

UNM-Valencia Department Timekeeping Procedures

EFFECTIVE DATE: February 21, 2026

STANDARD OPERATING HOURS: Monday – Friday, 8:00 AM – 5:00 PM (Saturday is the first day of the week for OT/Comp/FLSA purposes).

Departments may define flexible work arrangements based on business needs. Situational flexing is at the discretion of the Department Manager. Long-term flexible schedules are at the discretion of the Department Director/Manager with approval from the Division Manager/Director.

LOCATIONS TO CLOCK IN AND OUT

Employees must clock in and out from department-approved work locations, unless otherwise documented by the appropriate Director/Manager.

APPLICABLE UNM POLICIES

Departments follow all relevant UNM policies, including:

- Time and Leave Reporting (Policy 2610)
- Paid Time Policy (Policy 3300)
- Overtime Policy (Policy 3305)
- Compensatory Time Policy (Policy 3310)
- Collective Bargaining Agreements as applicable

TRAINING REQUIREMENTS

Supervisors and managers are responsible for ensuring employees receive training on clocking in/out, leave requests, and timecard approval. All Employees must complete the following training modules in Learning Central as applicable.

Non-Exempt Employees:

- UKG/LoboTime 2.0 – Non-Exempt Timekeeping (UKG 102)
- UKG/LoboTime 2.0 – Part-Time/Student/Temp/On-Call (UKG 103)

Exempt Employees:

- UKG/LoboTime 2.0 – Monthly Exempt (UKG 101)

Supervisors/Managers:

- UKG/LoboTime 2.0 – Supervisors and Managers (UKG 100)

GENERAL PURPOSE & GUIDELINES

This policy establishes standardized timekeeping practices to ensure accurate, consistent, and compliant time reporting.

System Use Requirements

- Non-exempt employees must clock in/out at the start and end of the workday at approved work locations.
- Exempt employees use the system only to record and request leave.
- Supervisors must review, correct, and approve all time prior to payroll deadlines.

TIME ENTRY DEADLINES

Non-Exempt Employees:

- Review time daily.
- Employees approve timecards by 10:00 AM of the published deadline day for pay period.
- Supervisors approve time and leave by 12:00 PM of the published deadline day for pay period.
 - o Supervisors should monitor time, approving leave and corrections regularly throughout each week.

Exempt Employees – Leave (Exception Time):

- Employees approve exception time/leave by 10:00 AM on published deadline day for pay period.
 - o This includes zero leave months to confirm no leave was used.
- Supervisors approve exception time/leave by 12:00 PM on published deadline day for pay period.
 - o This includes zero leave months to confirm no leave was used.

ADDITIONAL PROCEDURES

- Overtime/comp time should be identified in advance when possible.
 - o Overtime: Employees must complete Overtime Form and submit a copy to Valencia HR.
 - o Compensatory: Employees must have a written agreement with their supervisor.
 - Supervisor must code the time as compensatory time in UKG.
 - Supervisor must keep compensatory logs.
 - Supervisors must enter expired compensatory time in the timesheet for payout.
- Missed punches and manual entries must be corrected with comments.
- Employees may not clock in/out for another employee.
- Non-exempt staff must clock out for meal breaks (lunch)

- Police are exempt from this per CBA.
- All comments must remain professional. Do not include sensitive or medical information.
- Leave entries should be entered prior to the leave being taken.
 - For emergencies, leave should be entered the day the employee returns to work.
 - If the employee is out on the day that time is due, the supervisor is responsible for entering the leave.

TIMEKEEPING SUPPORT

Level One: Supervisor

Level Two:

Student employees: Business Office

Staff and Faculty: Human Resources

NON-COMPLIANCE

Failure to follow departmental timekeeping practices or UNM policy may result in corrective or disciplinary action.