



INFORMATION  
TECHNOLOGIES

# Kronos Workforce Timekeeper (LoboTime) Upgrade

# LoboTime Background

- We are currently on LoboTime/Kronos Workforce Central (WFC) Timekeeper v7.0.10
- Newest version of WFC Timekeeper is v8.1.4
- Java and Flash will be deprecated soon
- Java applets were removed in WFC in v8.0.11
- Kronos began removing Flash widgets starting with v8.1.3
- The current version v8.1.4 contains no Java applets and almost no Flash widgets.

# Reasons for Upgrade

- Kronos will no longer be providing feature releases or defect fixes after 12/31/19.
- No longer providing legislative updates after 3/31/2020.
- Support for version 7.0.10 will still be available, but the longer we have it the less support we will be to receive from Kronos.
- At the end of the 2020 Adobe will stop supporting Flash

# Changes from v7.0.10 to v8.1.4

- Added functionalities
- Added tables
- Changes to the application infrastructure (Removal of Java & Flash)
- Similar, but improved UI

# Benefits of v8.1.4

- Improved overtime approval for managers
- Streamlined accrual calculation
- Bulk delete moved pay code amounts
- Time-off correction enhancements
- Flextime support
- Quick actions
  - Approve multiple timecards, correct missed punches, etc.
- Much more benefits!

# Upgrade Process

- Kronos will only provide a like for like upgrade
  - Upgrade process is free as part of hosting fees.
  - Additional functionalities/changes will cost money to implement
- We have a fairly standard interface
  - No flags on our interface
- Our servers will need to be updated.
- Our clocks will need to be updated as well.

# LoboTime Upgrade Information

- We will be able to have the new version running in parallel with our current instance.
- Workforce Integration Manager will also be upgraded
  - Mainly UI changes
  - New tables added.
  - There should be no effect on our Banner integration
- Java applets were replaced with Flash/Java-free replacements in v8.0.11
- Kronos has a migration tool for converting Flash widgets to HTML versions
- Historical edits now called historical corrections
- Our HyperFind queries will also be moved over

