

UNM Effort Certification Training

Pre-Review Stage

What is Effort

- Effort is the time spent on a sponsored project, it is expressed as a percentage of the employees' total University related duties
 - Effort must equal 100% cumulative total
 - Includes teaching, research, service
 - Does not include any activities outside of University related work
 - Cannot exceed 100% if working on multiple projects
 - It is not measured on a standard 40 hour work week, but on the actual time worked.
 - Tolerance threshold of +/- 5%
 - Original award agreement and time worked
- Recently approved Effort Certification Policy will be added to UNM Faculty Handbook

Why do we Certify?

- Effort is a mechanism to confirm salaries and wages charged to a sponsored project in relation to the work performed and committed to the agency in proposal.
 - UNM is required to assure Federal and other award sponsors that the allocation of salaries charged are fair, consistent and timely with the effort performed.
 - Potential financial penalties for non-compliance
 - Expenditure disallowance – department would be responsible to repay the charges to the agency
 - Non-compliance on Uniform Guidance Single audit - could impact future funding
- **Applies to non-timesheet employees only**

Effort Certification

- Reports are displayed by employee
- Certification reports distributed and certified semi-annually through LoboWeb
 - Pre-Review Stage
 - 30 calendar days after reports are generated
 - Fund Financial Manager Certification
 - Begins when Pre-Review stage is completed
 - Ends 60 calendar days after reports are generated
 - Email notification at all stages
 - Fund Financial Manager copied on initial email for Pre-Review
 - Reminder and delinquent notifications will also be sent
- Pre-Review must be completed prior to Certification

Tips for Reviewing Effort

- Effort is reported as an average over the reporting period (may be impacted by the number of months the award is active)
- Compare reported effort percentage to proposed effort in original award document
- Some reasons for variances could include:
 - Absences (generally 3 months or more)
 - Significant reductions of the PI and/or Key Personnel effort (25% or more)
 - Note: It is the PI's responsibility to work with the Pre-award office to obtain sponsor prior approval

Terminology

- Stages:
 - Pre-Review – department personnel, identified by the Fund Financial Manager, reviews the effort report prior to certification. All labor redistributions should be completed during the Pre-Review Stage
 - Certification – Fund Financial Manager (s) will certify employees effort after Pre-Review stage is complete, each Fund Financial Manager certifies respective indices

Effort Process Flow

System generates effort certification reports twice a year. Accessible in Lobo Web at my.unm.edu employee tab .

Under Review

Pre-review stage- Email notification sent to **Pre-reviewer**, FYI to PI.

30 days to complete review process.

Pre-reviewer requests labor distribution to correct effort.

Pre-reviewer reviews report and approves. Email notification sent to Certifier.

Awaiting Certification

Certification Stage - Certifier looks at record and certifies its accuracy.

30 days to complete certification process

Certified

Certified record is locked and cannot be modified without approval. Email notification sent to PI and Pre-reviewer.

Completed

Record is Locked

Request to unlock record must be submitted to C&GA. Special exception memo requires Dean/Director approval.

Re-distribution processed after record unlocked.

Awaiting Refresh - Update

Record requires Pre-review and Re-certification.

Awaiting Refresh - Update

Labor re-distribution processed, new report generated for certification after Update process. **Back to Pre-reviewer**

Awaiting Refresh - Update

Needs correction. Notifies staff labor redistribution needed. **Back to Pre-reviewer**

Accessing Reports

- <https://my.unm.edu/home> - to log into LoboWeb
- Select the Employee tab - Click on Lobo Web

The screenshot displays the LoboWeb (Employees) interface. On the left, the 'Human Resources...' menu includes links for General Information, HR Website, EPAF Resource Page, ePAN, Employment Knowledge Base, Salary Structure Table, Standard Time Sheet for Staff (xlsx), Standard Time Sheet for Staff (Excel 2007), and Standard Timesheet for Staff - Instructions. The central 'LoboWeb (Employees)' panel features a description of the system, a red 'ENTER LOBOWEB' button highlighted by an arrow, and quick links for Leave Balances, Pay Stub, Finance, and Bursar Account. On the right, the 'UNM Business...' menu lists various applications and reporting tools, including LoboMail, LoboTime, UNMJobs, Workflow, AppReview GradApp, Grad Studies App, Reporting (E-Print, Enterprise Metrics Reporting (EMR), HR Reports).

Human Resources...

General Information

- [HR Website](#)
- [EPAF Resource Page](#)
- [ePAN](#)
- [Employment Knowledge Base](#)
- [Salary Structure Table](#)
- [Standard Time Sheet for Staff \(xlsx\)](#)
- [Standard Time Sheet for Staff \(Excel 2007\)](#)
- [Standard Timesheet for Staff - Instructions](#)

LoboWeb (Employees)

LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.

ENTER LOBOWEB

Quick links:

- [Leave Balances](#)
- [Pay Stub](#)
- [Finance](#)
- [Bursar Account](#)

UNM Business...

- [LoboMail](#)
- [LoboTime](#)
- [UNMJobs](#)
- [Workflow](#)
- [AppReview GradApp](#)
- [Grad Studies App](#)

Reporting

- [E-Print](#)
- [Enterprise Metrics Reporting \(EMR\)](#)
- [HR Reports](#)

Select Effort Certification

[Student](#) [Financial Aid](#) **[Employee](#)** [Payment](#) [Finance](#)

Search

Employee

Welcome to LoboWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposits.
Demographic Self-Service Information (i.e. home address)
Emergency Contacts
Annuities and Donations
W4 Forms
Direct Deposit Information

Please remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2008 will not be available.
Should you have any questions, be sure to call us at the Banner HR/Payroll Support Center at **277-HRPR (4777)**. Hours of operation will be posted on the HR/Payroll Support Center page.

Personal Information

Update race/ethnicity information; update addresses, emergency contact information, and directory information; opt-out of public display of information.

Make Bursar Payments

Pay Bursar billed insurance, parking tickets, etc. by credit card, checking or savings account.

Benefits and Deductions

Retirement, Health, Flexible Spending, Miscellaneous, Beneficiaries, Benefit Statement

Pay Information

Direct Deposit, Earnings History, Deductions History, Pay Stubs

Tax Forms

W4 Form, W2 Statement

Jobs Summary

List of Jobs and Associated Transactions

Leave Balances

List of Leave Balances

Time Sheet (Approvals and View Only)

Departmental Time Entry Approvals and View Only

Effort Certification & Labor Redistribution


New! Certify effort against sponsored projects or initiate/approve labor redistributions.



