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.

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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.
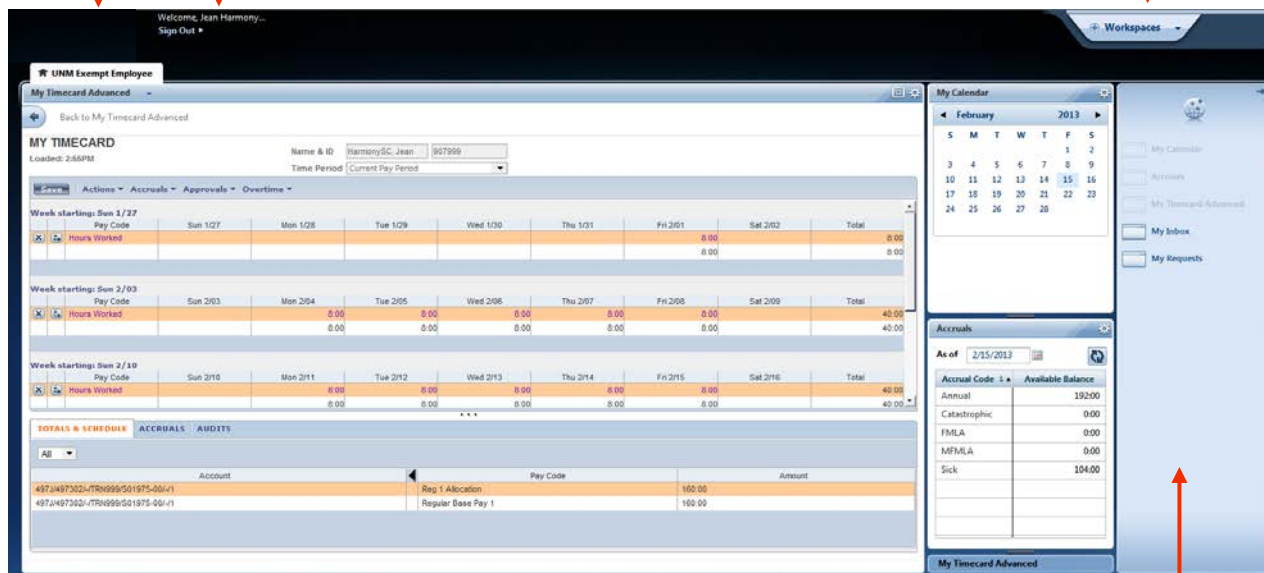
Logging Off of LoboTime

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.)

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.