# Flash Widgets Not Migrated in v8.1.4

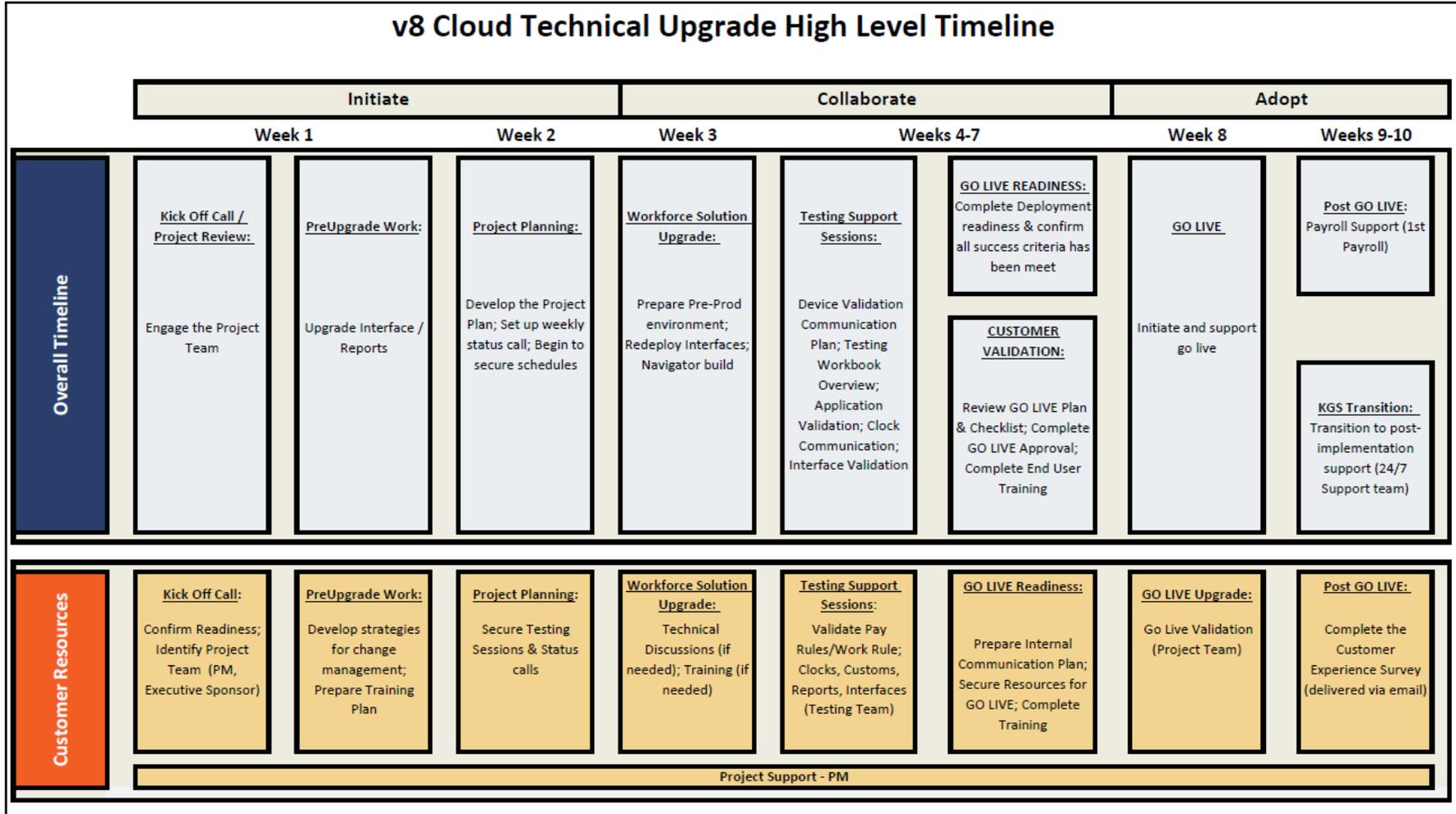
## Flash widgets not migrated in 8.1.3

Current Flash Widget	Migration Guidance
Call List	Use Staffing Assistant in the Schedule planner
Accruals (base and employee)	Use the Accruals add-on
Flex Timecard (Employee Timecard)	Use the HTML Timecard
Metrics Widget	Use Metrics add-on in the Schedule Planner
Flex Scheduling widget	Use the HTML Schedule Planner
Weather Widget	Use the Single Link widget pointing to a weather site of your preference
Time-Off Widget	Use the HTML Request Manager
Task Management	To be determined. Exploring a partner solution
Leaderboards Widget	Will not be migrated
Staffing Widget	Support in HTML Navigator will come later in 2019
Process Manager Requests	Support in HTML Navigator will come later in 2019

# Timeframe

- Usually takes about 3 months to implement project
  - Longest project took 14 weeks.
- Kronos will work with us on the timeline of the project
  - We have say on days and times of project
- Upgrade will only require about 2 hours of workload
  - 4-6 hours during testing.
- Kronos has a backlog until February 2020
  - Could potential get longer

# Timeframe



# Current LoboTime – My Calendar


Harold U Chang  
Sign Out
Workspaces

UNM Exempt Employee

My Calendar

Current Pay Period

September 1 - 7, 2019 Request Time Off

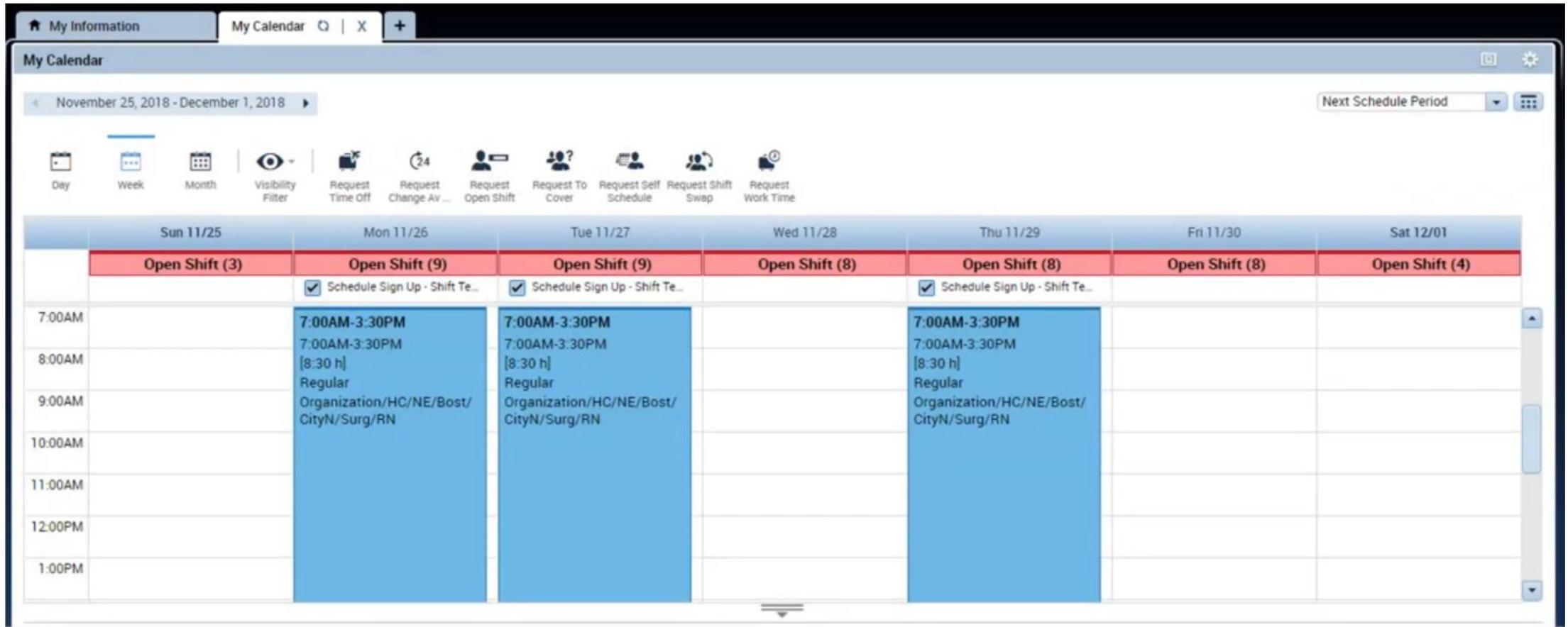
	Sun 9/01	Mon 9/02	Tue 9/03	Wed 9/04	Thu 9/05	Fri 9/06	Sat 9/07
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							
7:00PM							

Type	Available Balance	Reporting Period	Opening Balance	Earned To Date	Taken To Date	Pending Grants	Planned Takings	Ending Balance	Units
Annual	20.0	1/01/2019 - 12/31/2019	0.0	56.0	8.0	42.0	0.0	62.0	Hour
Sick	16.0	1/01/2019 - 12/31/2019	0.0	32.0	0.0	24.0	0.0	40.0	Hour

My Accruals

- My Calendar
- My Accruals
- My Timecard
- My Inbox

# New LoboTime – My Calendar



The screenshot displays the 'My Calendar' application interface. At the top, there are navigation tabs for 'My Information' and 'My Calendar'. Below the tabs, the current date range is 'November 25, 2018 - December 1, 2018'. A 'Next Schedule Period' dropdown menu is visible on the right. The main interface features a grid of icons for various actions: Day, Week, Month, Visibility Filter, Request Time Off, Request Change Av..., Request Open Shift, Request To Cover, Request Self Schedule, Request Shift Swap, and Request Work Time.