My Activities

Once you are in Employee Dashboard look to the right for My Activities.
Click the Effort Certification link

Employee Dashboard



My Profile

Leave Balances as of 04/16/2021

Annual Leave in hours	<div></div>	Sick Minor in hours	<div></div>	Catastrophic Lv Donated in hours	0.00
Comp1 - NonUnion/USUNM in hours	0.00	Comp2 - Police/CWA in hours	0.00	Paid Parental Leave in hours	0.00

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: [04/16/2021](#)

[All Pay Stubs](#)

[Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

Employee Summary

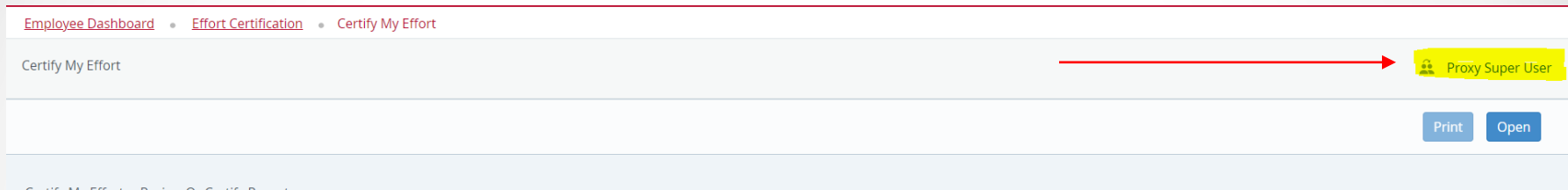
My Activities

[Effort Certification](#)

[Labor Redistribution](#)

Selecting and Adding Proxy Access

Once the Effort system has opened click on Proxy.



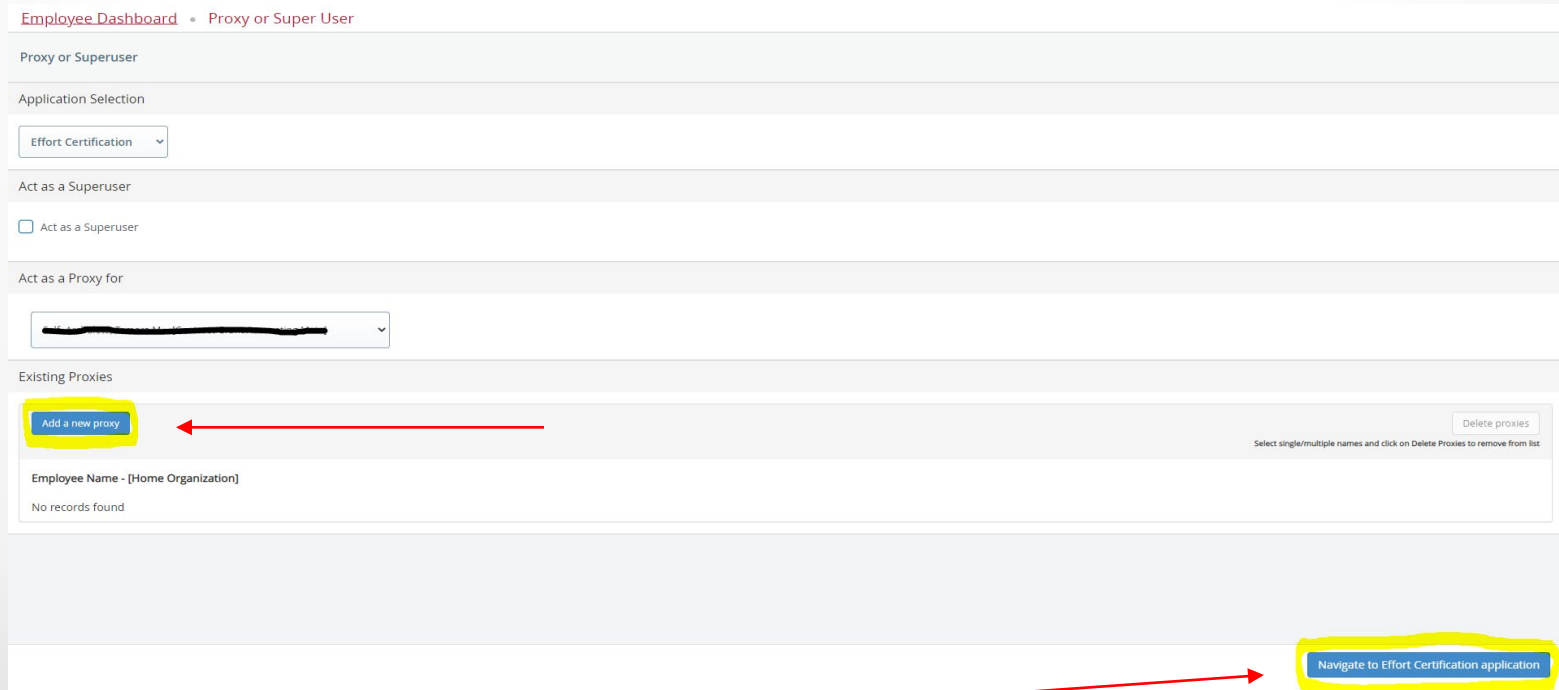
Employee Dashboard • Effort Certification • Certify My Effort

Certify My Effort

Proxy Super User

Print Open

Here is where you can delegate who you would like to act as proxy for you. Once you have completed this click on Navigate to Effort Certification Application



Employee Dashboard • Proxy or Super User

Proxy or Superuser

Application Selection

Effort Certification

Act as a Superuser

☐ Act as a Superuser

Act as a Proxy for

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

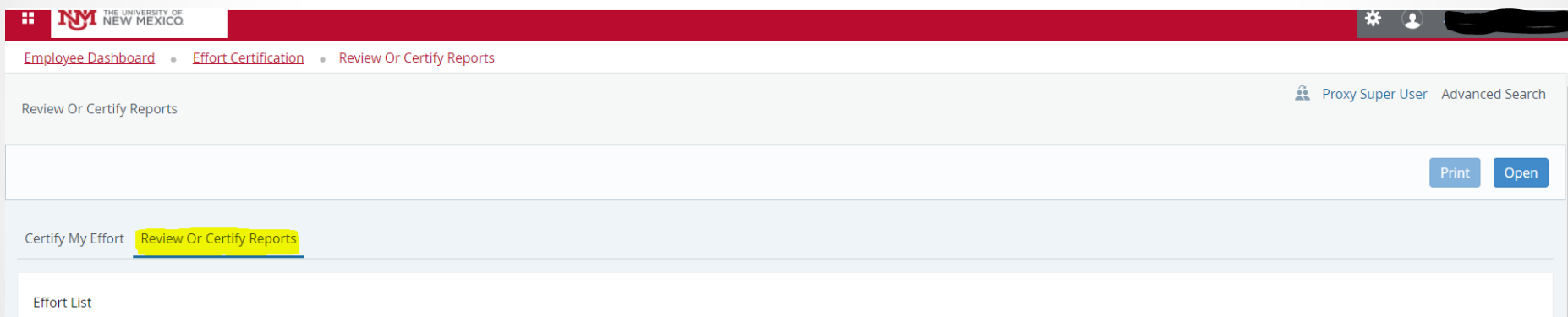
Employee Name - [Home Organization]

No records found

Navigate to Effort Certification application

Select Review or Certify Reports

To Review employees needing your approval click on the Review or Certify Reports tab.



The screenshot displays the University of New Mexico (UNM) Employee Dashboard. The top navigation bar is red and contains the UNM logo, the text "THE UNIVERSITY OF NEW MEXICO", and a user profile icon. Below the navigation bar, the breadcrumb trail reads "Employee Dashboard • Effort Certification • Review Or Certify Reports". The main content area is titled "Review Or Certify Reports" and features a large empty box with "Print" and "Open" buttons on the right. Below this, there is a section for "Certify My Effort" with a highlighted "Review Or Certify Reports" tab. At the bottom, there is a section for "Effort List".