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Secondary Widgets

Primary Widget

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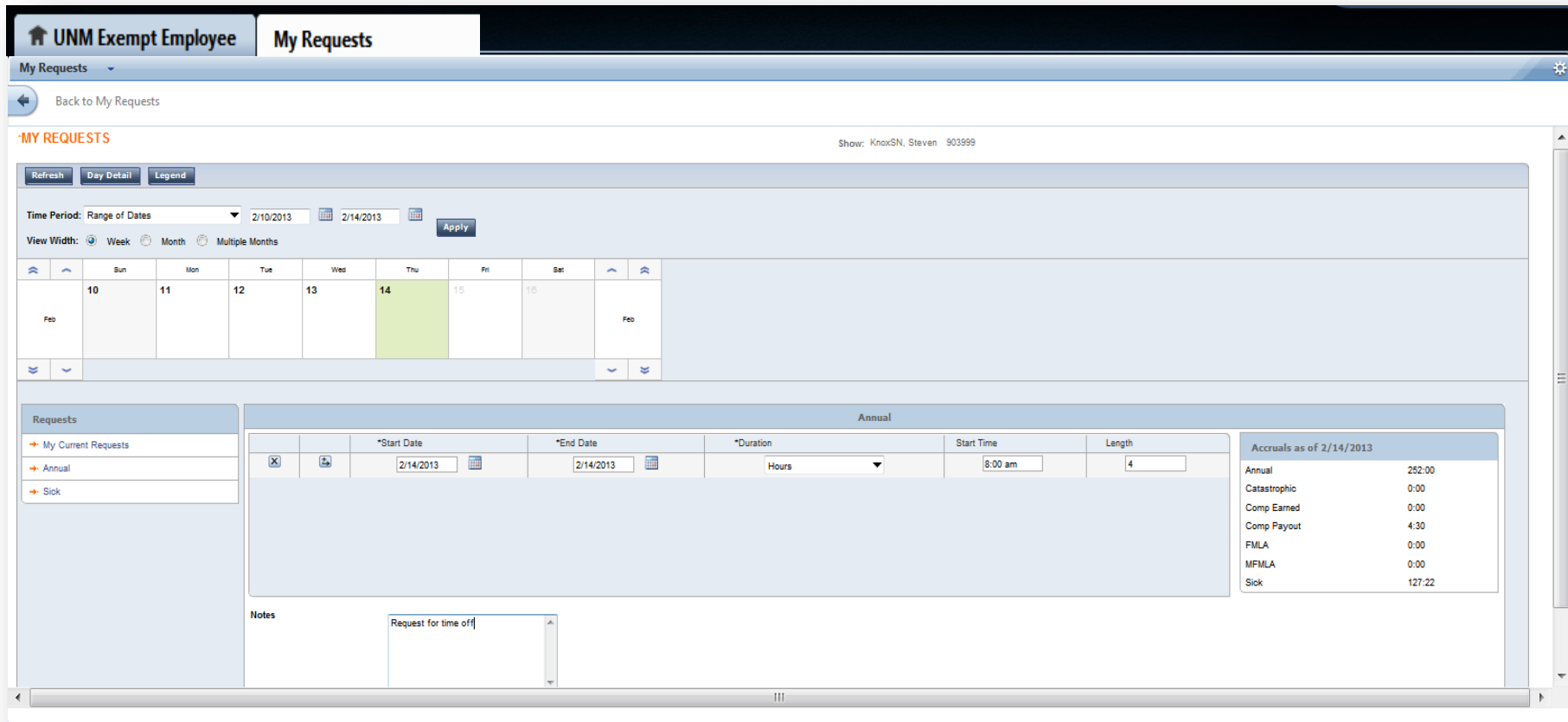
Active Widgets
Widgets already in an open workspace appear grayed out in widget list.

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.
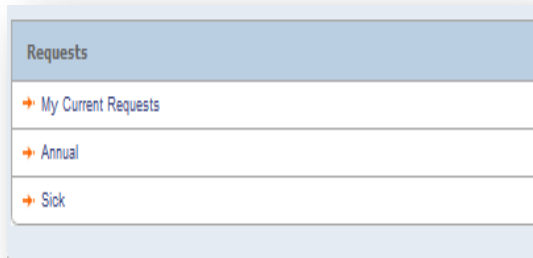
Common Tasks for Exempt Employee

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.

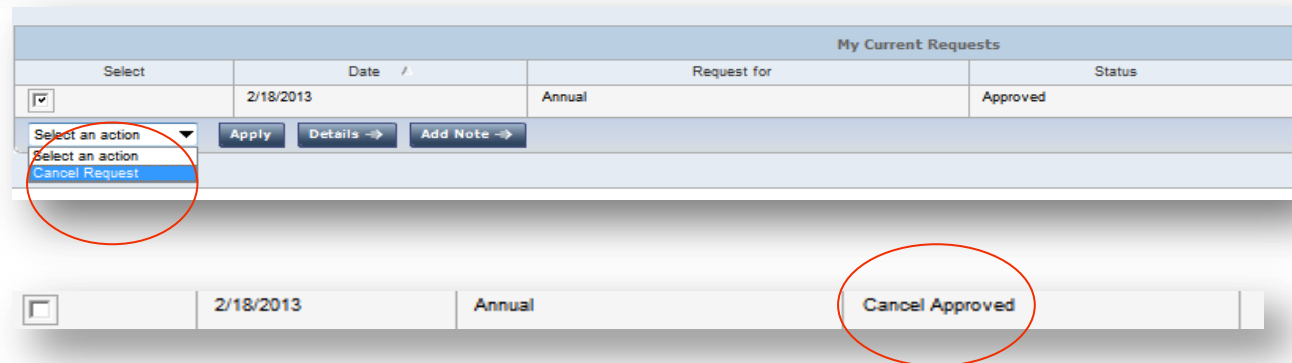9. In the Notes box, add notes for the request. Then either click Submit or Draft (to edit later).

