

Payroll: Leave Time Entry Job Aid



Fair Labor Standards Act (FLSA) regulation change impacting UNM employees

This Job Aid is designed to assist employees with their leave and time 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 Friday 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, however NO time or leave should be entered for Friday 9/1/17. For example if you are a 1 FTE, this pay period would include a total of 72 hours (regular works hours, including sick or annual leave). No elected deductions will be taken from this pay check (i.e. parking, medical insurance)

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.

You can use the [Payroll Calculator](#) to assist in calculating your pay.

Managing the Change

It is highly recommended that you review your current biweekly deductions. Manage and change the following allocations to ensure the amounts you have designated within [MyUNM](#) still fit your needs on the new monthly pay schedule:

- Federal and/or State fixed withholding amounts
- Retirement Manager amounts (Elected Annuities)
- Direct deposit account fixed amount allocations
 - For example, as a biweekly paid employee, you may have chosen to allocate \$50 to a savings account, while the remainder of your biweekly pay goes into your checking account. However, now as a monthly paid employee, you may want to change this to a higher amount so your predesignated \$50 dollars is only being deposited into your savings account once a month instead of every two weeks.
- Additionally, if you have automatic bill payments deducted from your account, you should make arrangements with your financial institution due to the change in pay cycles.

For Departments using BANNER TIME ENTRY (PHATIME)

- For 2R18, Leave should be reported in real-time if taken between August 19-31, 2017
- Sick, Annual, or Other Paid Leave taken starting September 1 through September 30 should be tracked per departmental process and entered on the 5R10 time entry deadline by October 20, 2017.
- If needed, employees are encouraged to contact their direct supervisor for instructions on how to begin tracking their Monthly Leave/Exception time.

For Departments 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 August 19-31, 2017. You should NOT include 9/1/17 in this submission.
- If you have future leave requests dated September 1st and after, these should be canceled and re-requested once you have your new monthly timecard in LoboTime.
- Beginning September 1, 2017, all Leave/Exception time taken 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.