THE UNIVERSITY OF
NEW MEXICO

Employee Dashboard • Effort Certification • Review Or Certify Reports

Review Or Certify Reports

Proxy Super User Advanced Search

Print Open

Certify My Effort **Review Or Certify Reports**


Effort List

Click Advanced Search

Click on Advance Search in the upper right hand corner.

[Employee Dashboard](#) • [Effort Certification](#) • [Review Or Certify Reports](#)

Review Or Certify Reports

 Proxy Super User [Advanced Search](#)

Print

Open

Under Chart of Account Code type a capital U then click Go. This will bring up a list of employees needing your Pre Review.


Advanced Search

ID Enter ID x	Last Name Enter Last Name x	First Name Enter First Name x	Chart of Account Code U	Effort Period Code Select Period Code
State	Status	Grant Select Grant Code		

Clear Close Go

If you know the Banner ID you can just search by that as well

Advanced Search



ID Enter ID x	Last Name Enter Last Name x	First Name Enter First Name x	Chart of Account Code Select COA code	Effort Period Code Select Period Code
State	Status	Grant Select Grant Code		

Clear Close Go

Select from Employee List

- Double click on 202102 to view effort report actions.
- Note Status and State of each employee

Employee Dashboard • Effort Certification • Review Or Certify Reports

Certify My Effort Review Or Certify Reports

Effort List

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/ Locked	Comments
U	201901	January 1 - June 30 2019			10/03/2019	11/29/2019	Completed	Locked	
U	201901	January 1 - June 30 2019			10/03/2019	11/29/2019	Completed	Locked	
U	201901	January 1 - June 30 2019			10/03/2019	11/29/2019	Completed	Locked	
U	201901	January 1 - June 30 2019			10/03/2019	11/29/2019	Completed	Locked	
U	201901	January 1 - June 30 2019			10/03/2019	11/29/2019	Completed	Locked	
U	201901	January 1 - June 30 2019			10/03/2019	11/29/2019	Completed	Locked	
U	201901	January 1 - June 30 2019			10/03/2019	11/29/2019	Completed	Locked	
U	201901	January 1 - June 30 2019			10/03/2019	11/29/2019	Completed	Locked	
U	201901	January 1 - June 30 2019			10/03/2019	11/29/2019	Completed	Locked	
U	201901	January 1 - June 30 2019			10/03/2019	11/29/2019	Completed	Locked	
U	201901	January 1 - June 30 2019			10/03/2019	11/29/2019	Completed	Locked	

Employee Effort Report

- Salary distribution is displayed as percentage; a pie chart also displays the salary distribution
- Tolerance +/- 5% original award vs. effort worked

[Effort Report](#)
[Pay Period Summary](#)
[Comments](#)
[Routing Queue](#)

Sponsored

Grant	Fund	Effort Category	Effort
2RKD8 Neural Underpinnings of Emotion Regulation and Drinking to Cope Among Problem Alcohol Drinkers	2KD80 2RKD8 - Neural Underpinnings of	RESTRICT Sponsored labor charge	92.24
3RDF3 Tree Center for Advancing Behavioral Health	3DF31C Tree - Investigator Core	RESTRICT Sponsored labor charge	4.85

Total Sponsored Activity 97.09%

Non Sponsored

Fund	Organization	Effort Category	Effort
2U0006 MU Idc	028C0 CASAA Clinical Rsrch Gen Admin		2.91

Total Non Sponsored Activity 2.91%

Total : 100.00%

Save

Effort Report Overview

Report Status

201901
January 1 - June 30 2019
October 03, 2019 - November 29, 2019

Completed - Locked

Comments Exist

Important Dates

Begin Pre-Review
September 30, 2019
Certification Period
October 03, 2019 to November 29, 2019
Post Review End
December 20, 2019

Pay Dates

5R - 1 January 01, 2019-January 31, 2019
5R - 2 February 01, 2019-February 28, 2019
5R - 3 March 01, 2019-March 31, 2019
5R - 4 April 01, 2019-April 30, 2019
5R - 5 May 01, 2019-May 31, 2019
5R - 6 June 01, 2019-June 30, 2019

Funding Chart

Fund	Effort	Percentage
2RKD8	92.24	92.2%
3RDF3	4.85	4.9%
2U0006	2.91	2.9%

Status Definitions

- **Under Review** – report has been created and is available for viewing
- **Awaiting Certification** – Pre-Reviewer has reviewed and is ready for certification
- **Completed** – effort report has been certified and completed
- **Unlocked** – effort report is available for change by members of the routing queue
- **Locked** – after an effort report is completed it is locked and cannot be modified
- **Awaiting Refresh** – labor re-distribution has been completed and has updated the payroll record, report needs to be updated, reviewed and certified
- **Changes Submitted** – when request change button is clicked

Tips for Reviewing Effort

- Effort is reported as an average over the reporting period (may be impacted by the number of months the award is active)
- Compare reported effort percentage to proposed effort in original award document
- Tolerance threshold of +/- 5%
- Variances that may require agency prior approval:
 - Absences (generally 3 months or more)
 - Significant reductions of the PI and/or Key Personnel effort (25% or more)
 - Note: It is the PI's responsibility to work with the Pre-award office to obtain sponsor's prior approval

MyReports Effort reports

Located in the Finance Reports>All Campus Reports

- FNRECDS-Effort Certification Detail and Summary Report
 - Select by ORG, Employee or PI
 - Detail by account code available
 - Reporting Period

The screenshot shows the MyReports web application interface. At the top, there's a header with the MyReports logo and the URL myreports.unm.edu. Below this is a red banner with the text "FNRECDS - Effort Certification Detail and Summary Report". The main content area has a search section with a dropdown menu set to "EMPLOYEE", a search input field, a "SEARCH" button, and a "RESET SELECTIONS" button. Below the search section are two large empty boxes labeled "Search Results" and "Report Selections". At the bottom, there are three sections: "Report type" with a dropdown set to "DETAIL", "Reporting Period" with radio buttons for "PERIOD 01" (selected) and "PERIOD 02", and "Calendar Year" with a dropdown set to "2020". The "Reporting Period" section is circled in blue.

MyReports Effort reports

Located in the Finance Reports>All Campus Reports

- FNRECRT-Effort Certification Status Report
 - List of employees in the effort queue
 - Status of the record
 - Action to be taken

The screenshot displays the MyReports web application interface for the FNRECRT-Effort Certification Status Report. The browser address bar shows the URL: myreports.unm.edu/ibi_apps/run.bip?BIP_REQUEST_TYPE=BIP_RUN&BIP_folder=IBFS%253A%252FWFC%252FRepository%252FFinance_Domain%252FFAll_Campus_Report. The page header includes the MyReports logo and the NM logo. The title bar reads "FNRECRT- Effort Certification Status Report". Below the title bar, there are two input fields: "Report By:" with a dropdown menu showing "Employee Name" and "Search Term(s):" with a text input field containing an asterisk (*). A "Find Values" button is located to the right of the search term field. Below these fields are two large, empty rectangular boxes, likely for displaying the report data. At the bottom of the form, there are two sections: "Certification Period:" with a dropdown menu showing "July 1 - December 31 2019" and "Search By:" with three radio buttons: "State and Status" (selected), "All Queue Actions", and "Pending Queue Actions". To the right of these is a "Group By Organization Level:" section with five radio buttons: "Level 1", "Level 2", "Level 3", "Level 4", and "Level 5", each followed by a "None" option. At the very bottom, there is a section for "Select type of display output. Use PDF for printing." with five radio buttons: "PDF" (selected), "HTML", "Excel", "HTML Active Report", and "HTML Active Report". Below this section are four small icons: a printer, a speech bubble, a clock, and a document. The version number "Version 2.0" is displayed in the bottom right corner.