The calendar grid shows the following schedule:

	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Sat 12/01
	Open Shift (3)	Open Shift (9)	Open Shift (9)	Open Shift (8)	Open Shift (8)	Open Shift (8)	Open Shift (4)
		<input checked="" type="checkbox"/> Schedule Sign Up - Shift Te...	<input checked="" type="checkbox"/> Schedule Sign Up - Shift Te...		<input checked="" type="checkbox"/> Schedule Sign Up - Shift Te...		
7:00AM		7:00AM-3:30PM	7:00AM-3:30PM		7:00AM-3:30PM		
8:00AM		7:00AM-3:30PM [8:30 h] Regular	7:00AM-3:30PM [8:30 h] Regular		7:00AM-3:30PM [8:30 h] Regular		
9:00AM		Organization/HC/NE/Bost/ CityN/Surg/RN	Organization/HC/NE/Bost/ CityN/Surg/RN		Organization/HC/NE/Bost/ CityN/Surg/RN		
10:00AM							
11:00AM							
12:00PM							
1:00PM							

# Current LoboTime – Time Off Details

**Request Time Off** ✕

Type: Annual ▼

Start date	End date	Duration	Start time	Length
X 9/03/2019 <small>📅</small>	9/03/2019 <small>📅</small>	Hours <small>▼</small>		

+ Add another time-off period

Accruals on: 9/03/2019 📅

Accrual	Balance
Annual	20.0 Hour
Sick	16.0 Hour

Notes (Optional)

Draft
Submit
Cancel

**Time-Off Request Details** ✕

✔ Approved 10/01/2019-11:02:27AM  
Modified by Nicol, Glenn R

Requested
Approved

Type	Annual		
Start Date	10/11/2019	End Date	10/11/2019
Duration	Hours		
Start Time	9:00AM	Length	8.0 h

**Status History**

→ 9/24/2019 - 11:07:54AM  
Chang, Harold U

✔ 10/01/2019 - 11:02:27AM  
Nicol, Glenn R

Close

# New LoboTime – Time Off Details

### Time-Off Request Details

 Submitted: 10/08/2018 - 10:29:44AM  
 Modified by: john

Employee: Lohn, Joseph      Type: Time Off Request

▼ Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
11/13/2018	11/13/2018	Sick	Full day		

Accruals on:

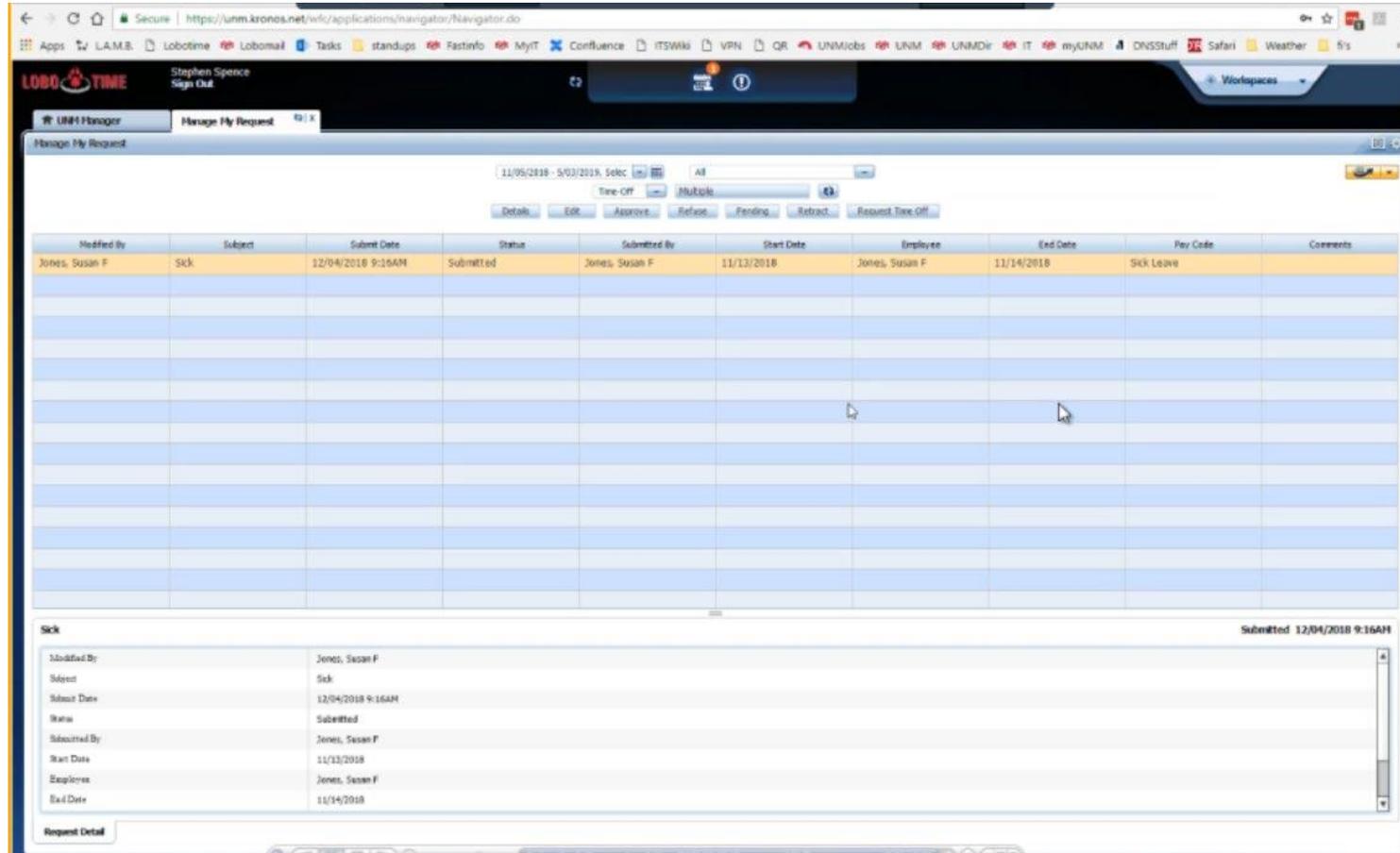
Accrual	Balance
Floating Holiday	16.0 Hour
FMLA Leave	480.0 Hour
Personal	16.0 Hour

