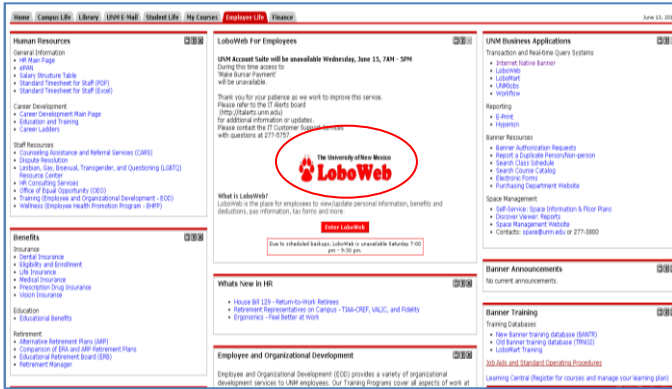


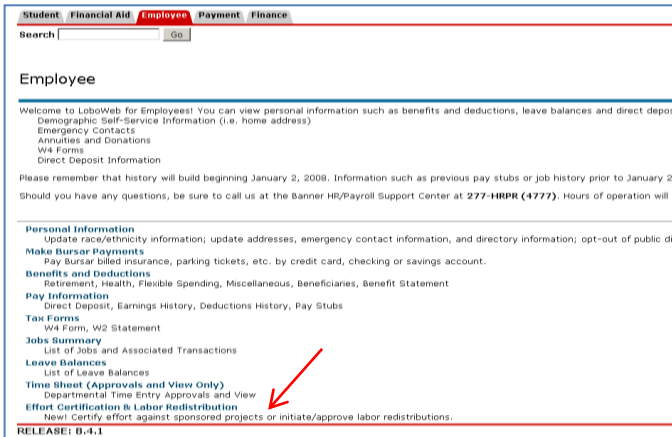
1. Access LoboWeb from the Employee Life tab



Eight easy steps to certifying effort:

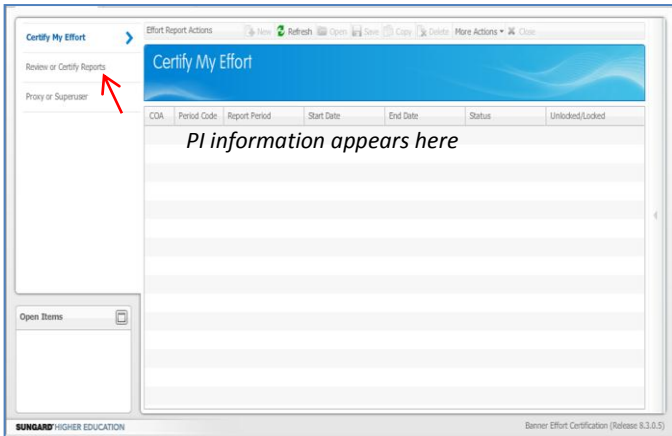
Log into my.unm.edu
Click on the LoboWeb link from the Employee Life or Faculty Life tab

