1. Access LoboWeb from the Employee Life tab

Eight easy steps to pre-review 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. Click on Review or Certify Reports

System will default to the "Certify My Effort" tab

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"
<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 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 "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.*** |