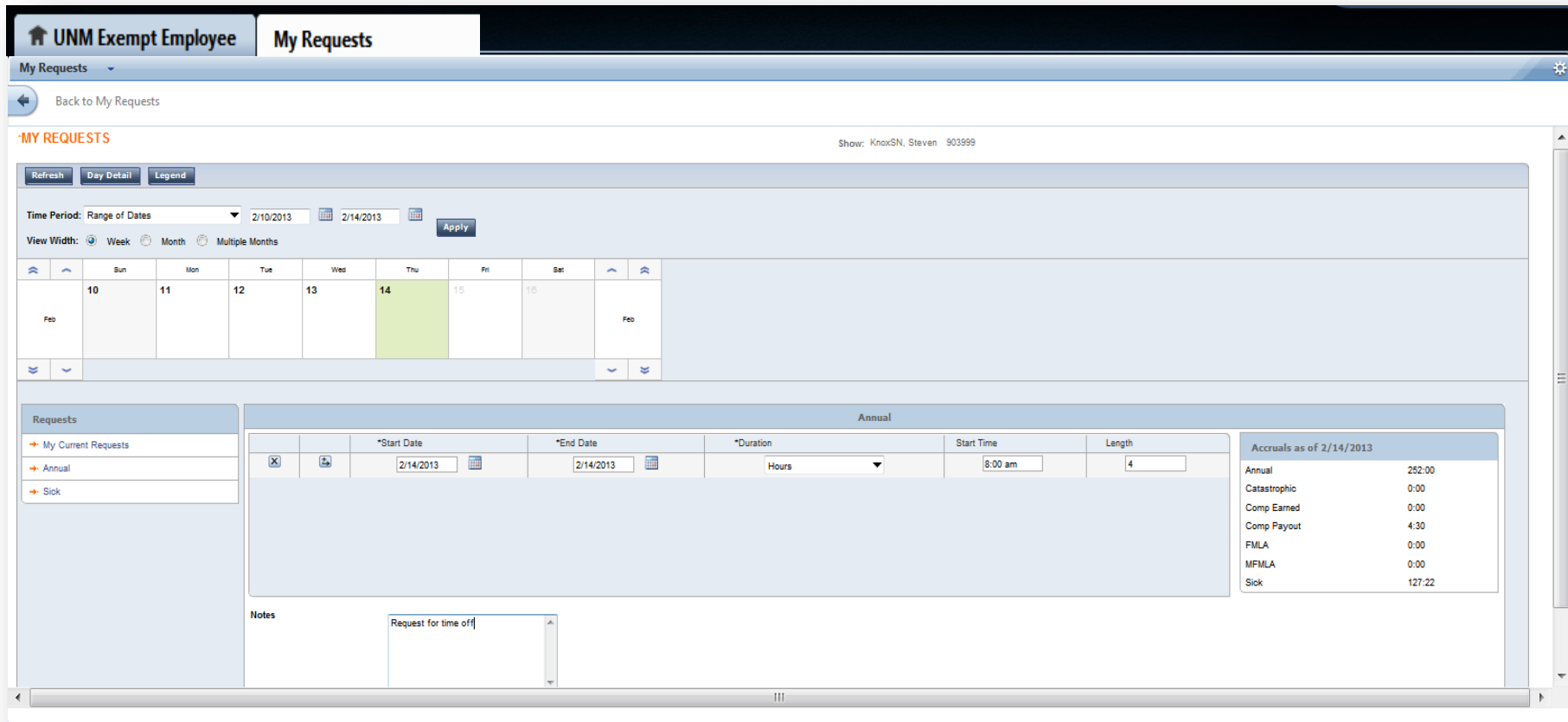
Active Widgets
Widgets already in an open workspace appear grayed out in widget list.

Activating a Widget
There are two ways to activate a widget in the Related Items pane.

To add it to the current workspace, drag it out of the pane and release it over a widget in the workspace.

To work with the widget in a separate workspace, click the widget while it is still in the pane. To close that workspace later, hover over its tab and click the Close (X) button.