**Status History**

 Submitted: 10/08/2018 - 10:29:44AM  
 john

[Close](#)

# Current LoboTime – Manage My Requests



The screenshot shows the 'Manage My Request' interface in the LoboTime system. The browser address bar indicates the URL is <https://unm.kronos.net/wfc/applications/navigator/navigator.do>. The user is logged in as Stephen Spence. The interface includes a navigation menu with 'LOBO TIME' and 'Manage My Request' selected. Below the navigation, there are filters for the date range (11/05/2018 - 5/03/2019) and a dropdown menu set to 'All'. Action buttons include 'Details', 'Edit', 'Approve', 'Refuse', 'Pending', 'Retract', and 'Request Time Off'. A table displays a list of requests with the following data:

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Per Code	Comments
Jones, Susan F	Sick	12/04/2018 9:16AM	Submitted	Jones, Susan F	11/13/2018	Jones, Susan F	11/14/2018	Sick Leave	

Below the table, a 'Request Detail' section provides a summary for the selected 'Sick' request, submitted on 12/04/2018 at 9:16AM. The details are as follows:

Modified By	Jones, Susan F
Subject	Sick
Submit Date	12/04/2018 9:16AM
Status	Submitted
Submitted By	Jones, Susan F
Start Date	11/13/2018
Employee	Jones, Susan F
End Date	11/14/2018

# New LoboTime – Request Manager

## Request Manager

KRONOS

Manage My Department... HTML5 Request Manager

Time Off: Multiple (2)

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date
john	Time Off Request	10/08/2018 10:29:44AM	Submitted	Lohn, Joseph	11/13/2018	Lohn, Joseph	11/13/2018
evhale	Time Off Request	10/08/2018 9:51:AM	Submitted	Voika, Elise	11/13/2018	Voika, Elise	11/13/2018
leves	Time Off Request	10/08/2018 9:52:AM	Submitted	Leves, Rick	10/26/2018	Leves, Rick	11/03/2018
kamenicky	Zeit GTOB	10/08/2018 10:25:AM	Submitted	Kamenicky, Annee	10/21/2018	Kamenicky, Annee	10/21/2018
kamenicky	1-TOR	10/08/2018 10:26:AM	Submitted	Kamenicky, Annee	11/11/2018	Kamenicky, Annee	11/12/2018
campus	1-TOR	10/08/2018 10:27:AM	Submitted	Campus, Chloe	11/05/2018	Campus, Chloe	11/05/2018
campus	Zeit GTOB	10/08/2018 10:27:AM	Submitted	Campus, Chloe	11/14/2018	Campus, Chloe	11/14/2018
john	1-TOR	10/08/2018 10:29:AM	Submitted	Lohn, Joseph	10/21/2018	Lohn, Joseph	10/27/2018

Time Off Request Details

Submitted: 10/08/2018 - 10:29:44AM  
Modified by: john

Employee: Lohn, Joseph      Type: Time Off Request

Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
11/13/2018	11/13/2018	Sick	Full day		

Accruals on: 11/13/2018

Accrual	Balance
Floating Holiday	16.0 Hour
FMLA Leave	480.0 Hour
Personal	16.0 Hour

Status History

Submitted: 10/08/2018 - 10:29:44AM  
john

Close

Time Off Request

Modified By: john

Subject: Time Off Request

Submit Date: 10/08/2018 10:29:44AM

Status: Submitted

Submitted By: Lohn, Joseph

Start Date: 11/13/2018

Employee: Lohn, Joseph

End Date: 11/13/2018

Multiple Period Indicator

# Current LoboTime – Timecard/Timestamp

UNM Exempt Employee My Timecard

My Timecard

Current Pay Period: Refresh Save Cancel More

Pay Code	Transfer	Sun 9/01	Mon 9/02	Tue 9/03	Wed 9/04	Thu 9/05	Fri 9/06	Sat 9/07
Labor Day			8.0					
<Enter Pay Code>			8.0					

