

DEPARTMENT OF OB/GYN LOBOTIME BUSINESS PRACTICES

The following Business Practices are the guiding principles by which we operate the accurate time reporting process within our department. These practices apply to all individuals in the Department of OBGYN and unless the context indicates otherwise, the term “employee” as used in these practices includes all non-exempt personnel. All employees are required to adhere to the principles and guidelines outlined in this document. If you have questions about the LoboTime Business Practices, please consult the Department Administrator or Operations Manager.

Lobotime is a tool, not a time manager. You will need to manage your own time and leave.

- Employees in OB/GYN are permitted to work a flexible schedule if the schedule is approved in advance by their supervisor, providers and department administrator as appropriate. A flexible schedule does not mean that it changes weekly or daily. It means that it does not adhere to the Traditional Work Schedule of 8:00 a.m. to 5:00 p.m. with an hour for lunch. Once a flexible schedule is chosen, it is expected that you will adhere to this schedule. Please refer to University Business Policies and Procedures Manual # 3300.
- The department will enter schedules for everyone in Lobotime. Permanent changes to your schedule need to be approved and submitted to the Department Administrator
- Excessive exceptions to your punches will be addressed on a case by case basis. The expectation is that there will be few exceptions.
 - Excessive exceptions are for the following:
 - Missed punches
 - Unanticipated leave
- To record your time, you will need to use the time clock here in the dept., at 1016 Lomas (Business Center) or the SUB for classes held in those locations, or you may use your pc or another pc in the department. The use of any other device or location will need approval.
- You must punch yourself in and out at the beginning of your work schedule and at the end of your shift and this also includes in and out punches for lunch. Do not let anyone else have your badge or password to log you into Lobotime. Sharing passwords or having someone punch/log in for you is a violation of UNM Business Policy 2000.
- You can look at your timecard any time and the best practice is to review your time on a daily basis.
- Time cards should be reviewed and approved by employees no later than 10 am on Monday morning following the end of the pay period. If you fail to approve your time, we will process your time, as is, to ensure timely payment for hours worked.
- Any and all corrections need to be sent via email to OB-Time .
 - Corrections will be updated on a daily basis or as practicable.
- Leave requests for sick leave, annual leave or earned comp time should be processed via PC and not at the time clock. This will leave the time clock available for badge swiping.
 - Leave requests will be reviewed on a daily basis or as practicable.
- You will continue to submit a leave request form for anticipated leave of all kinds (annual, sick, comp. leave and professional leave), with backup indicated and supervisor’s approval.
 - Requests will be reviewed on a daily basis or as practicable.
- Sick Leave, after the fact, will need to be requested by you through Lobotime and should be requested the day you return from your absence.
- You are not required to punch out for professional leave. Professional leave includes leave for conferences, meetings, training and EOD classes or work related Continuing Education classes

(prior approval is required). If you have access to a Lobotime time clock at the SUB or the Business center, please use it to punch in and out at the beginning or end of the day. You will still need to turn in leave slips for this with your backup indicated and supervisor's approval.

- When you request sick or annual leave you will be given the leave that is supported by your schedule. However, sick leave can't exceed your scheduled hours in any one day. You will not be able to make up that time during the week. If your total hours for the week are greater than 40 hours, including the sick or annual leave, you will need to have prior approval from your supervisor for the excess hours.
- Any time a punch is edited, we will enter a comment. If you disagree with the comment, please send an email to OB-Time as you would for any edit.
- Changes to labor distributions must be submitted by Friday after the last punch of the time period.
- New employees will need to use Timeforce and/or a paper time sheet until they are active in Lobotime. A time manager will enter your time into Lobotime if you are not active in the Lobotime system on your start date.
- If there is an extended network outage, use a paper time sheet to record your time, and submit it to the LoboTime manager for data entry or record your time entries and send them to OB-Time for entry into your time card once the network is operational.
- Regular LoboTime managers are currently Marcia Finical, Sarah Martinez and Kate Austin. LoboTime/payroll problems should be directed to OB-Time via email.

These guidelines will be reviewed periodically and updated as necessary. (Updated 10/27/14)