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

10/26/2021
9:48:32 AM

Select Company: UNM Valencia Campus 1
ID Number: 180180180

CLOCK IN  CLOCK OUT

Employee Credentials
PIN: 0180

Cancel  Log On
Change your PIN!!!

Employee = Banner ID

10/26/2021
9:48:32 AM

Select Company: UNM Valencia Campus 1
ID Number: 180180180

CLOCK IN  CLOCK OUT

CHANGE EARNING CODE
LOG ON TO DASHBOARD

Employee Credentials
PIN: 0180

Employee Options
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: ****
Update
# 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></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 Star**

- Close week of 01/04/2020 - 01/10/2020
Submitting Leave Requests

MY DASHBOARD

VIEW REQUESTS

Calendar  List

Status

+ Add  Manage  Refresh

<<  January 2020  >  >>

Sun  Mon  Tue  Wed

29  30  31  1

Winter Break 12/30/19  Winter Break 12/31/19  Winter Break 01/01/20

5  6  7

Approved (1)
7:13 AM 1:10
180 - Sick Leave

12  13  14  15

21

Pending (1)
7:13 AM 8:00
170 - Annual Leave

19  20  21  22

MLK Jr Day 01/20/20

Denied (1)
7:15 AM 8:00
170 - Annual Leave

26  27  28  29

Canceled (1)
8:00 AM 8:00
170 - Annual Leave
I did not take any leave for the month of December, 2019.

Thank you.

Paulette Tafoya

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Approved.

Rick Goshorn

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

Thank you.

Paulette Tafoya
Questions?

LaVern Rodriguez
HR Administrator 3
5-8531
vern@unm.edu

Angel Elam
HR Tech
5-8530
akitcheyan@unm.edu

Go live is January 15.

Any leave requests entered for January 10-14 will be deleted on January 18 as this is the practice time frame.

Please note that if you enter a request for January 10-14, your supervisor will still get an email. They will be advised to ignore these requests.

Please communicate actual leave for January via email/verbal/leave slip according to your current practices.

Exempt employees will begin utilizing the system for leave effective 2/1/21. Any leave taken in January will be submitted on the paper Leave Usage Form at the end of the month.