Requesting Time Off



The screenshot shows the 'My Requests' page for a UNM Exempt Employee. The page includes a navigation bar with 'UNM Exempt Employee' and 'My Requests' tabs. Below the navigation bar, there are buttons for 'Refresh', 'Day Detail', and 'Legend'. The 'Time Period' is set to 'Range of Dates' with dates '2/10/2013' and '2/14/2013' selected, and an 'Apply' button. The 'View Width' is set to 'Week'. A calendar view shows the dates from Sunday, February 10 to Saturday, February 16, with Thursday, February 14 highlighted in green. Below the calendar, there is a 'Requests' list on the left with options for 'My Current Requests', 'Annual', and 'Sick'. The main area displays a table for the selected request type, 'Annual', with columns for '*Start Date', '*End Date', '*Duration', 'Start Time', and 'Length'. The table shows a request for 4 hours starting at 8:00 am on 2/14/2013. To the right of the table is an 'Accruals as of 2/14/2013' table. Below the table is a 'Notes' field containing the text 'Request for time off'.

*Start Date	*End Date	*Duration	Start Time	Length
2/14/2013	2/14/2013	Hours	8:00 am	4

Accruals as of 2/14/2013	
Annual	252:00
Catastrophic	0:00
Comp Earned	0:00
Comp Payout	4:30
FMLA	0:00
MFMLA	0:00
Sick	127:22

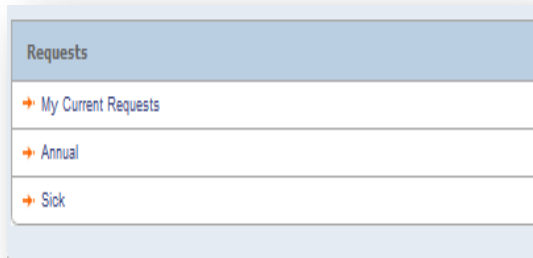
Notes: Request for time off

- 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).