Pay Code	Transfer	Sun 9/08	Mon 9/09	Tue 9/10	Wed 9/11	Thu 9/12	Fri 9/13	Sat 9/14

Pay Code	Transfer	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21

Pay Code	Transfer	Sun 9/22	Mon 9/23	Tue 9/24	Wed 9/25	Thu 9/26	Fri 9/27	Sat 9/28

Pay Code	Transfer	Sun 9/29	Mon 9/30	Tue 10/01	Wed 10/02	Thu 10/03	Fri 10/04	Sat 10/05

Account

Account	Pay Code	Amount
(0224)(2400)(LIE)00154721(504075-00)-1	Holiday Leave	8.0

Totals

My Timestamp

Thursday, July 26, 2012 14:58:17 (GMT -05:00) Eastern Time

Recorded Time: 14:58 Eastern Time

Transfer

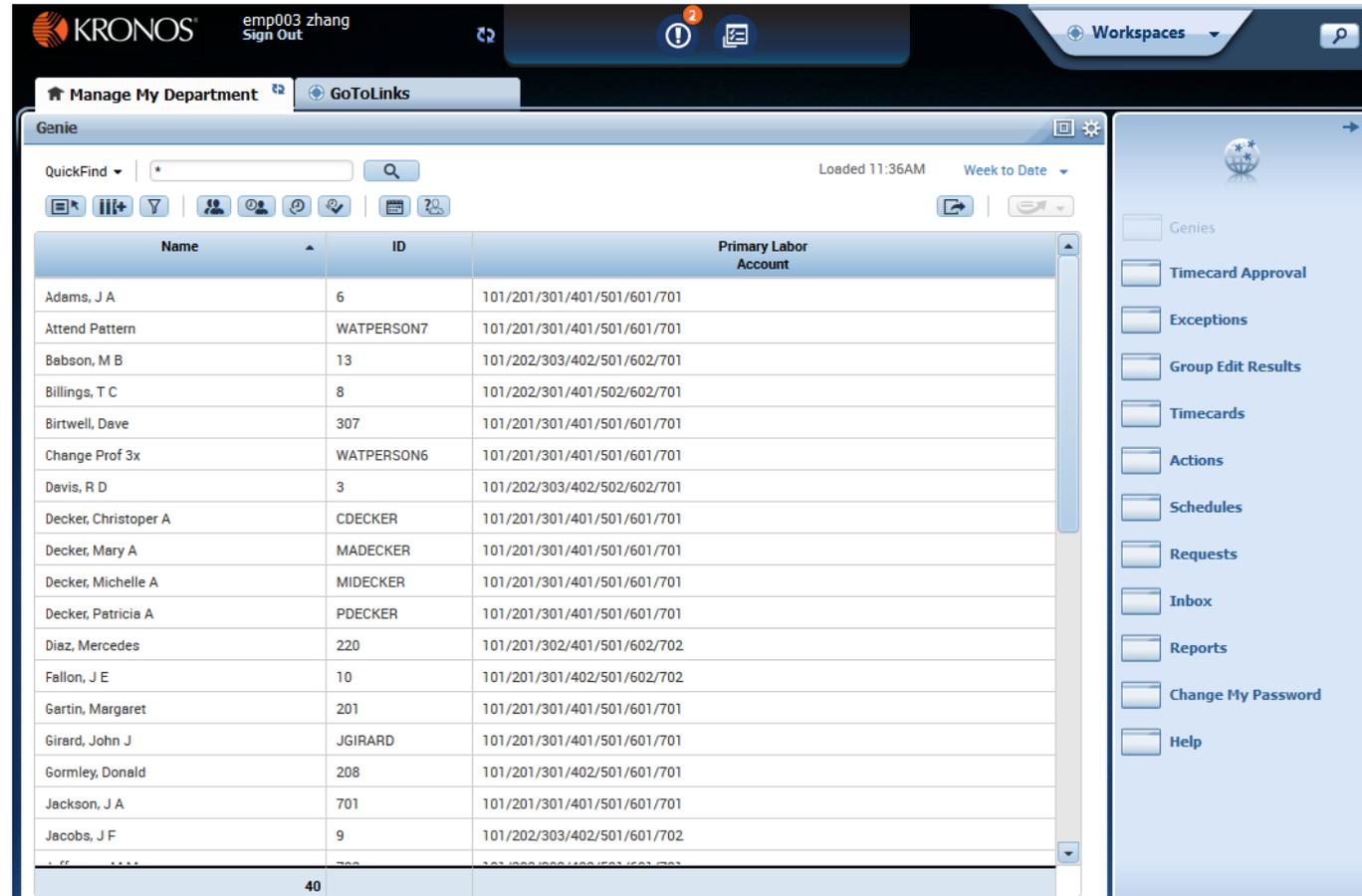
 Record Timestamp

# New LoboTime – Timecard/Timestamp

The screenshot displays the Kronos LoboTime web interface. At the top left, the Kronos logo is visible, and the user's ID 'emp001' and 'Sign Out' link are shown. The main interface is divided into several sections:

- My Information:** A navigation menu with a home icon and a refresh icon.
- My Timecard:** A window showing a timecard for the current pay period. It includes a 'Loaded: 7:33AM' status and a 'Current Pay Period' dropdown. Below this is a table with columns for Date, Sched..., In, Out, Transfer Amount, Pay C..., Shift, and Daily. The table shows dates from Sun 3/... to Thu 3/05. Below the table are 'Totals' and 'Accruals' sections with dropdown menus for 'All' and another 'All' dropdown. At the bottom of this section are columns for Location, Job, Account, Pay Code, Amount, and Wages.
- My Timestamp:** A window for recording a timestamp. It features a 'Transfer' dropdown menu, a 'Cancel Deductions' checkbox, and the text 'Last Timestamp: Saturday, March 14, 2015 7:33AM Eastern Time'. A prominent 'Record Timestamp' button is located at the bottom of this window.
- Navigation Panel:** A vertical sidebar on the right containing icons and links for: My Timestamp, My Timecard, My Audits, My Calendar, My Earnings History, My Inbox, My Reports, and Change My Password.