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

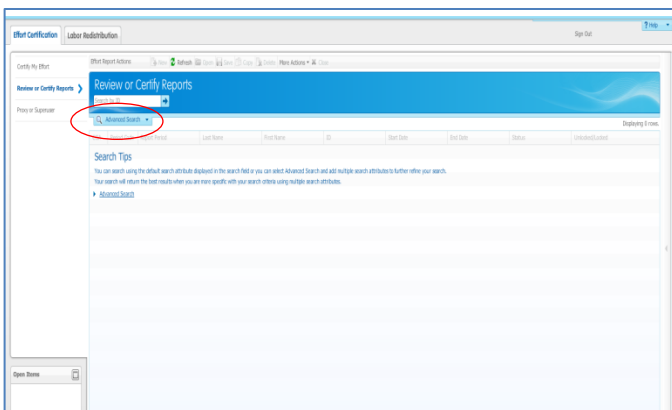


System will default to the **Certify My Effort** tab

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

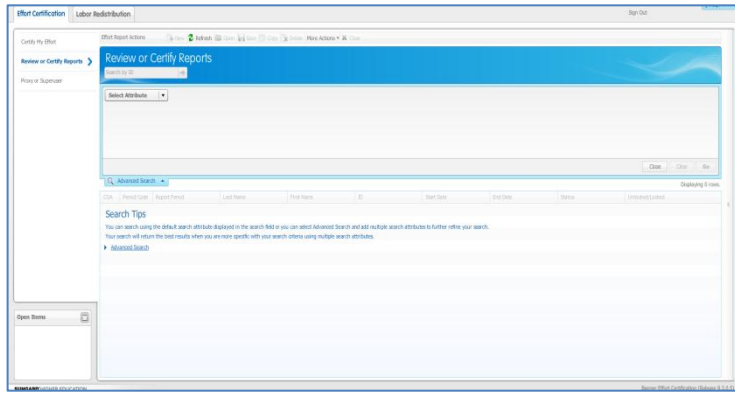
To view all other Effort Reports requiring certification, click on the **Review or Certify Reports** tab.

4. Click on Advanced Search



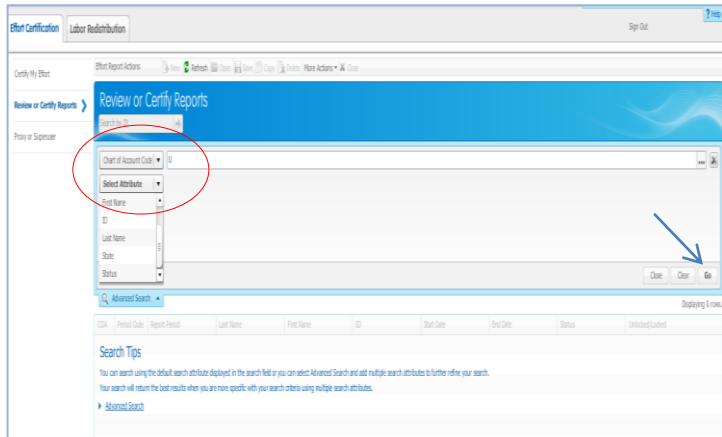
Click on Advanced Search

5. Select Attribute



Click on Select Attribute

6. Select Chart of Account Code - Type "U" – Select Go

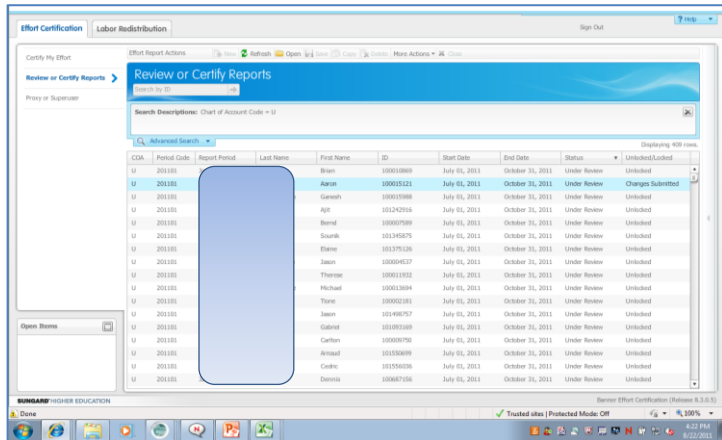


Select the Chart of Account Code search option Type an Upper Case "U" in the search field

Click on Select Attribute again

Select the Effort Period Code option, type "201602" the search field and then click Go (bottom right hand of screen)

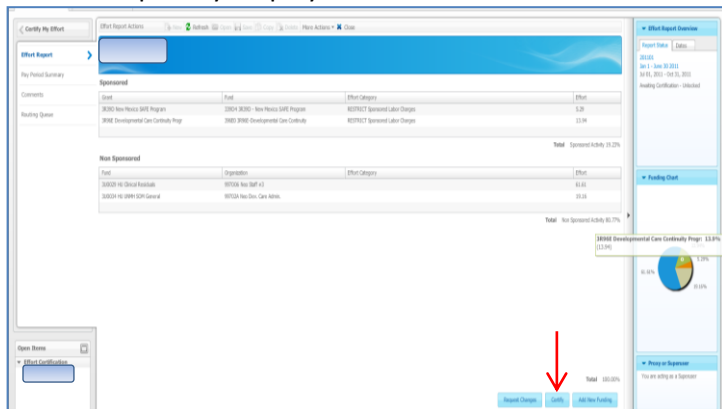
7. All Effort Reports requiring certification are displayed



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