

Fair Labor Standards Act (FLSA) Regulation Change

In order to comply with new changes to the Fair Labor Standards Act (FLSA), UNM will make changes to some current monthly employees' timekeeping methods. The impact to employees has been documented on the [HR FLSA site](#) and includes a change to reporting Exception time (Sick, Annual, or Other Paid Leave) and tracking of hours worked. These changes are required to take place before January 1, 2020. The following Job Aid is for assisting employees who are transitioning from a monthly to a biweekly pay schedule with regard to reporting their leave and tracking their time.

Summary of Job Aid:

Reporting for October & Partial November Leave Time:

- **Banner Time Entry:** Sick and Annual Leave for all of October should be submitted per normal procedure to the department by the employee no later than November 12, 2019. The October leave should be entered into the [Monthly Leave Usage report](#) by a Department Timekeeper. The leave taken from November 1, 2019, through November 22, 2019, should be reported on a [Leave Adjustment Form](#) (see details below).
- **LoboTime:** LoboTime employees should enter leave time for October as usual; however, if leave is taken between November 1, 2019, through November 22, 2019, time should be reported on a [Leave Adjustment Form](#) (see details below).
- LoboTime 5R11 monthly timecards should be completed and signed off no later than Tuesday, November 12, 2019.

FLSA Leave Reporting Guide

Employees switching from monthly to biweekly during the November 2019 time frame who have Sick, Annual and/or Other Paid Leave exceptions, will need to enter these hours in the following manner:

For Departments using Banner Time Entry:

- All October 2019 exception time should be entered as usual prior to the published deadline of November 12, 2019, at 4 p.m. MDT.
- For the partial November time period, any Sick, Annual, or Other Paid Leave taken from November 1, 2019, through November 22, 2019, will need to be entered/tracked on the [Leave Adjustment Form](#). Please submit the leave adjustment form to the Payroll Office via pay@unm.edu.
- Any Leave taken starting November 23, 2019, will be entered on your new biweekly timesheet. Please refer to your Department Timekeeper or direct Supervisor for instructions.



For Department's using LoboTime:

- All **October** 2019 Exception time should be entered as usual via the "Request Time Off" feature within "My Calendar," by Tuesday November 12, 2019.
- For the partial **November** time period, in order to post the leave and get the employee leave banks up to real time, Sick, Annual, or Other Paid Leave between November 1, 2019, through November 22, 2019, will need to be entered on the [Leave Adjustment Form](#).
 - For employees, the partial November leave needs to be requested via e-mail to your supervisor (or method of departmental choice).

- For managers, the leave during this partial November period will need to be manually entered into the [Leave Adjustment Form](#) and submitted to the Payroll Office.
- **DO NOT** enter LEAVE time in LoboTime during the dates of November 1, 2019, through November 22, 2019.
 - If leave time has already been submitted and approved within LoboTime for the above span of time, managers should delete the time using Schedule Editor and report on a Leave Adjustment form as noted above.
 - 5R11 monthly timecards should be completed, approved by both the employee and their supervisor, and signed off no later than November 12, 2019.
- Starting Saturday November 23, 2019, you will resume entering all leave time within your new biweekly timecard by the same access method as was used previously for your monthly timecard. <https://lobotime.unm.edu>.

Biweekly Hourly Time Reporting

- Employees are encouraged to contact their direct Supervisor for instructions on how to track their hourly time since you are now paid on a non-exempt biweekly pay cycle.
- Sick, Annual, or Other Paid Leave will continue to be tracked in LoboTime and Banner Department Time Entry, respectively.
- Any leave taken starting November 23, 2019, will be requested through your biweekly timesheet. Please refer to your Department Timekeeper or direct Supervisor for instructions.
- When you log in for the first time starting November 23, 2019, you will see a different screen. For assistance using LoboTime as a biweekly non-exempt hourly employee refer to your Supervisor or Departmental LoboTime Agent.