1. Access LoboWeb from the Employee Life tab

Eight easy steps to certifying effort:

Log into my.unm.edu
Click on the LoboWeb link from the Employee Life or Faculty Life tab

2. Select Effort Certification & Labor Redistribution link

Select the Effort Certification & Labor Redistribution link at the bottom of the page

3. Certify My Effort tab will display your Effort Report

Click Review or Certify Reports to view all other reports

System will default to the Certify My Effort tab

PI information will be displayed. This is where you will certify your own effort.
Double click anywhere on the record to open it.

To view all other Effort Reports requiring certification, click on the Review or Certify Reports tab.

4. Click on Advanced Search

Click on Advanced Search
5. Select Attribute
Click on Select Attribute

6. Select Chart of Account Code - Type “U” – Select Go
Select the Chart of Account Code search option
Type a U in the search field
Click on Select Attribute again
Select the Effort Period Code option, type 201201 in the search field and then click Go
(bottom right hand of screen)

7. All Effort Reports requiring certification are displayed
A list of all Effort Reports requiring certification is now displayed
Double click on an employee to access their Effort Report

8. Effort Report by employee
Click the Certify button if effort is reported correctly
Click the Request Changes button to return the report to the Pre-reviewer for correction