# New LoboTime Interface - Managers



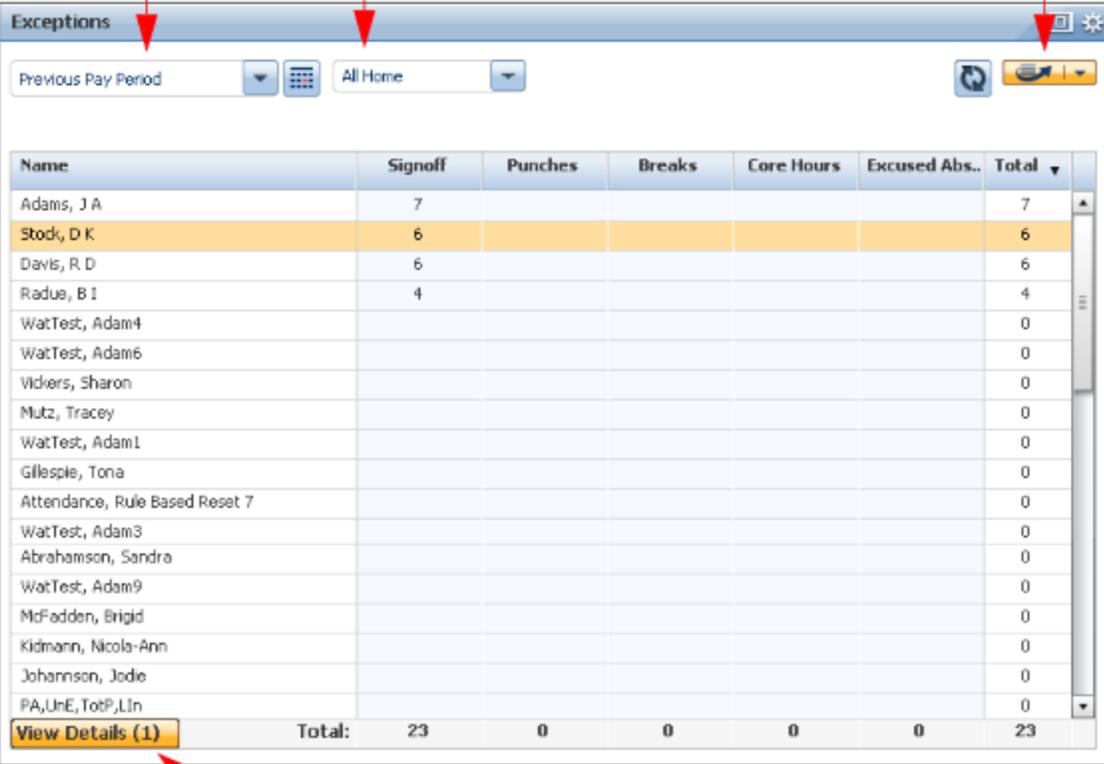
The screenshot displays the Kronos Genie interface for managers. At the top, the user is logged in as 'emp003 zhang' with a 'Sign Out' option. The interface includes a 'Manage My Department' and 'GoToLinks' navigation bar. The main area shows a table of employees with columns for Name, ID, and Primary Labor Account. A sidebar on the right provides navigation for various functions like Timecard Approval, Exceptions, and Reports.

Name	ID	Primary Labor Account
Adams, J A	6	101/201/301/401/501/601/701
Attend Pattern	WATPERSON7	101/201/301/401/501/601/701
Babson, M B	13	101/202/303/402/501/602/701
Billings, T C	8	101/202/301/401/502/602/701
Birtwell, Dave	307	101/201/301/401/501/601/701
Change Prof 3x	WATPERSON6	101/201/301/401/501/601/701
Davis, R D	3	101/202/303/402/502/602/701
Decker, Christoper A	CDECKER	101/201/301/401/501/601/701
Decker, Mary A	MADECKER	101/201/301/401/501/601/701
Decker, Michelle A	MIDECKER	101/201/301/401/501/601/701
Decker, Patricia A	PDECKER	101/201/301/401/501/601/701
Diaz, Mercedes	220	101/201/302/401/501/602/702
Fallon, J E	10	101/201/301/402/501/602/702
Gartin, Margaret	201	101/201/301/401/501/601/701
Girard, John J	JGIRARD	101/201/301/401/501/601/701
Gormley, Donald	208	101/201/301/402/501/601/701
Jackson, J A	701	101/201/301/401/501/601/701
Jacobs, J F	9	101/202/303/402/501/601/702

# Current LoboTime Navigator - Exceptions

**Summary View**

Time Period      HyperFind      GoTo widget



Name	Signoff	Punches	Breaks	Core Hours	Excused Abs..	Total	
Adams, J A	7					7	
Stodk, D K	6					6	
Davis, R D	6					6	
Radue, B I	4					4	
WatTest, Adam4						0	
WatTest, Adam6						0	
Vickers, Sharon						0	
Mutz, Tracey						0	
WatTest, Adam1						0	
Gillespie, Tona						0	
Attendance, Rule Based Reset 7						0	
WatTest, Adam3						0	
Abrahamson, Sandra						0	
WatTest, Adam9						0	
McFadden, Brigid						0	
Kidmann, Nicola-Ann						0	
Johannson, Jodie						0	
PA,UnE,TotP,LIn						0	
<b>View Details (1)</b>	<b>Total:</b>	23	0	0	0	0	23

