1. Sign into my.unm.edu Ten easy steps to Certify effort: NY myUNM 0008 @ **Everyone's a Lobo** Log into my.unm.edu E DID YOU KNOW? NETI ber 14th, add securi nable a new self-ser the option to add e to your UNM NetID rifying your account netid.unm.edu 2. Access LoboWeb from the Employee Life tab Click on the "LoboWeb" link from the "Employee Life" or "Faculty Life" tab **myUNM** LoboWeb (Employees) s Ouick links: Leave Balances Pay Information Bursar Account Benefits Retirement Manager dsx) Excel LuboWeb is unavailable Saturday 7:00 pm - 8:30 pm. See the "Barmer Announcem Select the "Effort Certification & Labor 3. Select Effort Certification & Labor Redistribution Link Student Financial Aid Employee Payment Finance Redistribution" link at the bottom of the page Employee come to LoboWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposi Emergency contacts Enformation (i.e. home address) Anyunities and Domations W4 Forms Direct Deposit Information se remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2 Should you have any questions, be sure to call us at the Banner HR/Payroll Support Center at 277-HRPR (4777). Hours of operation will b reaned thermitten Walder scave/brincity information; update addresses, emergency contact information, and directory information; opt-out of public dis Ale Dursor Payments Pay bursor bled insurance, parting tickets, atc. by credit card, checking or savings account. meths and bredittions information: Public Spanding, Miscelaneous, Beneficiaries, Benefit Statement Pay Information Direct Deposit, Earnings History, Deductions History, Pay Stubs Tax Forms W4 Form, W2 Statement Jobs Summary List of Jobs and Associated Transaction List of Jobs and Associated Transactowns Leave Malence District Laws Bounces District Laws Bounces Departments Time Entry Approvals and View Effort Contification & Labor Redistribution Revi Certific effort against sponsored projects or initiate/approve labor redistributions. RELEARE: 0.4.1 You will be prompt to open Adobe Flash Player. 4. A warning will show that Adobe Flash is required If you do not have Flash and do not want to × + - 0 X Monocol (The University of Them: X II) Hord Confliction X II Monocol (Additional Additional Addit install it please use Internet Explorer

Quick Guide for Certifiers

| 5. Certify My Effort tab will display your own Effort Report Click the Review or Certify Reports to view all other reports. | System will default to the " <mark>Certify My Effort</mark> " 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. |
| 6. Click on Advanced Search | Click on "Advanced Search" |
| Sector | Click on "Select Attribute" |

| 8. Select C | hart of Account Code- Type "U" – Select Go | Select the "Chart of Account Code" search option | |
|--|--|---|--|
| Effort Cartification Labor Redistribution | spite . | Type on Upper Case "U" in the search field Click on | |
| Cethy My Elbot Elbot Report Actions (1) | ter 🕻 ales () en fjan fjan () ales Hender - I en | Type an opper case of in the search held click on | |
| Review or Certify Reports > Review or Certify | r Reports | "Select Attribute" AGAIN | |
| Proy of Supervaer | | Select the "Effort Period Code" ontion Type | |
| Select Atribute • | | Select the Enorthenou code option type | |
| List line | | "202001" in the search field Click "Go" (bottom | |
| Status | fam fam fam | right hand of screen) | |
| COA Period Code Report P | and anter former 0 brine Biller bran menapole | | |
| Search Tips You can send using the data The search will serve the beat | A and a black piper in the and fear you what New Section and an United Section and a section of the section of | | |
| Montribut | | | |
| | | | |
| 9. All Effor | t Reports requiring Certification are displayed | A list of all Effort Reports requiring certification is | |
| Effort Certification Labor Red | istribution Spr. Gat 7146 • | now displayed | |
| Certify Ny Effort Review or Certify Reports | ther Report Actives 😨 Notes 📽 Antein 📽 Open 🔄 Days 🛞 Open 🕃 Open Report Actives • 24 Open Review or Certify Reports | now displayed | |
| Proxy or Superuser | Search for D Search Descriptions: Chat of Assurt Code = 0 | | |
| | CC Advanced Search | Double click on an employee to access their Effort | |
| | U 201181 January I Janu 20 Hole Biun 10010800 July 01, 2011 October 31, 2011 Under Rever Universe Univ | | |
| | | Report | |
| | U 201101 January I - June 30 Basuray Sourik 10196975 July 01, 2011 October 31, 2011 Under Review Unlocked U 201101 January I - June 30 Bearer Ellerne 101379126 July 01, 2011 October 31, 2011 Under Review Unlocked | | |
| | U 201101 January I - June 30 Blankenship Jaeon 100004537 July 01, 2011 October 31, 2011 Under Review Unlocked U 201101 January I - June 30 Bodiloge Therese 100011932 July 01, 2011 October 31, 2011 Under Review Unlocked | | |
| | U 201101 January I - June 30 Bogmschutz Michael 100013694 July 01, 2011 October 31, 2011 Under Review Unlocked U 201101 January I - June 30 Boanda Tone 100002181 July 01, 2011 October 31, 2011 Under Review Unlocked | | |
| Open Items | U 201101 January 1 - June 30 Byers Jaeon 103/60/57 July 01, 2011 October 31, 2011 Under Review Unlocked | | |
| (Lat) | U 201101 January I - Jane Jo Cannole U Galerie Galerie Journal - Ann 20 | | |
| | U 20181 January 1 June 30 Chaveere Arnaud 10550099 July 01, 2011 October 31, 2011 Under Review Unicated U 201881 January 1 June 30 Clignet Cedric 10555006 July 01, 2011 October 31, 2011 Under Review Unicated | | |
| | U 201101 January 1 - June 30 Cook Dennis 100687156 July 05, 2011 October 31, 2011 Under Review Unitedend | | |
| Dense Control Dense Control Co | | | |
| 10 Effort Report by Employee Click the "Review" button if effort is reported | | | |
| | | | |
| Correctly | | | |
| Effort Report > | Manuel Montoya | | |
| Pay Perfod Summary | 947-1948-000-001-001-001-001-001-001-001-001-00 | | |
| Routing Queue | See C. Son Stranger Brite Contemporate Conte | ***Please note that when the "Request Changes" | |
| | * Parting Chat | button is clicked NO changes are made. The changes | |
| | Non Sponsored | will only be made when a Labor Pedictribution is | |
| | conc concentration regression regression regression regression 32254 72254 72554 72554 | | |
| Open Items (m) | 102140118.6 0307.601382.04 (2017) 103.8 Holds | processed.*** | |
| • Effet Ortification | Total %: Szazural Advis 95.495 | | |
| Hencel Monteye | Total states | | |
| | Accuser changes Resises Add Neur Handing *C. Sto Eline; 60 S. S. paradot | | |