

# Time and Leave Reporting Job Aid

Related to changes per reversal of pay schedule resulting from injunction placed on FLSA Overtime Rule



This Job Aid is designed to assist employees with their time and leave tracking who are returning to a monthly pay schedule from a biweekly pay schedule. The transition will take place September 1. Therefore, whether you report time and leave through *Banner Time Entry* or a *LoboTime Timecard*, your last biweekly pay schedule will exclude Friday, September 1, 2017.

## FLSA Time & Leave Reporting Guide

The normal 2R18 pay period runs from 8/19/17 - 9/1/17 with a pay day occurring on 9/8/17. However, during this transition, regular hours should be entered as usual, in accordance with your appointment percent for workdays occurring 8/19/17 through 8/31/17, not 9/1/17. For example: An employee who works an appointment of 100% should have 72 hours submitted and approved for 2R18, including regular work hours, sick, or annual leave.

In regard to 9/1/17, you will be paid for this day as part of the monthly pay schedule, 5R9, which runs 9/1/17 – 9/30/17, with a pay date of 9/29/17.

### **For Department's using Banner Time Entry:**

- For 2R18, leave should be reported in real-time if taken between 8/19/17 and 8/31/17.
- Sick, Annual, or Other Paid Leave taken starting 9/1/17 through 9/30/17 should be tracked per departmental process and entered on the 5R9 time entry deadline by 9/20/17.
- If needed, employees are encouraged to contact their direct supervisor for instructions on how to begin tracking their Monthly Leave/Exception time.

### **For Department's using LoboTime:**

- All 2R18 2017 Leave time should be entered as usual via the "Request Time Off" feature within "My Calendar".
- As stated above, time for this pay period should be reported for 8/19/17 through 8/31/17. You should not include 9/1/17 in this submission.
- If you have future leave requests dated 9/1/17 and after, these should be canceled and re-requested once you have your new Monthly Timecard in LoboTime.
- Beginning 9/1/17, all Leave/Exception time should be requested via the "Request Time Off" feature within "My Calendar".
- Sick, Annual, and Other Paid Leave will continue to be tracked in LoboTime.

Coming soon! Keep an eye out at <https://hr.unm.edu/flsa-update-overtime> for a **Payroll Calculator Job Aid** to assist in calculating your partial 2R18 last biweekly pay.

If you have questions regarding the pay schedule changes, please contact Payroll at 505-277-2353 or [pay@unm.edu](mailto:pay@unm.edu).