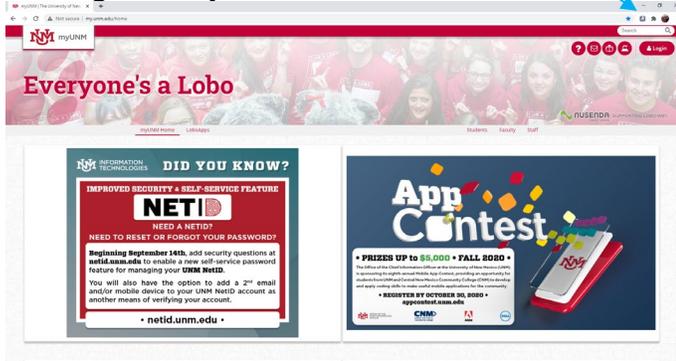


Quick Guide for Certifiers

1. Sign into my.unm.edu



Ten easy steps to Certify effort:

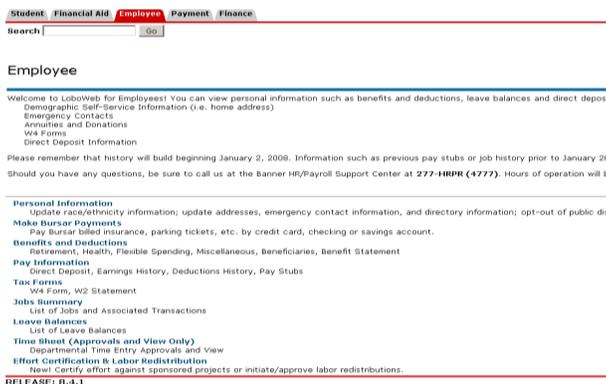
Log into my.unm.edu

2. Access LoboWeb from the Employee Life tab



Click on the "LoboWeb" link from the "Employee Life" or "Faculty Life" tab

3. Select Effort Certification & Labor Redistribution Link



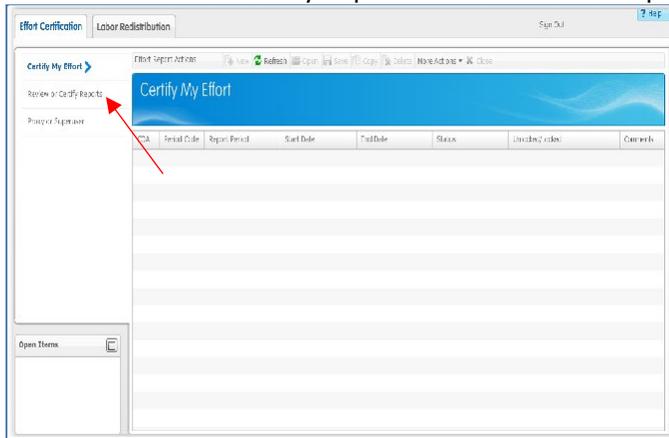
Select the "Effort Certification & Labor Redistribution" link at the bottom of the page

4. A warning will show that Adobe Flash is required



You will be prompt to open Adobe Flash Player. If you do not have Flash and do not want to install it please use Internet Explorer

5. Certify My Effort tab will display your own Effort Report
Click the Review or Certify Reports to view all other reports.



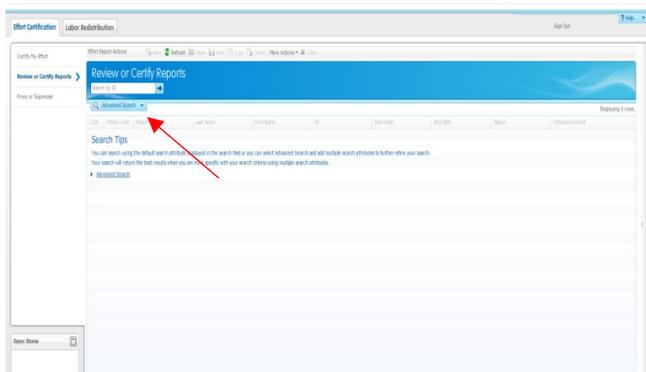
System will default to the “Certify My Effort” tab

PI information will be displayed. This is where you will certify your own effort.

Double click anywhere on the record to open it.