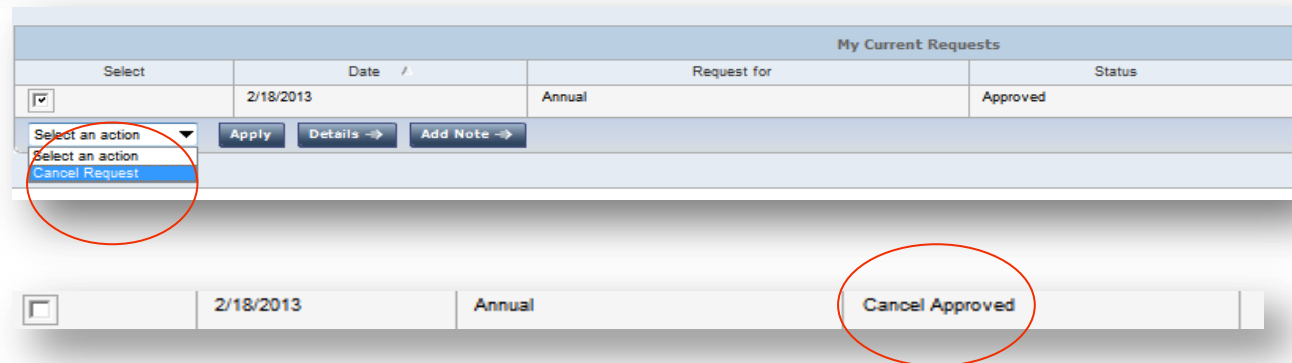


Retracting a Time Off Request

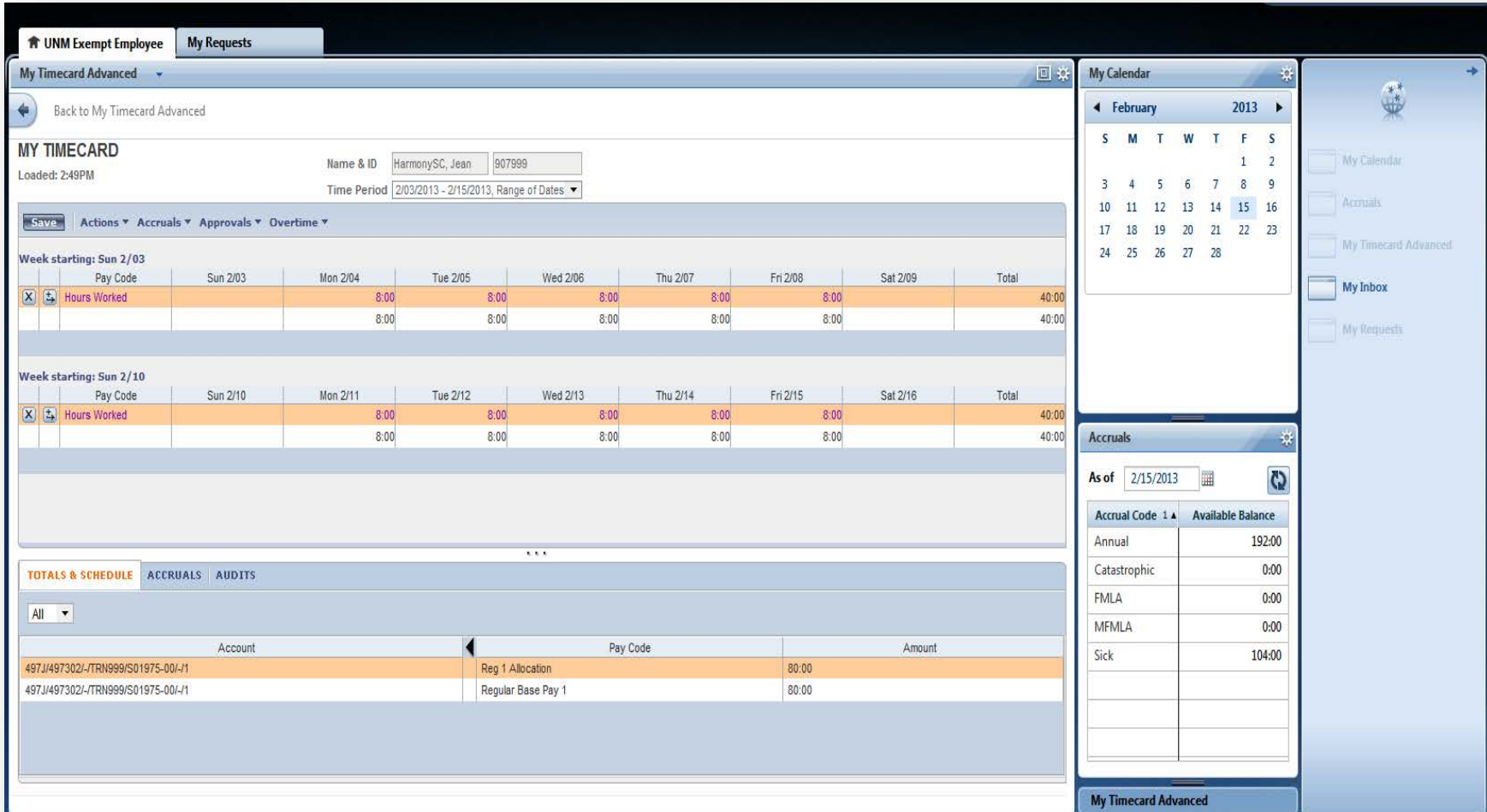
- 1 Access the **My Current Requests** widget from the **Request** workspace.
- 2 From the **Requests** list, select **My Current Requests**.



- 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.