Navigation Tips

- Scroll Bar
 - Click F11 if you have multiple items listed under sponsored projects and cannot see the scroll bar
- Expand the columns
 - Click on the line you would like to expand and drag the line to make the column larger
- Sort columns
 - Click on the top of the column you would like to sort by, you can sort by any of the columns listed
- View routing queue
 - Select Routing Queue link on the left panel, to view all individuals in the queue and what actions have been or need to be taken
 - Note: The employee name will appear on routing queue as certifier, the only time they will be required to certify is if they are also the PI
- View Effort Breakdown by Pay Period

Pay Period Summary

- Select Pay Period Summary to view effort by pay period
 - If grant is not active over whole effort certification period, this is where you can view detail by month

Employee Dashboard • Effort Certification • Effort Report

Effort Report **Pay Period Summary** Comments Routing Queue

Monthly - Regular 1 2020 January 01, 2020 - January 31, 2020

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
028C09 CASAA Clinical Research PI #10	2RLR9 Neurocognitive and Neruobehavioral	2LR90 2RLR9 - Neurocognitive & Neurobehav	RESTRICT Sponsored labor charge	19.9999	8.9796

Effort Report Overview

Report Status

202001
January 1 - June 30 2020
October 19, 2020 - November 18, 2020
Completed - Locked

Pay Period Summary

- Select Monthly – Regular link to view FOAPA detail including index

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)

[Effort Report](#) | **Pay Period Summary** | [Comments](#) | [Routing Queue](#)

[Monthly - Regular 1 2020](#) January 01, 2020 - January 31, 2020

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
028C09 CASAA Clinical Research PI #10	2RLR9 Neurocognitive and Neruobehavioral	2LR90 2RLR9 - Neurocognitive & Neurobehav	RESTRICT Sponsored labor charge	19.9999	8.9796
028C09 CASAA Clinical Research PI #10	2RFH4 Alcohol Research Training: Change	2FH44 FROE\$301,760.10 19-OCT-20	RESTRICT Sponsored labor charge	10.0001	4.4899
028C0 CASAA Clinical Rsrch Gen Admin		2U0006 MU Idc		54.9998	24.6938
028C01 CASAA Clinical ResearchPI #2		2U0203 MU Public Service		15.0002	6.7348

[Monthly - Regular 2 2020](#) February 01, 2020 - February 29, 2020

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
028C0 CASAA Clinical Rsrch Gen Admin		2U0006 MU Idc		55.0001	24.6938
028C09 CASAA Clinical Research PI #10	2RLR9 Neurocognitive and Neruobehavioral	2LR90 2RLR9 - Neurocognitive & Neurobehav	RESTRICT Sponsored labor charge	19.9998	8.9795
028C01 CASAA Clinical ResearchPI #2		2U0203 MU Public Service		15.0000	6.7347
028C09 CASAA Clinical Research PI #10	2RFH4 Alcohol Research Training: Change	2FH44 FROE\$301,760.10 19-OCT-20	RESTRICT Sponsored labor charge	10.0002	4.4899

[Monthly - Regular 3 2020](#) March 01, 2020 - March 31, 2020

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
028C0 CASAA Clinical Rsrch Gen Admin		2U0006 MU Idc		55.0002	5.6123
028C01 CASAA Clinical ResearchPI #2		2U0203 MU Public Service		14.9999	1.5306
028C09 CASAA Clinical Research PI #10	2RFH4 Alcohol Research Training: Change	2FH44 FROE\$301,760.10 19-OCT-20	RESTRICT Sponsored labor charge	10.0004	1.0204
028C09 CASAA Clinical Research PI #10	2RLR9 Neurocognitive and Neruobehavioral	2LR90 2RLR9 - Neurocognitive & Neurobehav	RESTRICT Sponsored labor charge	19.9995	2.0408

Effort Report Overview

Report Status
 202001
 January 1 - June 30 2020
 October 19, 2020 - November 18, 2020
 Completed - Locked

Important Dates
 Begin Pre-Review
 October 19, 2020
 Certification Period
 October 19, 2020 to November 18, 2020
 Post Review End
 December 18, 2020

Pay Dates
 SR - 1 January 01, 2020-January 31, 2020
 SR - 2 February 01, 2020-February 29, 2020
 SR - 3 March 01, 2020-March 31, 2020
 SR - 4 April 01, 2020-April 30, 2020
 SR - 5 May 01, 2020-May 31, 2020
 SR - 6 June 01, 2020-June 30, 2020

Funding Chart

Fund	Percentage
2U0006, MU Idc/143249	55%
2RFH4 Alcohol Research Training: Change Methods	10%
2U0203 MU Public Service/143250	15%
2U0006 MU Idc/143250	10%
2U0006 MU Idc/143250	10%

Routing Queue

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)

[Effort Report](#) [Pay Period Summary](#) [Comments](#) [Routing Queue](#)

[Redacted] Helen M. Review Pre-Review

✓ Reviewed

E-mail | November 20, 2020 at 02:47:46 PM by [Redacted]

[Redacted] Review Pre-Review

✓ Reviewed

E-mail | November 25, 2020 at 03:18:24 PM by [Redacted]

[Redacted] Review Pre-Review

✓ Certified

E-mail | January 12, 2021 at 10:44:50 AM by [Redacted]

Pre-Review Scenarios

- Pre-Review completed – no change necessary
- Pre-Reviewer needs labor re-distribution completed to update record
 - Pre-reviewer prepares labor re-distribution
- Pre-Reviewer requires a labor re-distribution to update record
 - Pre-reviewer is not the department personnel that completes the labor re-distribution, request change through effort report
- Pre-Reviewer completes review, Certifier requests a labor re-distribution to update the record
- 30 days to complete Pre-Review Stage

Note: All Pre-Reviewers must complete review to move to Certification Stage

Scenario 1 - Pre-Review Effort Report

- Salary distribution is displayed as percentage; a pie chart graph also displays the salary distribution
 - Tolerance +/- 5% original award vs. effort worked
- Effort reports will show status by Org, PI and activity in dollars

Effort Report

Pay Period Summary

Comments

Routing Queue

Sponsored

Grant	Fund	Effort Category	Effort
2RFH4 Alcohol Research Training: Change Methods & Mechanisms	2FH44 FROE:\$301,760.10 19-OCT-20	RESTRICT Sponsored labor charge	10.00
2RLR9 Neurocognitive and Neruobehavioral Mechanisms of Change Following Psychological Treatment for Alcohol Use.	2LR90 2RLR9 - Neurocognitive & Neurobehav	RESTRICT Sponsored labor charge	20.00

