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

1. Open the UNM website: https://valencia.unm.edu
2. Navigate to Campus Resources
3. Under Business Services, select Time Clock Plus

Time Clock Plus

- Essentials:
  - Clock Essentials
  - Manager Essentials
  - Webclock Essentials

- Information:
  - Clock Rounding Table
  - Bi-Weekly Payroll Schedule

Login Links:
- Manager
- Employee
Rounding, Pay Period, and Closing Weeks

<table>
<thead>
<tr>
<th>Minutes reported</th>
<th>Rounding to tenth</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3 min</td>
<td>0=0 min</td>
</tr>
<tr>
<td>4-9 min</td>
<td>0.1=6 min</td>
</tr>
<tr>
<td>10-15 min</td>
<td>0.2=12 min</td>
</tr>
<tr>
<td>16-21 min</td>
<td>0.3=18 min</td>
</tr>
<tr>
<td>22-27 min</td>
<td>0.4=24 min</td>
</tr>
<tr>
<td>28-33 min</td>
<td>0.5=30 min</td>
</tr>
<tr>
<td>34-39 min</td>
<td>0.6=36 min</td>
</tr>
<tr>
<td>40-45 min</td>
<td>0.7=42 min</td>
</tr>
<tr>
<td>46-51 min</td>
<td>0.8=48 min</td>
</tr>
<tr>
<td>52-57 min</td>
<td>0.9=54 min</td>
</tr>
<tr>
<td>58-60 min</td>
<td>1=the next hr</td>
</tr>
</tbody>
</table>

Please note that Valencia’s bi-weekly schedule differs from Main Campus.

NM VALENCIA

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</td>
<td>12/19/19</td>
<td>01/10/20</td>
</tr>
<tr>
<td>2</td>
<td>1/4/2020</td>
<td>01/14/20</td>
<td>01/24/20</td>
</tr>
<tr>
<td>3</td>
<td>1/18/2020</td>
<td>01/29/20</td>
<td>02/07/20</td>
</tr>
<tr>
<td>4</td>
<td>2/1/2020</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
Log on to Dashboard

ID Number = Banner ID

10/26/2021
9:48:32 AM

Select Company: UNM Valencia Campus 1
ID Number: 180180180

Employee Credentials
PIN: 0180

CLOCK IN    CLOCK OUT
CHANGE EARNING CODE
LOG ON TO DASHBOARD
Change your PIN!!!

Employee = Banner ID

10/26/2021
9:48:32 AM

Select Company: UNM Valencia Campus 1
ID Number: 180180180
Clocking In and Out

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

10/26/2021 10:17:07 AM

Hello Kathryn Kitcheyan

Confirmation (Clock In)

Cancel  Continue

10/26/2021 10:17:57 AM

Hello Kathryn Kitcheyan

Select Earning Code (Clock In)

Showing 3 records of 3

- 5  Bi-weekly Regular
- 10  Projected Hours
- 300  Paid Leave Counts Off

Cancel  Continue

Clock in operation successful

Ok
Missed Punches

Hello Kathryn Kitcheyan

Confirmation (Missed Clock Out)

1/8/2020 1:17:09 PM

Missed Clock Out

Your last punch was a clock out:
01/08/20 1:17:09 PM

Enter missed out punch manually?

Press continue to enter the missed out time, or choose another operation.

1/8/2020 1:17:23 PM

Hello Kathryn Kitcheyan

Missed Clock Out

Your last punch was a clock out:
01/08/2020 1:17:23 PM

Enter missed out punch manually?

Press continue to enter the missed out time, or choose another operation.

1/8/2020 1:18:24 PM

Hello Kathryn Kitcheyan

Time Entry (Missed Clock Out)

Date: 1/8/20 1:18 PM

In time: 1/8/20 1:18 PM

Note: [Forgot to clock]
## Submitting Leave Requests

### TimeClock Plus®

#### VIEW REQUESTS

<table>
<thead>
<tr>
<th>Calendar</th>
<th>List</th>
</tr>
</thead>
</table>

- **Status**

#### Calendar View

#### January 2020

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
</tr>
<tr>
<td>Winter Break 12/30/19</td>
<td>Winter Break 12/31/19</td>
<td>Winter Break 01/01/20</td>
<td></td>
</tr>
</tbody>
</table>