See details

# Latest LoboTime Navigator - Exceptions

Exceptions HTML

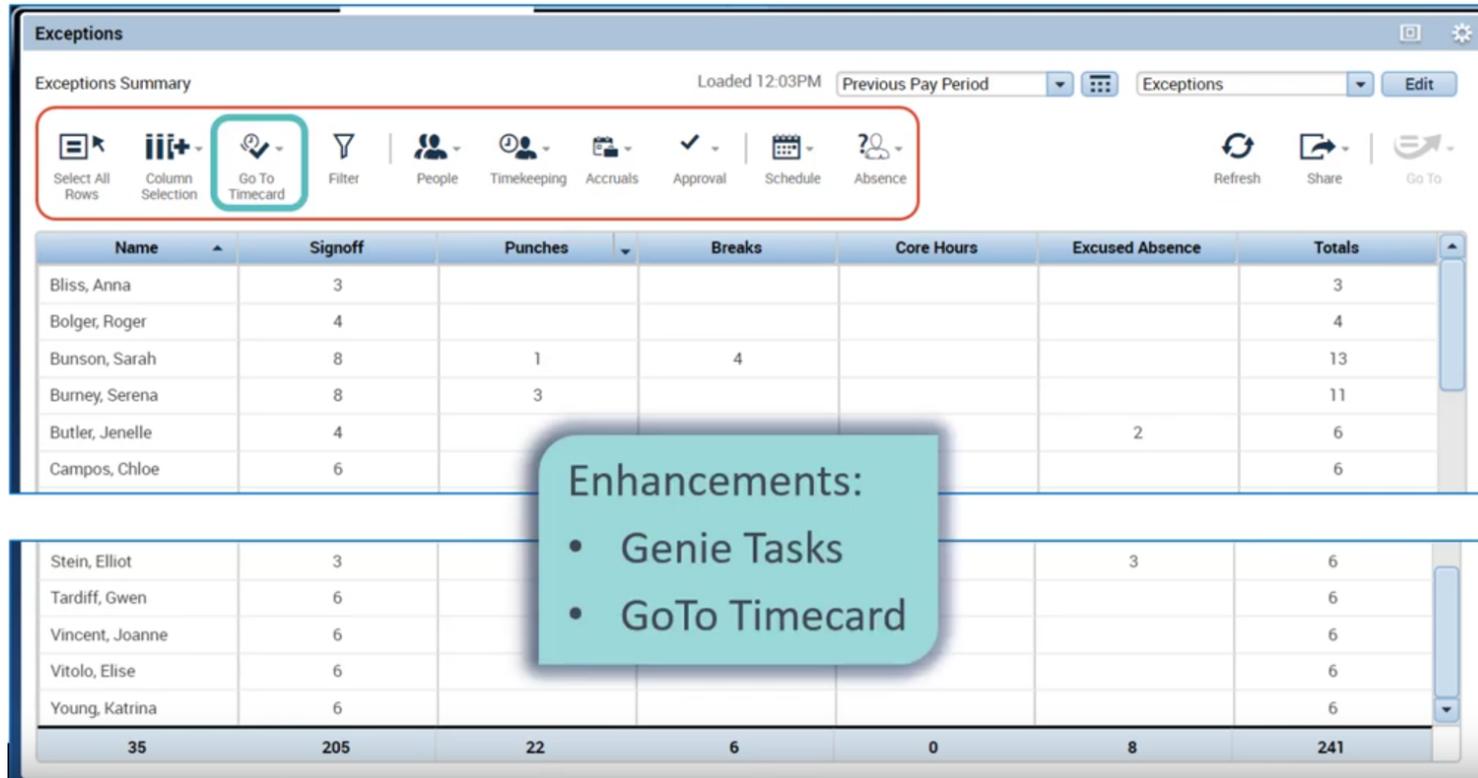
Exceptions Summary Loaded 2:43PM Current Pay Period All Home Edit

Select All Rows
Column Selection
Go To Timecard
Filter
People
Timekeeping
Accruals
Approvals
Schedule
Absence
Refresh
Share
Go To

Name	Signoff	Funches	Breaks	Core Hours	Excused Absence	Totals
Jackson, Joan	5					5
Evans, Edna	4					4
Hobbs, Phemie	4					4
Moylan, Mary	4					4
Burney, Serene	4					4
Flickinger, Brandon	4					4
Banson, Sarah	4					4
Maybey, Ralph	3					3
Clark, Raymond	3					3
Mench, Janet	3					3
Casteel, Osborn	3					3
Butler, Jenelle	3					3
Nelson, Elizabeth	3					3
Vincent, Joanne	3					3
Feust, Rube	3					3
Lohn, Joseph	3					3
Gavin, Martha	3					3
Fischer, Cristal	3					3
Leater, Flick	3					3
Kamensky, Annie	3					3
Predmore, Fred	3					3
Campos, Chloe	3					3
Johnston, Ben	2					2
Regan, Elinor	2					2
Kerr, Clerk	2					2
Young, Katrina	1					1
Tardiff, Gwen	1					1
Bolger, Roger	1					1
Vitolo, Elise	1					1
Stein, Elliot	1					1
<b>43</b>	<b>90</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90</b>