Viewing Your Timecard

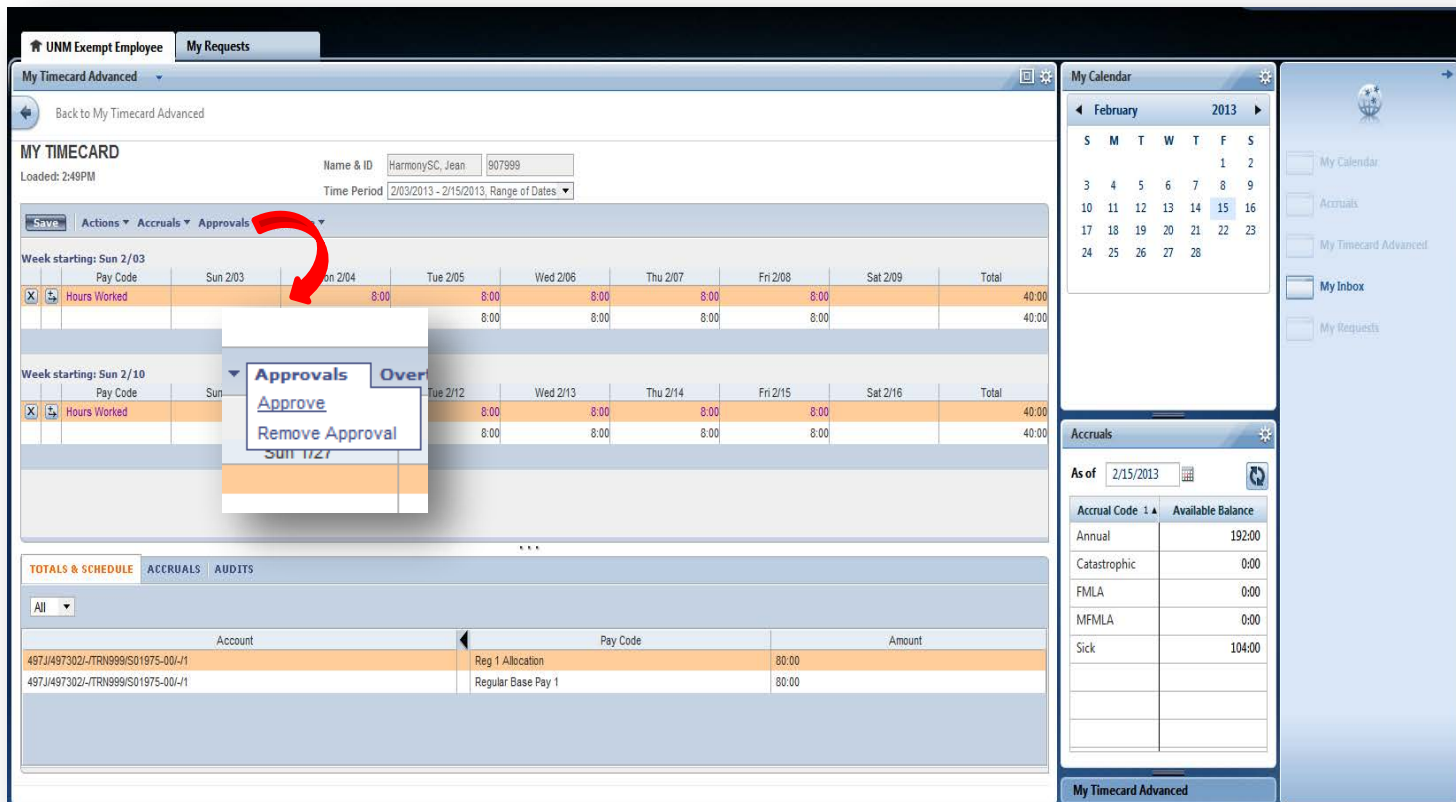


The screenshot shows the 'My Timecard Advanced' interface. At the top, there are navigation tabs for 'UNM Exempt Employee' and 'My Requests'. The main content area is titled 'MY TIMECARD' and includes a 'Name & ID' field (HarmonySC, Jean 907999) and a 'Time Period' dropdown set to '2/03/2013 - 2/15/2013, Range of Dates'. Below this, there are two weekly timecard views. The first week starts on Sun 2/03 and shows 8.00 hours worked for each day from Sun 2/03 to Sat 2/09, with a total of 40.00. The second week starts on Sun 2/10 and shows 8.00 hours worked for each day from Sun 2/10 to Sat 2/16, with a total of 40.00. At the bottom, there is a 'TOTALS & SCHEDULE' section with a table showing account details and pay codes.

Account	Pay Code	Amount
497J497302J-TRN999/S01975-00J-11	Reg 1 Allocation	80.00
497J497302J-TRN999/S01975-00J-11	Regular Base Pay 1	80.00

1 Access the **My Timecard Advanced** 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.



Approving Your Time

- 1 Access the **My Timecard Advanced** widget from the **Related Items** Pane.
- 2 Click **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.

MY TIMECARD
Approved: 3:48PM

MY TIMECARD
Approval Removed: 3:48PM

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