Exempt Training
Where to find the login link, guides, and resources...

1. https://valencia.unm.edu

2. Campus Resources - Business Services - Time Clock Plus

3. Time Clock Plus
   - Essentials:
     - Clock Essentials
     - Manager Essentials
     - Webclock Essentials
   - Information:
     - Clock Rounding Table
     - Bi-Weekly Payroll Schedule
   - Login Links:
     - Manager
     - Employee
Log on to Dashboard

**ID Number = Banner ID**

![Dashboard Interface](image)
Change your PIN!!!

Employee = Banner ID

10/26/2021
9:48:32 AM

Select Company: UNM Valencia Campus
ID Number: 180180180

CLOCK IN  CLOCK OUT

CHANGE EARNING CODE
LOG ON TO DASHBOARD

Louie Lobo
Clocked out
10/26/2021 10:06:36 AM

Log Off
My Options

EMPLOYEE OPTIONS

- Pin
  - Current pin: 0180
  - New pin: ####
  - Re-enter pin: ####
## Pay Period and Closing Weeks

### Bi-Weekly Payroll (2R)

**December 21, 2019 thru December 18, 2020**

*If there are any changes to this schedule, you will be notified via e-mail.*

**Note 1:** Due to the holiday, bi-weekly timesheets are due early.

**Note 2:** When three bi-weekly paydays occur within the month, only mandatory deductions are withheld.

<table>
<thead>
<tr>
<th>2R</th>
<th>Pay Period</th>
<th>Timesheets Due</th>
<th>Payday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12/21/2019- 1/3/2020</td>
<td>12/19/19</td>
<td>01/10/20</td>
</tr>
<tr>
<td>2</td>
<td>1/4/2020- 1/17/2020</td>
<td>01/14/20</td>
<td>01/24/20</td>
</tr>
<tr>
<td>3</td>
<td>1/18/2020- 1/31/2020</td>
<td>01/29/20</td>
<td>02/07/20</td>
</tr>
<tr>
<td>4</td>
<td>2/1/2020- 2/14/2020</td>
<td>02/12/20</td>
<td>02/21/20</td>
</tr>
</tbody>
</table>

[Close Week] Close week of 01/04/2020 - 01/10/2020
Employee to Supervisor

I did not take any leave for the month of December, 2019.
Thank you.

Paulette Tafoya

Supervisor to Timekeeping

Approved.

Rick Goshorn
I did not take any leave for the month of December, 2019.
Thank you.

Paulette Tafoya
Questions?

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vern@unm.edu

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5-8530
elam112@unm.edu

Go live is January 17.

Any information entered in January 10-14 will be deleted on January 18.