# Latest LoboTime Navigator - Exceptions

## Exceptions Widget – Summary View



Exceptions Summary

Loaded 12:03PM Previous Pay Period Exceptions Edit

Select All Rows Column Selection **Go To Timecard** Filter People Timekeeping Accruals Approval Schedule Absence Refresh Share Go To

Name	Signoff	Punches	Breaks	Core Hours	Excused Absence	Totals
Bliss, Anna	3					3
Bolger, Roger	4					4
Bunson, Sarah	8	1	4			13
Burney, Serena	8	3				11
Butler, Jenelle	4				2	6
Campos, Chloe	6					6
Stein, Elliot	3				3	6
Tardiff, Gwen	6					6
Vincent, Joanne	6					6
Vitolo, Elise	6					6
Young, Katrina	6					6
<b>35</b>	<b>205</b>	<b>22</b>	<b>6</b>	<b>0</b>	<b>8</b>	<b>241</b>

Enhancements:

- Genie Tasks
- GoTo Timecard

# Latest LoboTime Navigator - Exceptions

## Detailed View of Exceptions – Timecard

Showing Only Days with Exceptions Loaded: 1:02 PM

Date	Amount	In	Transfer	Out	Schedule
Mon 10/08		7:14AM		3:35PM	7:00AM-3:30PM
Tue 10/09		6:55AM		3:10PM	7:00AM-3:30PM
Wed 10/10		5:28AM		4:45PM	7:00AM-3:30PM
Sat 10/13				11:30PM	3:00PM-11:30PM
Mon 10/15		7:00AM		12:00PM	7:00AM-3:30PM
Tue 10/16		12:55PM		3:30PM	7:00AM-3:30PM
Wed 10/17	Vacation 8.0	7:00AM			7:00AM-3:30PM
Sat 10/20		3:00PM			3:00PM-11:30PM

## Timecard Quick Actions

Showing Only Days with Exceptions Loaded: 1:51 PM

Mark / Unmark Add Missing Punch Quick Actions

Date	Pay Code	Amount	In	Transfer	Out	Schedule
Mon 10/08			7:14AM		3:35PM	7:00AM-3:30PM
Tue 10/09			6:55AM		3:10PM	7:00AM-3:30PM
Wed 10/10			5:28AM		4:45PM	7:00AM-3:30PM
Sat 10/13			3:00PM		11:30PM	3:00PM-11:30PM
Mon 10/15			7:00AM		12:00PM	7:00AM-3:30PM
Tue 10/16			12:55PM		3:30PM	7:00AM-3:30PM
Wed 10/17	Vacation 8.0	8.0	7:00AM			7:00AM-3:30PM
Sat 10/20			3:00PM		11:30PM	3:00PM-11:30PM

# Questions?

# Links to Resources

- HTML Navigator Webinar YouTube video:  
<https://www.youtube.com/watch?v=WGe8kdY8BOQ>
- SharePoint Link with Documentation:  
<https://unmm.sharepoint.com/:f:/t/it/apps/erpgov/ops/EmQpnKU9pJVBvWnWJzniz3oBQzVpCX5c18dicynExw6q3Q?e=cdCLT4>



INFORMATION  
TECHNOLOGIES

# Kronos Workforce Timekeeper (LoboTime) Support

# Integration overview and common problems

## Step 1

HR makes ANY MAJOR CHANGE to an employee's job record: Employee is hired, promoted, moves to a new org, is terminated, etc.

## Step 2

- a) Employee and these changes appear in the "Personality Import" file to be transferred to Kronos.
- b) Twice daily that file is transferred and the employee is granted a LoboTime license and is able to log into LoboTime.

If the employee isn't able to log in at all, go no further! Contact HR to confirm their job record is correct and then use the process above to submit a ticket to IT.

# Integration overview and common problems

## Step 3

- a) If the employee is also a Supervisor, they must then submit a BAR.
- b) When their BAR is approved, a different set of data is placed in the Personality Import file to be transferred to Kronos.

NOTE: If Steps 1 and 2 were not successful, Step 3 will not be either!

NOTE 2: If an employee's job or org changes, Banner Roles (BARs) are typically revoked.

# LoboTime Support Model

<https://lobotimeinfo.unm.edu/how-to-request-help.html>

# LoboTime Support Model

- ONLY LT agents **\*should\*** submit tickets to IT (anyone can, but they should know that the support model indicates contacting their Agent first)
- ONLY submit a ticket to IT **after** you've contacted HR or Payroll first—where appropriate.
- ONLY submit a ticket to IT in the template format we've provided.

# Submitting a ticket to IT

1. <https://help.unm.edu>
2. Login (top right corner)
3. Report an Issue
4. Computer or Laptop
5. Complete form as follows:
  - a) Symptom Level 1: *Issues with application or UNM website*
  - b) Symptom Level 2: *LoboTime*
  - c) Symptom Level 3: *Issues with data*
6. Scroll down to Incident Description and include the following:
  - a) Type: *Please task to Apps – Support*
  - b) Explain the situation including the affected employee/manager
  - c) Include the employees and manager's BANNERID'S and NETID'S
  - d) Note any org discrepancies between the employee/manager
  - e) Determine *when* a change was made to an employee/manager employee record (i.e. BAR roles submitted, employee terminated/hired/changed orgs)
  - f) This is critical in order for IT to determine time-frame of when feed occurred which enables IT to see the error message from Kronos
7. Click Submit