1. Access LoboWeb from the Employee Life tab

2. Select Effort Certification & Labor Redistribution link

3. Certify My Effort tab will display your Effort Report

4. Click on Advanced Search

Eight easy steps to certifying effort:

- Log into my.unm.edu
- Click on the LoboWeb link from the Employee Life or Faculty Life tab

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

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.

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 201501 in the search field and then 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 return the report to the Pre-reviewer for correction