Total Sponsored Activity 30.00%

Non Sponsored

Fund	Organization	Effort Category	Effort
2U0006 MU Idc	028C0 CASAA Clinical Rsrch Gen Admin		55.00
2U0203 MU Public Service	028C01 CASAA Clinical ResearchPI #2		15.00

Total Non Sponsored Activity 70.00%

Total : 100.00%

Save

Effort Report Overview

Funding Chart

Fund	Percentage
2U0006, MU Idc/143249	55%
2RLR9, neurocognitive and uobehavioral Mechanisms of Change	20%
2U0203, MU Public Service/143250	15%
2RFH4, Alcohol Research Training: Change Methods & Mechanisms	10%

Scenario 1 – Complete Pre-Review

- Click Review button to complete Pre-Review stage
- Email notification will be sent to PI

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)

2RHM6 University of New Mexico CAMP	2HM60 2RHM6-University of New Mexico CAMP	RESTRICT	1.00
2RPF7 City of ABQ Assisted Outpatient Treatment Research	2PF70 2RPF7-City of ABQ Assisted Outpatie	RESTRICT	19.00
2RPJ2 BHI / Justice and Mental Health Collaboration Program	2PJ20 2RPJ2-BHI/Justice and Mental Health	RESTRICT	1.00
2RPK9 Behavioral Health Initiative (BHI) Fiscal Year 18	2PK90 FROE:\$519,714.73 13-APR-21	RESTRICT	32.00
2RQG9 New Mexico Aging + Long Term Services Department COVID response in Long Term Care Facilities assessment	2QG90 2RQG9 - New Mexico Aging	RESTRICT	5.00
2RQY4 Behavioral Health Initiative (BHI) FY21	2QY40 2RQY4 - Behavioral Health	RESTRICT	32.00

Total Sponsored Activity 90.00%

Non Sponsored

Fund	Organization	Effort Category	Effort
2U0203 MU Public Service	931C05 Institute Social Research PI #156		10.00

Total Non Sponsored Activity 10.00%

Total : 100.00%

[Request Changes](#) [Review](#) [Add New Funding](#) [Save](#)

Under Review - Unlocked

Important Dates

Begin Pre-Review
April 19, 2021
Certification Period
April 19, 2021 to May 19, 2021
Post Review End
June 18, 2021

Pay Dates

5R - 7 July 01, 2020-July 31, 2020
5R - 8 August 01, 2020-August 31, 2020
5R - 9 September 01, 2020-September 30, 2020
5R - 10 October 01, 2020-October 31, 2020
5R - 11 November 01, 2020-November 30, 2020
5R - 12 December 01, 2020-December 31, 2020

Funding Chart

Funding Source	Percentage
2RPK9, Behavioral Health Initiative (BHI) Fiscal Year 18/181484	32%
2RPF7, City of ABQ Assisted Outpatient Treatment Research/181483	19%
2U0203 MU Public Service/181487	10%
2RQG9, New Mexico Aging + Long Term Services Department COVID response in Long Term Care Facilities assessment/181483	5%
2RPJ2, BHI / Justice and Mental Health Collaboration Program/181483	1%

Scenario 2 – Pre-Review Effort Report

- Pre-reviewer begins review of effort record and needs to complete a labor distribution and is labor re-distribution initiator for department
 - Does not need to select request changes button as this locks up the effort
 - Completes necessary labor re-distribution in LoboWeb or Banner
 - Review button on record will disappear

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)

Fund	Organization	Effort Category	Effort
2RHM6 University of New Mexico CAMP	2HM60 2RHM6-University of New Mexico CAMP	RESTRICT	1.00
2RPF7 City of ABQ Assisted Outpatient Treatment Research	2PF70 2RPF7-City of ABQ Assisted Outpatie	RESTRICT	19.00
2RPJ2 BHI / Justice and Mental Health Collaboration Program	2PJ20 2RPJ2-BHI/Justice and Mental Health	RESTRICT	1.00
2RPK9 Behavioral Health Initiative (BHI) Fiscal Year 18	2PK90 FROE:\$519,714.73 13-APR-21	RESTRICT	32.00
2RQG9 New Mexico Aging + Long Term Services Department COVID response in Long Term Care Facilities assessment	2QG90 2RQG9 - New Mexico Aging	RESTRICT	5.00
2RQY4 Behavioral Health Initiative (BHI) FY21	2QY40 2RQY4 - Behavioral Health	RESTRICT	32.00

Total Sponsored Activity 90.00%

Non Sponsored

Fund	Organization	Effort Category	Effort
2U0203 MU Public Service	931C05 Institute Social Research PI #156		10.00

Total Non Sponsored Activity 10.00%

Total : 100.00%

Do not need to click any buttons below, complete labor re-distribution with normal process

[Request Changes](#)
[Review](#)
[Add New Funding](#)
[Save](#)

Under Review - Unlocked

Important Dates

Begin Pre-Review
April 19, 2021
Certification Period
April 19, 2021 to May 19, 2021
Post Review End
June 18, 2021

Pay Dates

SR - 7 July 01, 2020-July 31, 2020
SR - 8 August 01, 2020-August 31, 2020
SR - 9 September 01, 2020-September 30, 2020
SR - 10 October 01, 2020-October 31, 2020
SR - 11 November 01, 2020-November 30, 2020
SR - 12 December 01, 2020-December 31, 2020

Funding Chart

Funding Source	Percentage
2RPK9 Behavioral Health Initiative (BHI) Fiscal year 18/181484	32%
2RPF7 City of ABQ Assisted	19%
2RPJ2 BHI / Justice and Mental Health Collaboration program/181483	1%
2RQG9 New Mexico Aging + Long Term Services Department COVID response in Long Term Care Facilities assessment	1%
2RHM6 University of New Mexico CAMP	1%

Scenario 2 - Labor Re-distribution completed

- Labor redistribution processed by department, has not updated payroll records. Note message in upper right corner

The screenshot displays a web application interface for an Effort Report Overview. The top navigation bar includes links for Home, RSS, Email, Print, Page, Safety, Tools, and Help. A 'Sign Out' button is also present. The main content area is divided into two sections: a table of effort data and a sidebar with a message.

Effort Report Overview

Report Status: 201001
January 1 to June 30, 2010
Apr 14, 2011 - Jun 30, 2011
Awaiting Certification - Unlocked

⚠ Pay events are in process that may affect this effort report.

