1. Access LoboWeb from the Employee Life tab

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

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 "201902" in the search field
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 send an email to the Pre-Reviewer to request changes.

***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.***