



Moving Amounts within the Totals Section

We have determined that moving amounts within LoboTime requires that you make the “Effective Date” the EXACT DATE when the time was tied to an Earn Code or Index. Please read below to ensure this is done correctly.

MOVING FROM ONE EARN CODE TO A DIFFERENT EARN CODE:

Best Practice is to “Move” amounts within the “Totals” section. Additionally you will need to change the “Effective Date” to the EXACT DATE (day) when the respective hours were earned. In other words, move the hours on a day-to-day basis. This practice should also be adhered to for a terminated employee.

Note:

1. A negative amount may occur within LoboTime when a manager moves an amount on an EFFECTIVE DATE other than when hours, earn codes or indices occurred. Follow the steps below for instructions on how to enter the “Effective Date” for ANY moved or TRANSFERRED amounts.
2. Always confirm there are no negative numbers in the “Totals” section after you have saved the moved amounts. Contact LTPay@unm.edu if you see this occurring.
3. Additionally, never move an amount of hours twice within one pay period. If hours have been transferred in the timecard section, do not move them again in the “Totals” section. This causes errors with Banner and the employee may not be paid on time.
4. While LoboTime will allow managers to perform a Moved amount from the Overtime (O/T) pay code to the Regular time pay code, the only moved amounts that should be made from the O/T pay code is to the Comp Time Earned pay code (if previously agreed to by the employee and their supervisor). The Fair Labor Standards Act requires the University to pay employees for overtime worked regardless whether it was pre-approved in advance or not. If overtime is worked but not pre-approved in advance, it must be paid at time and a half and addressed after the fact as a performance management issue. Please do not perform any Moved amounts from O/T to Regular time.

EARN CODE ALLOCATION CHANGE

STEP 1: To move an amount for a specific day select “Daily” from the drop down in the “Totals” tab > select the applicable day/row in the timecard. Remember you will want to move the amount by individual day AND by individual Index (if applicable). Each ROW for EACH DAY in the “Totals” section will need to have a “Move” performed. In the example below all three OT rows will need to have the action performed.

Step 1: Select Row

	Date	Pay Code	Amount	In	Transfer	Out	In	Tr...	Out	Shift	Daily	Period
+ x	Tue 7/21			8:00AM		6:30PM				10.5	10.5	20.0
+ x	Wed 7/22			8:00AM		6:30PM				10.5	10.5	30.5
+ x	Thu 7/23			8:00AM		6:30PM				10.5	10.5	41.0

Step 2: Select “Daily”

Totals		Accruals	Audits				
Daily		All		Totals for 7/23/2020			
Location	Job	Account	Pay Code	Amount	Wages		
		(x)099L/0992FY/LIVE/101637454/S10683-00/-/1	Base Pay Shift 1	0.48	\$0.00		
		(x)099L/099037/LIVE/101637454/S10683-00/-/1	Overtime Shift 1 @ 1.5	0.95	\$0.00		
		(x)099L/0992FY/LIVE/101637454/S10683-00/-/1	Overtime Shift 1 @ 1.5	0.05	\$0.00		

Step 3: Select “All”

Step 4: RIGHT CLICK

STEP 4:

Right click on the applicable row in the “Amount” cell

STEP 5:

The "Totals Actions" window will pop-up > Select the "Move Amount" Icon in the bottom left corner of the pop-up window

Totals Actions

Date: 7/23/2020
Pay Code: Overtime Shift 1 @ 1.5
Account: (x)099L/099037/LIVE/101637454/S10683-0
0/-/1
Amount: 0.95



STEP 6:




Select the new Pay Code/Earn Code in the drop down > Next, enter the amount of hours being moved. In the example above the Effective Date should read 07/23/2020 and the amount to be entered would be .95 for the 099037 index row.

Move Amount

From

Paycode : Overtime Shift 1 @ 1.5
Amount (HH.hh): 0.95
Transfer : ;099L/099037/LIVE/101637454/S10683-00/-/1

To

Effective Date : * 7/23/2020 
Paycode : * Comp Time Earn @ 1.5
Amount (HH.hh): .95 
Transfer : 

Comments (0) [Add Comment](#)

Cancel OK

Confirm the Effective Date is ON the day the hours were earned.

Confirm the Effective Date is ON the day the hours (or the OVERTIME hours in this example) were worked.
 For example, when transferring hours from Overtime to Comp Time Earn 1.5 , the date must be on the day the OT was earned within the Timecard.

INDEX TRANSFER: Follow Steps 1 - 5 above.

Within the "To" section of the "Totals Actions" window > Confirm Effective Date is aligned with the date the new index was effective in Banner > Enter New Index (over-ride current displayed index by clicking the cursor on the Index within the bottom most "Transfer" field.)

Confirm that the amounts or indexes you moved are correct in the "Totals" section of the timecard. Ensure there are no negative amounts in the Pay Code row you moved the amounts from. If you do see Negative amounts, click the "MOVED AMOUNTS" tab > right click on the moved amount > delete and start over with instructions above. Contact LTPay@unm.edu if you have questions.

Loaded: 12:10PM

Time Period

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports Leave												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
	Wed 10/08			7:44AM		1:00PM	2:01PM		5:07PM	8.4	8.4	25.3
	Thu 10/09			7:52AM		1:11PM	2:11PM		5:00PM	8.1	8.1	33.4
	Fri 10/10			8:00AM		12:00PM	1:00PM		4:58PM	8.0	8.0	41.4
	Sat 10/11											41.4
	Sun 10/12											41.4

TOTALS & SCHEDULE				ACCRAUALS REPORTING PERIOD	ACCRAUALS	AUDITS	SIGN-OFFS, REQUESTS & APPROVALS	MOVED AMOUNTS
Daily				Account	Pay Code	Amount	Wages	
				(x)997H/9971PL/-/100013894/S07641-00/-/1	Base Pay Shift 1	0.98		Sat
				(x)997H/9971PL/-/100013894/S07641-00/-/1	Comp Time Earn @ 1.5	0.22		Sur
				(x)997H/9971PL/-/100013894/S07641-00/-/1	Overtime Shift 1 @ 1.5	0.02		Moi
				(x)997H/9971PU/-/100013894/S07641-00/-/1	Comp Time Earn @ 1.5	0.22		Tue
				(x)997H/9971PU/-/100013894/S07641-00/-/1	Base Pay Shift 1	0.98		We
				(x)997H/9971PU/-/100013894/S07641-00/-/1	Overtime Shift 1 @ 1.5	0.02		Thu
				(x)997H/9971U7/-/100013894/S07641-00/-/1	Overtime Shift 1 @ 1.5	(-0.02)		Fri
				(x)997H/9971U7/-/100013894/S07641-00/-/1	Base Pay Shift 1	2.0		Sat
				(x)997H/9971U7/-/100013894/S07641-00/-/1	Comp Time Earn @ 1.5	0.4		Sur
				(x)997H/9971V0/-/100013894/S07641-00/-/1	Comp Time Earn @ 1.5	0.22		Moi
				(x)997H/9971V0/-/100013894/S07641-00/-/1	Base Pay Shift 1	0.98		Tue
				(x)997H/9971V0/-/100013894/S07641-00/-/1	Overtime Shift 1 @ 1.5	(-0.02)		We
				(x)997H/9971V5/-/100013894/S07641-00/-/1	Comp Time Earn @ 1.5	0.35		Thu
				(x)997H/9971V5/-/100013894/S07641-00/-/1	Overtime Shift 1 @ 1.5	0.0		Fri
				(x)997H/9971V5/-/100013894/S07641-00/-/1	Base Pay Shift 1	1.65		