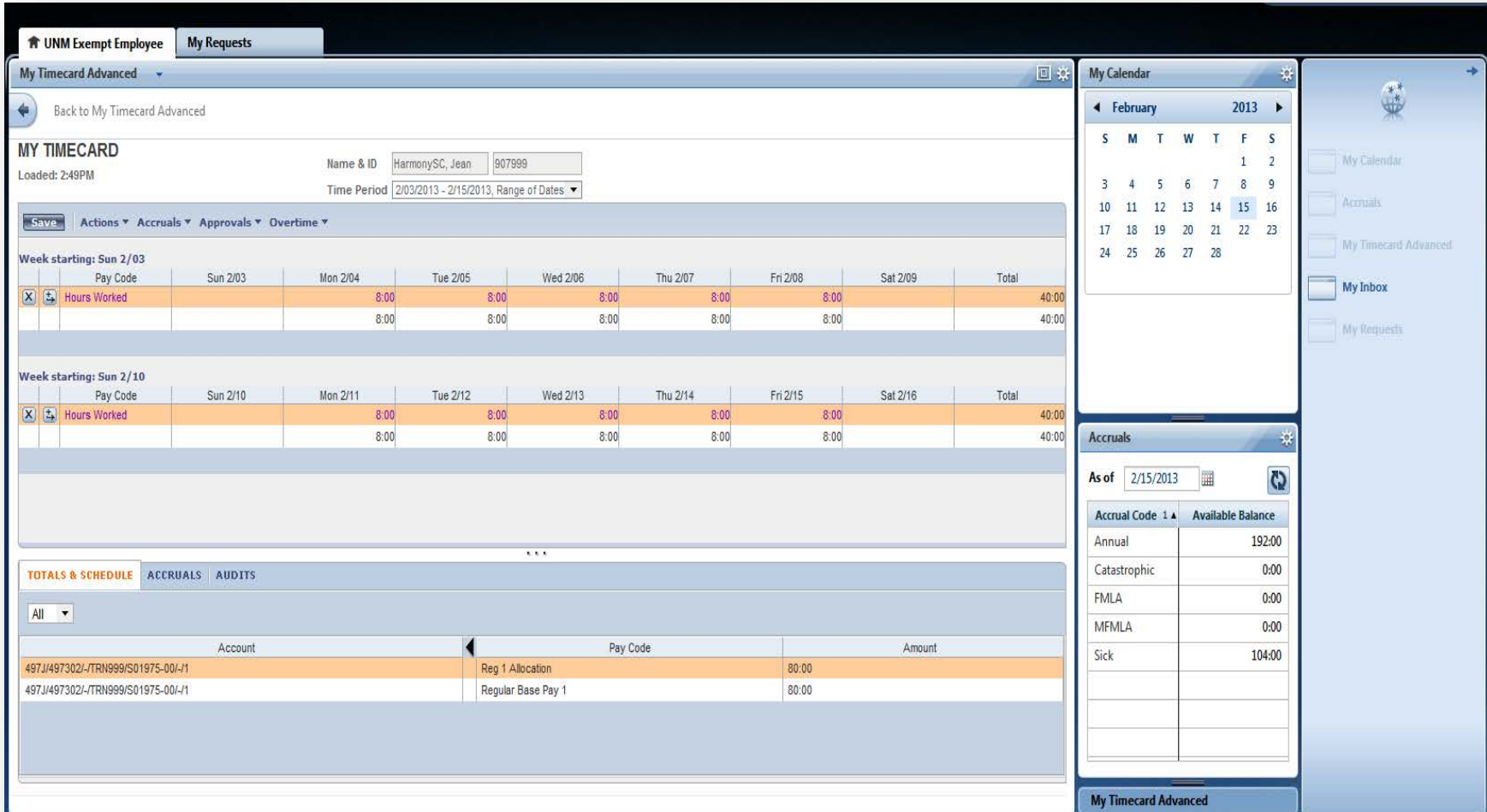THE UNIVERSITY of
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Retracting a Time Off Request

