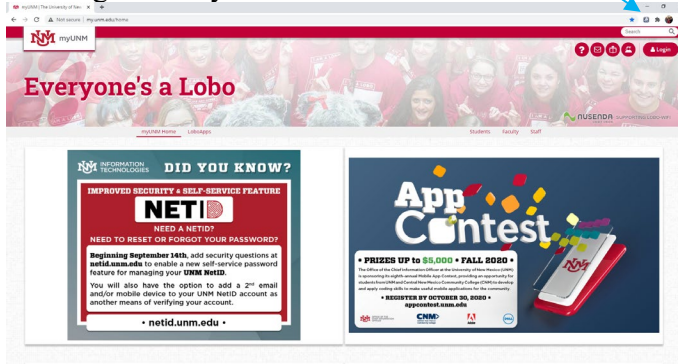


# Quick Guide for Pre Review

## 1. Sign into my.unm.edu



## Ten easy steps to Certify effort:

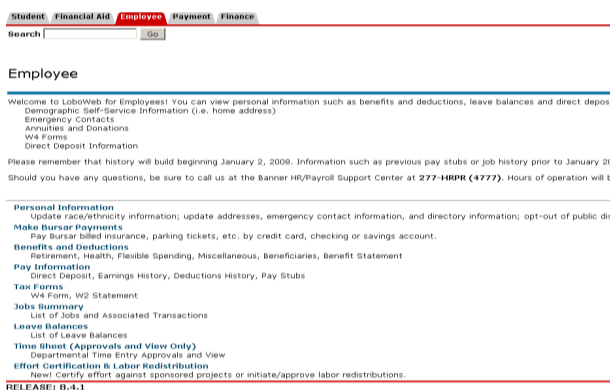
Log into my.unm.edu

## 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. In My Activities click Effort Certification



You will not find the effort certification system under the Employee Dashboard under My Activities

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

COA	Period Code	Report Period
U	201901	January 1 - June 30 2019
U	201902	July 1 - December 31 2019
U	202001	January 1 - June 30 2020

Results found: 3

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

Proxy Super User **Advanced Search**

Click on "Advanced Search"

7. Select Attribute

Advanced Search

ID: Enter ID  
Last Name: Enter Last Name  
First Name: Enter First Name  
Chart of Account Code: Select COA Code  
Effort Period Code: Select Period Code  
State: [Dropdown]  
Status: [Dropdown]  
Grant: Select Grant Code

Clear Close Go

Click on “Select Attribute”

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

Advanced Search

ID:  Last Name:  First Name:  **Chart of Account Code**:  Effort Period Code:

State:  Status:  Grant:  Select Grant Code:

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 "202102" in the search field Click "Go" (bottom right hand of screen)

## 9. All Effort Reports requiring Certification are displayed

Review Or Certify Reports

Effort List

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/Locked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Awaiting Certification	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Awaiting Certification	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021	[REDACTED]	[REDACTED]	09/27/2021	10/27/2021	Under Review	Unlocked

A list of all Effort Reports requiring certification is now displayed

Double click on 202102 to access their Effort Report

## 10. Effort Report by Employee

Effort Report | Pay Period Summary | Comments | Routing Queue

Sponsored

Grant:  Fund:  Effort Category: RESTRICT Effort:

Total Sponsored Activity 50.00%

Non Sponsored

Fund:  Organization:  Effort Category:  Effort:

Total Non Sponsored Activity 50.00%

Total : 100.00%

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.\*\*\*