Table 1: Sponsored Activity

Effort Category	Charge Type	Effort
RESTRICT Restricted labor charges	Direct	75
RESTRICT Restricted labor charges	Direct	12.81

Total Sponsored Activity 87.81%

Table 2: Non Sponsored Activity

Effort Category	Charge Type	Effort
	Direct	12.19

Total Non Sponsored Activity 12.19%

Scenario 2 – Update Effort Report

- Changes have been applied and Awaiting Refresh, click the Update Report button to show changes on the effort report
 - Available for Pre-review certification after update is complete
 - Status changes to Under Review – Unlocked and the Review action can be taken

The screenshot displays the 'Effort Report Overview' interface. At the top, there is a toolbar with buttons: New, Refresh, Open, Save, Copy, Delete, More Actions, and Close. Below the toolbar is a blue header bar. The main content area contains two tables of effort data. The first table shows 'Sponsored Activity' with a total of 19.24%. The second table shows 'Non Sponsored Activity' with a total of 80.76%. On the right side, there is a sidebar titled 'Effort Report Overview' with tabs for 'Report Status' and 'Dates'. The 'Report Status' tab is active, showing the report ID '201101', the date range 'Jan 1 - June 30 2011', and the status 'Awaiting Refresh - Unlocked'. A black arrow points to the 'Update Report' button in the sidebar.

Organization	Effort Category	Charge Type	Effort
SAFE 997H00 Pediatrics CDD Faculty #0	RESTRICT Sponsored Labor Charges	Direct	4.24
Care 997006 Neo Staff #3	RESTRICT Sponsored Labor Charges	Direct	15
Total			Sponsored Activity 19.24%

Organization	Effort Category	Charge Type	Effort
997006 Neo Staff #3		Direct	61.61
al 99702A Neo Dev. Care Admin.		Direct	19.15
Total			Non Sponsored Activity 80.76%

Effort Report Overview

Report Status Dates

201101

Jan 1 - June 30 2011

Jul 01, 2011 - Oct 31, 2011

Awaiting Refresh - Unlocked

Update Report

Scenario 2 – Complete Pre-Review

- Click Review button to complete Pre-Review stage
- Email notification will be sent to PI

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)

2RHM6 University of New Mexico CAMP	2HM60 2RHM6-University of New Mexico CAMP	RESTRICT	<input type="text" value="1.00"/>
2RPF7 City of ABQ Assisted Outpatient Treatment Research	2PF70 2RPF7-City of ABQ Assisted Outpatie	RESTRICT	<input type="text" value="19.00"/>
2RPJ2 BHI / Justice and Mental Health Collaboration Program	2PJ20 2RPJ2-BHI/Justice and Mental Health	RESTRICT	<input type="text" value="1.00"/>
2RPK9 Behavioral Health Initiative (BHI) Fiscal Year 18	2PK90 FROE:\$519,714.73 13-APR-21	RESTRICT	<input type="text" value="32.00"/>
2RQG9 New Mexico Aging + Long Term Services Department COVID response in Long Term Care Facilities assessment	2QG90 2RQG9 - New Mexico Aging	RESTRICT	<input type="text" value="5.00"/>
2RQY4 Behavioral Health Initiative (BHI) FY21	2QY40 2RQY4 - Behavioral Health	RESTRICT	<input type="text" value="32.00"/>

Total Sponsored Activity 90.00%

Non Sponsored

Fund	Organization	Effort Category	Effort
2U0203 MU Public Service	931C05 Institute Social Research PI #156		<input type="text" value="10.00"/>

Total Non Sponsored Activity 10.00%

Total : 100.00%

[Request Changes](#) [Review](#) [Add New Funding](#) [Save](#)

Under Review - Unlocked

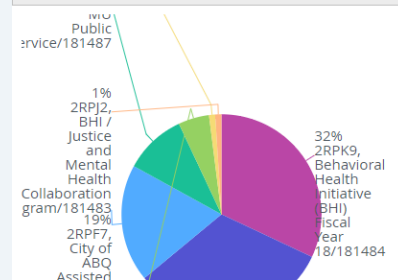
Important Dates

Begin Pre-Review
April 19, 2021
Certification Period
April 19, 2021 to May 19, 2021
Post Review End
June 18, 2021

Pay Dates

5R - 7 July 01, 2020-July 31, 2020
5R - 8 August 01, 2020-August 31, 2020
5R - 9 September 01, 2020-September 30, 2020
5R - 10 October 01, 2020-October 31, 2020
5R - 11 November 01, 2020-November 30, 2020
5R - 12 December 01, 2020-December 31, 2020

Funding Chart



Scenario 3 –Pre-Review Effort Report

- Pre-reviewer begins review of effort record and needs to complete a labor distribution and is not labor re-distribution initiator for department
 - Select Request Changes button; system prompts user to send an e-mail. Send email to department labor re-distribution initiator, include all necessary information to complete labor re-distribution

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)

Fund	Organization	Effort Category	Effort
2RHM6 University of New Mexico CAMP	2HM60 2RHM6-University of New Mexico CAMP	RESTRICT	1.00
2RPF7 City of ABQ Assisted Outpatient Treatment Research	2PF70 2RPF7-City of ABQ Assisted Outpatie	RESTRICT	19.00
2RPJ2 BHI / Justice and Mental Health Collaboration Program	2PJ20 2RPJ2-BHI/Justice and Mental Health	RESTRICT	1.00
2RPK9 Behavioral Health Initiative (BHI) Fiscal Year 18	2PK90 FROE:\$519,714.73 13-APR-21	RESTRICT	32.00
2RQG9 New Mexico Aging + Long Term Services Department COVID response in Long Term Care Facilities assessment	2QG90 2RQG9 - New Mexico Aging	RESTRICT	5.00
2RQY4 Behavioral Health Initiative (BHI) FY21	2QY40 2RQY4 - Behavioral Health	RESTRICT	32.00

Total Sponsored Activity 90.00%

Non Sponsored

Fund	Organization	Effort Category	Effort
2U0203 MU Public Service	931C05 Institute Social Research PI #156		10.00

Total Non Sponsored Activity 10.00%

Total : 100.00%

[Request Changes](#) [Review](#) [Add New Funding](#) [Save](#)

Under Review - Unlocked

Important Dates

Begin Pre-Review
April 19, 2021
Certification Period
April 19, 2021 to May 19, 2021
Post Review End
June 18, 2021

Pay Dates

SR - 7 July 01, 2020-July 31, 2020
SR - 8 August 01, 2020-August 31, 2020
SR - 9 September 01, 2020-September 30, 2020
SR - 10 October 01, 2020-October 31, 2020
SR - 11 November 01, 2020-November 30, 2020
SR - 12 December 01, 2020-December 31, 2020

Funding Chart

Fund	Organization	Effort Category	Effort	Percentage
2RHM6	University of New Mexico CAMP	RESTRICT	1.00	1%
2RPF7	City of ABQ Assisted Outpatient Treatment Research	RESTRICT	19.00	19%
2RPJ2	BHI / Justice and Mental Health Collaboration Program	RESTRICT	1.00	1%
2RPK9	Behavioral Health Initiative (BHI) Fiscal Year 18	RESTRICT	32.00	32%
2RQG9	New Mexico Aging + Long Term Services Department COVID response in Long Term Care Facilities assessment	RESTRICT	5.00	5%
2RQY4	Behavioral Health Initiative (BHI) FY21	RESTRICT	32.00	32%

Scenario 3 – Labor Re-Distribution

has been requested

- Status now Under Review-Changes Submitted (optional).