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

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

Requests
➡ My Current Requests
➡ Annual
➡ Sick

3 Select the request.

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

5 Click **Apply**.

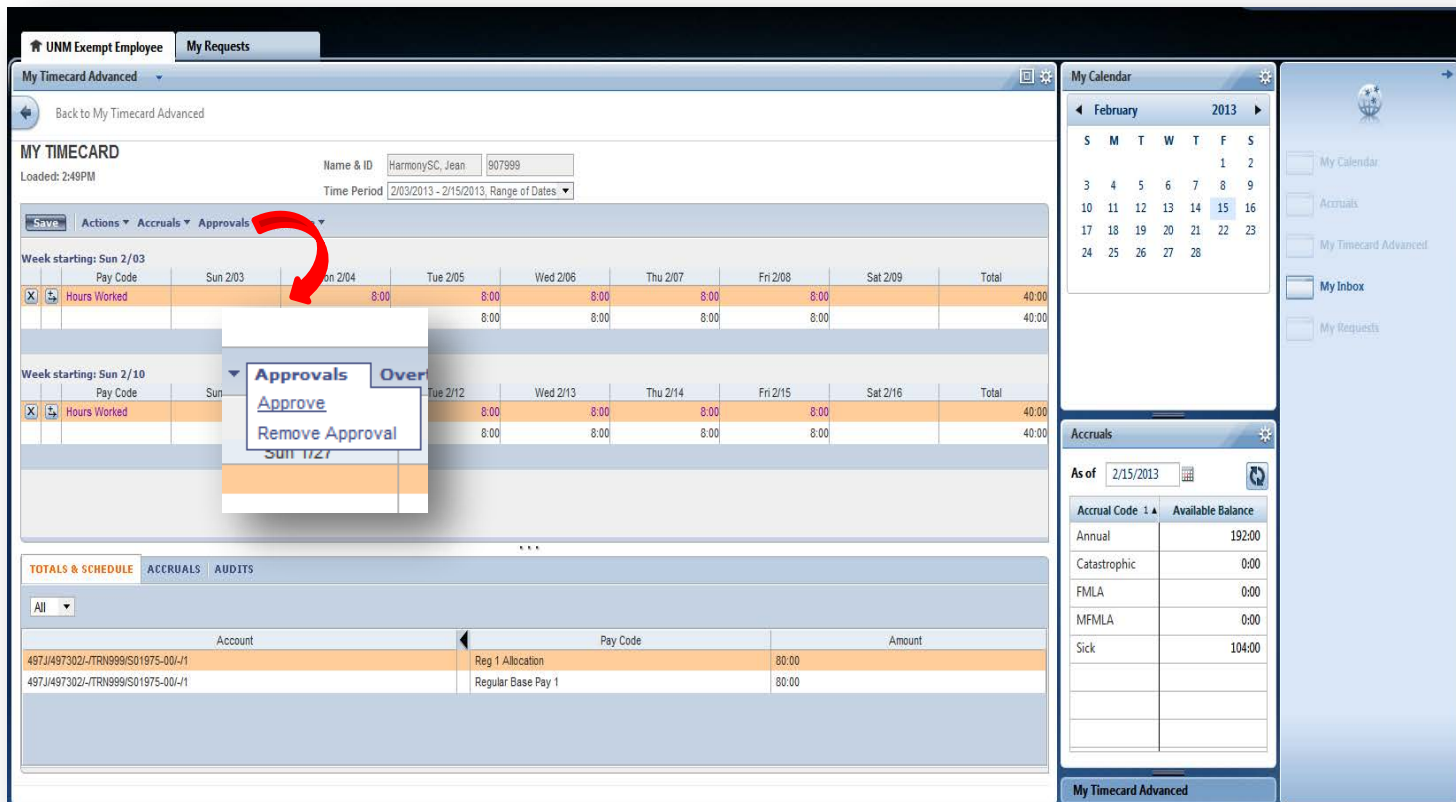**6** Employee will receive response in **My Current** requests when Cancel has been Approved.

	My Current Requests		
Select	Date	Request for	Status
☑	2/18/2013	Annual	Approved

Select an action ▼ | Apply | Details ➡ | Add Note ➡
Select an action
Cancel Request

☐	2/18/2013	Annual	Cancel Approved

Common Tasks for Exempt Employee

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Viewing Your Timecard

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.

Common Tasks for Exempt Employee

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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