**5th:**
- Approved (1)
  - 7:15 AM 1.10
  - 8:00 AM Sick Leave

**20th:**
- Pending (1)
  - 7:15 AM 6.00
  - 170 - Annual Leave

**26th:**
- Canceled (1)
  - 8:00 AM 8.00
  - 170 - Annual Leave

**8th:**
- Winter Break 01/01/20

**22nd:**
- Denied (1)
  - 7:15 AM 6.00
  - 170 - Annual Leave

**30th:**
## Appendix II – Comp Time

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Employee Class</th>
<th>Time limit to use</th>
<th>Maximum accrual</th>
<th>Restrictions</th>
<th>After time limit is up</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWA</td>
<td>SW</td>
<td>60 workdays from the date earned</td>
<td>240</td>
<td>none</td>
<td>must be converted to overtime pay</td>
</tr>
<tr>
<td>USUNM</td>
<td>SU</td>
<td>90 calendar days</td>
<td>120</td>
<td>may not earn both overtime pay and compensatory time for the same period</td>
<td>must be converted to overtime pay</td>
</tr>
<tr>
<td>POA</td>
<td>SP</td>
<td>none</td>
<td>240</td>
<td>none</td>
<td>overtime hours after 240 comp time hours are accrued must be paid at the overtime rate</td>
</tr>
<tr>
<td>Non-Exempt</td>
<td>SN</td>
<td>90 calendar days</td>
<td>120</td>
<td>cannot be used until the pay period following the date in comp time was earned</td>
<td>must be converted to overtime pay</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Banner ID</th>
<th>Employee Name</th>
<th>2020</th>
<th>Date Earned</th>
<th>Hours Earned</th>
<th>Date Used</th>
<th>Hours Used</th>
<th>Available Balance</th>
<th>Reason Comp Time Was Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td></td>
</tr>
</tbody>
</table>
1/8/2020 1:29:43 PM

Hello Deputy Dog

Select Earning Code (Clock In)

Showing 4 records of 4

<table>
<thead>
<tr>
<th>Select</th>
<th>ID</th>
<th>Description</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>BI-weekly Regular</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Projected Hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>300</td>
<td>Paid Leave</td>
<td></td>
</tr>
<tr>
<td></td>
<td>430</td>
<td>Call-Back Pay</td>
<td></td>
</tr>
</tbody>
</table>

Search

Back   Cancel  Continue
# Approving Time

## VIEW HOURS

### Navigate Period

<table>
<thead>
<tr>
<th>Prev</th>
<th>Next</th>
<th>Download</th>
</tr>
</thead>
</table>

### 01/04 - 01/10

Showing 6 records of 6

<table>
<thead>
<tr>
<th>M</th>
<th>Comp Time</th>
<th>Notes</th>
<th>Break Length</th>
<th>Time In</th>
<th>Actual Time In</th>
<th>Time Out</th>
<th>Actual Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Day Total</th>
<th>Week Total</th>
<th>Earning Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Checkmark]</td>
<td>![Checkmark]</td>
<td>![Checkmark]</td>
<td>![Checkmark]</td>
<td>1/8/2020 1:02 PM</td>
<td>1/8/2020 1:03 PM</td>
<td>![Clocked In]</td>
<td>![Clocked In]</td>
<td>![Clocked In]</td>
<td>![Clocked In]</td>
<td>![Clocked In]</td>
<td>![Clocked In]</td>
<td>0.83</td>
</tr>
</tbody>
</table>

### Break

<table>
<thead>
<tr>
<th>Type</th>
<th>Regular</th>
<th>OT1</th>
<th>OT2</th>
<th>Comp Time</th>
<th>Leave</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20.88</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1.10</td>
<td>21.98</td>
</tr>
</tbody>
</table>
FAQs

What if?

• I forgot to clock in or out for the day?
  • Clock in or out and send your supervisor an email requesting a correction. Be detailed.
  • If you forgot to clock out at the end of the day and you are trying to clock in the next day, the
    system will inform you and ask for your clock out time the day before.

• I forgot to clock out for lunch?
  • Send your supervisor an email requesting a correction. Be detailed.

• I forgot to clock in from lunch?
  • Send your supervisor an email requesting a correction. Be detailed.

• I’m going to be away from campus for a meeting or conference?
  • Use projected time and enter “off campus” in the note field.

• I’m out sick
  • Enter your leave the day you get back, if your supervisor hasn’t already. If you are out over a payroll
    deadline, your supervisor will need to work with timekeeping.
Go live is January 17.

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

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elam112@unm.edu