Organization Effort Category Charge Type Effort

rueck	433C15 GHTM PI #6	RESTRICT Restricted labor charges	Direct	33.33
electronics Brueck Adm	433C00 GHTM PI #1	RESTRICT Restricted labor charges	Direct	50
22-JUN-11	433C00 GHTM PI #1	RESTRICT Restricted labor charges	Direct	16.67

Total Sponsored Activity 100.00%

Organization Effort Category Charge Type Effort

Total Non Sponsored Activity 0.00%

Total 100.00%

Clear Changes

Effort Report Overview

Report Status Dates

201001
January 1 to June 30, 2010
Apr 14, 2011 - Aug 31, 2011

Under Review - Changes Submitted

Changed by [Redacted]

Funding Chart

50% 33.33% 16.67%

Proxy or Superuser

Scenario 3 - Labor Re-distribution completed

- Labor redistribution processed by department, has not updated payroll records. Note message in upper right corner

The screenshot displays a web application interface for labor redistribution. The top navigation bar includes links for Home, RSS, Email, Print, Page, Safety, Tools, and Help. A 'Sign Out' button is also present. The main content area is divided into two sections. The left section, titled 'More Actions' and 'Close', contains a table with the following data:

Effort Category	Charge Type	Effort
RESTRICT Restricted labor charges	Direct	75
RESTRICT Restricted labor charges	Direct	12.81

Below the table, a summary row indicates 'Total Sponsored Activity 87.81%'. The right section, titled 'Effort Report Overview', shows the report status as '201001' and the dates 'January 1 to June 30, 2010' and 'Apr 14, 2011 - Jun 30, 2011'. It also indicates 'Awaiting Certification - Unlocked'. A yellow warning icon is present with the message: 'Pay events are in process that may affect this effort report.' An arrow points from this message to the 'Funding Chart' section below it.

Effort Category	Charge Type	Effort
	Direct	12.19

Below the table, a summary row indicates 'Total Non Sponsored Activity 12.19%'.

Scenario 3 – Update Effort Report

- Changes have been applied and Awaiting Refresh, click the Update Report button to show changes on the effort report
 - Available for Pre-review certification after update is complete
 - Status changes to Under Review – Unlocked and the Review action can be taken

The screenshot displays the 'Effort Report Overview' interface. At the top, there is a toolbar with buttons for New, Refresh, Open, Save, Copy, Delete, More Actions, and Close. Below the toolbar is a blue header bar. The main content area contains two tables of effort data. The first table shows 'Sponsored Activity' with a total of 19.24%. The second table shows 'Non Sponsored Activity' with a total of 80.76%. On the right side, there is a sidebar titled 'Effort Report Overview' containing a 'Report Status' tab, a 'Dates' tab, and a section for the report period (201101, Jan 1 - June 30 2011, Jul 01, 2011 - Oct 31, 2011) and status (Awaiting Refresh - Unlocked). An 'Update Report' button is located in the sidebar, with a black arrow pointing to it.

Organization	Effort Category	Charge Type	Effort
SAFE 997H00 Pediatrics CDD Faculty #0	RESTRICT Sponsored Labor Charges	Direct	4.24
Care 997006 Neo Staff #3	RESTRICT Sponsored Labor Charges	Direct	15
Total			Sponsored Activity 19.24%

Organization	Effort Category	Charge Type	Effort
997006 Neo Staff #3		Direct	61.61
al 99702A Neo Dev. Care Admin.		Direct	19.15
Total			Non Sponsored Activity 80.76%

Effort Report Overview

Report Status Dates

201101
Jan 1 - June 30 2011
Jul 01, 2011 - Oct 31, 2011
Awaiting Refresh - Unlocked

Update Report

Scenario 3 - Complete Pre-Review

- Select Review button to complete this stage
- PI will receive email notification when record is available to certify

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)

2RHM6 University of New Mexico CAMP	2HM60 2RHM6-University of New Mexico CAMP	RESTRICT	1.00
2RPF7 City of ABQ Assisted Outpatient Treatment Research	2PF70 2RPF7-City of ABQ Assisted Outpatie	RESTRICT	19.00
2RPJ2 BHI / Justice and Mental Health Collaboration Program	2PJ20 2RPJ2-BHI/Justice and Mental Health	RESTRICT	1.00
2RPK9 Behavioral Health Initiative (BHI) Fiscal Year 18	2PK90 FROE:\$519,714.73 13-APR-21	RESTRICT	32.00
2RQG9 New Mexico Aging + Long Term Services Department COVID response in Long Term Care Facilities assessment	2QG90 2RQG9 - New Mexico Aging	RESTRICT	5.00
2RQY4 Behavioral Health Initiative (BHI) FY21	2QY40 2RQY4 - Behavioral Health	RESTRICT	32.00

Total Sponsored Activity 90.00%

Non Sponsored

Fund	Organization	Effort Category	Effort
2U0203 MU Public Service	931C05 Institute Social Research PI #156		10.00

Total Non Sponsored Activity 10.00%

Total : 100.00%

[Request Changes](#) [Review](#) [Add New Funding](#) [Save](#)

Under Review - Unlocked

Important Dates
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5R - 9 September 01, 2020-September 30, 2020
5R - 10 October 01, 2020-October 31, 2020
5R - 11 November 01, 2020-November 30, 2020
5R - 12 December 01, 2020-December 31, 2020

Funding Chart

Fund	Organization	Effort Category	Effort
2U0203 MU Public Service	931C05 Institute Social Research PI #156		10.00

Scenario 4 - Certifier Requests a Change

- If effort needs to be corrected after Pre-Review Stage is complete - select request changes to initiate an email to designated department personnel
 - Email should include all necessary information to complete the labor distribution
 - Existing report will be updated after labor re-distribution is completed
 - PI's will receive email notification when updated record has been pre-reviewed and is ready for certification

Employee Dashboard • Effort Certification • Effort Report

Fund	Organization	Effort Category	Effort
2RHM6 University of New Mexico CAMP	2HM60 2RHM6-University of New Mexico CAMP	RESTRICT	1.00
2RPF7 City of ABQ Assisted Outpatient Treatment Research	2PF70 2RPF7-City of ABQ Assisted Outpatie	RESTRICT	19.00
2RPJ2 BHI / Justice and Mental Health Collaboration Program	2PJ20 2RPJ2-BHI/Justice and Mental Health	RESTRICT	1.00
2RPK9 Behavioral Health Initiative (BHI) Fiscal Year 18	2PK90 FROE:\$519,714.73 13-APR-21	RESTRICT	32.00
2RQG9 New Mexico Aging + Long Term Services Department COVID response in Long Term Care Facilities assessment	2QG90 2RQG9 - New Mexico Aging	RESTRICT	5.00
2RQY4 Behavioral Health Initiative (BHI) FY21	2QY40 2RQY4 - Behavioral Health	RESTRICT	32.00

Total Sponsored Activity 90.00%

Non Sponsored

Fund	Organization	Effort Category	Effort
2U0203 MU Public Service	931C05 Institute Social Research PI #156		10.00

Total Non Sponsored Activity 10.00%

Total : 100.00%

Under Review - Unlocked

Important Dates

Begin Pre-Review
April 19, 2021
Certification Period
April 19, 2021 to May 19, 2021
Post Review End
June 18, 2021

Pay Dates

SR - 7 July 01, 2020-July 31, 2020
SR - 8 August 01, 2020-August 31, 2020
SR - 9 September 01, 2020-September 30, 2020
SR - 10 October 01, 2020-October 31, 2020
SR - 11 November 01, 2020-November 30, 2020
SR - 12 December 01, 2020-December 31, 2020

Funding Chart

Request Changes Review Add New Funding Save

Clear Changes Requested

- If changes requested button was selected in error
- Click clear changes to restore report to original if review or certification stage

The screenshot displays a software interface with a table of effort data and a 'Clear Changes' button. A large black arrow points down to the 'Clear Changes' button.