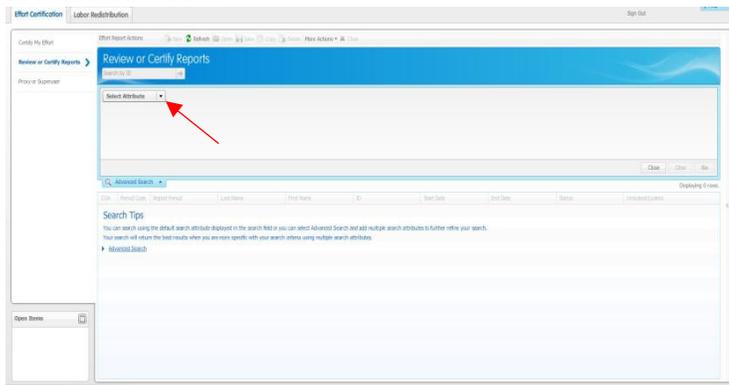
To view all other Effort Reports requiring certification click on the “Review or Certify” Reports” tab.

6. Click on Advanced Search



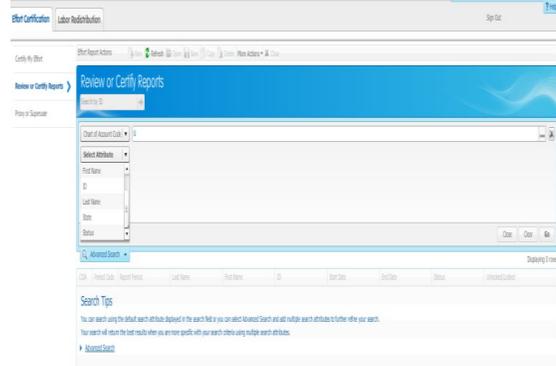
Click on "Advanced Search"

7. Select Attribute



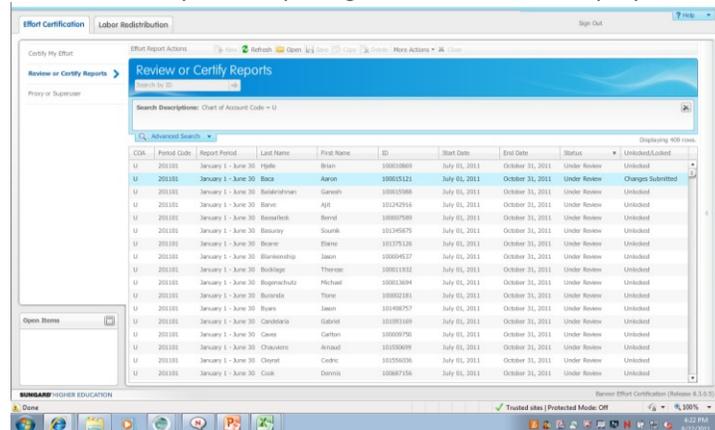
Click on “Select Attribute”

8. 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
 "202001" in the search field Click "Go" (bottom
 right hand of screen)

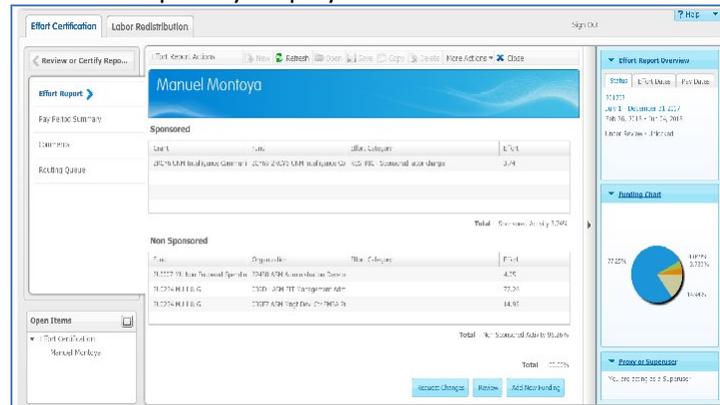
9. All Effort Reports requiring Certification are displayed



A list of all Effort Reports requiring certification is
 now displayed

Double click on an employee to access their Effort
 Report

10. Effort Report by Employee



Click the "Review" button if effort is reported
 correctly

***Please note that when the "Request Changes"
 button is clicked NO changes are made. The changes
 will only be made when a Labor Redistribution is
 processed.***