	Organization	Effort Category	Charge Type	Effort
rueck	433C15 CHTM PI #6	RESTRICT Restricted labor charges	Direct	33.33
electronics Brueck Adm	433C00 CHTM PI #1	RESTRICT Restricted labor charges	Direct	50
22-JUN-11	433C00 CHTM PI #1	RESTRICT Restricted labor charges	Direct	16.67
Total				Sponsored Activity 100.00%

	Organization	Effort Category	Charge Type	Effort
Total Non Sponsored Activity 0.00%				

Clear Changes

Effort Report Overview

Report Status: Dates:

201001
January 1 to June 30, 2010
Apr 14, 2011 - Aug 31, 2011
Under Review - Changes Submitted

Changed by Michael Schwantes

Funding Chart

33.33%
50%
16.67%

Proxy or Superuser

Certification Stage

- Select Certify button
- Complete certification process
 - Note: Certification will not be completed until all Fund Financial Managers have certified

[Effort Report](#) [Pay Period Summary](#) [Comments](#) [Routing Queue](#)

Sponsored

Grant	Fund	Effort Category	Effort
2RMW0 WKKF Evaluation FY19/FY20	2MW02 FROE:\$202,503.97 22-DEC-20	RESTRICT Sponsored labor charge	<input type="text" value="30.00"/>
3RGB6 QVIR Evaluation for Youth & Family Tree Project	3GB60 3RGB6 - QVIR Evaluation for Youth &	RESTRICT Sponsored labor charge	<input type="text" value="35.00"/>
3RGS3 PRC Research	3GS30 3RGS3 - PRC Research	RESTRICT Sponsored labor charge	<input type="text" value="30.00"/>
3RHZ6 New Mexico Tribal Data Champions	3HZ60 3RHZ6-New Mexico Tribal Data Champi	RESTRICT Sponsored labor charge	<input type="text" value="5.00"/>

Total Sponsored Activity 100.00%



Total : 100.00%

[Request Changes](#) [Certify](#) [Add New Funding](#) [Save](#)

Record is Locked

- Once effort has been certified, salary transfers for that period will only be permitted in rare circumstances
 - If it is necessary to adjust the salary charges for a previously certified effort period, a detailed explanation of the need for the salary adjustment and subsequent re-certification is required
 - Request to open a previously certified effort report memo must be completed and signed by Dean or Director
 - Requests can be scanned or sent to your respective C&GA Manager
 - Jessica Alderete– Main Campus
 - Peggy Domiguez- HSC
 - Memos will be retained by Contract & Grant Accounting
- The Effort Report will need to be reviewed and re-certified

Record is Locked

- When the effort is locked you will see a lock on the side of the labor

[Employee Dashboard](#) • [Labor Redistribution](#) • [Person Search](#)

Person Search Results

Select	Batch ID	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
<input type="checkbox"/>		Archuleta, Tamara M.	100059142	2019	5R	3	4	70, Complete	
<input type="checkbox"/>		A			5R	4	0	70, Complete	
<input type="checkbox"/>		A			5R	5	0	70, Complete	
<input type="checkbox"/>		A			5R	6	0	70, Complete	
<input type="checkbox"/>		A			5R	7	0	70, Complete	
<input type="checkbox"/>		A			5R	8	0	70, Complete	
<input type="checkbox"/>		A			5R	9	0	70, Complete	
<input type="checkbox"/>		A			5R	10	0	70, Complete	
<input type="checkbox"/>		A			5R	11	0	70, Complete	
<input type="checkbox"/>		A			5R	12	0	70, Complete	
<input type="checkbox"/>		A			2R	6	0	70, Complete	
<input type="checkbox"/>		A			2R	7	0	70, Complete	

Record is Locked

- Error Message if locked record is selected

The screenshot displays a software interface with a top navigation bar containing 'Effort Certification' and 'Labor Redistribution' tabs. A 'Person Search' sidebar is on the left. The main area features a 'Person Search' header with a search bar and a table of records. An error dialog box is overlaid on the table, indicating that a payroll event is part of a locked effort certification period.

Error Message:

Payroll event is part of a locked Effort Certification Period. Report must be unlocked before redistributions can be created.

Table Data (Visible Rows):

Last Name	First Name	ID	Year	SR	Number	Sequence	Disposition
[Redacted]	[Redacted]	[Redacted]	2011	SR	2	0	70, Complete
[Redacted]	[Redacted]	[Redacted]	2011	SR	3	0	70, Complete
[Redacted]	[Redacted]	[Redacted]	2011	SR	4	0	70, Complete
[Redacted]	[Redacted]	[Redacted]	2011	SR	5	0	70, Complete
[Redacted]	[Redacted]	[Redacted]	2011	SR	6	0	70, Complete
[Redacted]	[Redacted]	[Redacted]	2011	SR	7	0	70, Complete
[Redacted]	[Redacted]	[Redacted]	2011	SR	8	0	70, Complete

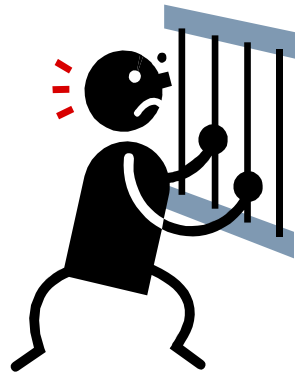
Record is Locked

- Lobo Web

The screenshot displays the Banner EFC Flex application interface. At the top, there are navigation tabs for "Effort Certification" and "Labor Redistribution". Below these is a search bar labeled "Person Search" containing the criteria "Search Descriptions: ID = 100059142". A table lists search results with columns: Batch ID, Last Name, First Name, ID, Pay Year, Pay ID, Pay Number, Sequence, Disposition, and Comments. An error dialog box is overlaid on the table, stating: "Error: Payroll event is part of a locked Effort Certification Period. Report must be unlocked before redistributions can be created." The dialog has an "OK" button. On the left side, there is a sidebar with sections like "Approvals" and "Proxy or Superuser". At the bottom right, there are links for "Find Replace" and "Additional Criteria". The footer indicates the version as "Banner Effort Certification (Release 8.11.1)".

Potential Consequences*

- Ability to submit proposals could be suspended
- List of non-compliant PI's sent to the departments ADR
- Uncertified effort expenses moved to unrestricted index



* to be determined by Research faculty

Contact Information

- Contact your Pre-Reviewer for general/procedural questions
- Effort Email
 - Main campus – maineffortrptng@unm.edu
 - HSC campus – HSC-Effort_Reporting@salud.unm.edu
- For all other questions
 - Contact: Jessica Armijo - Main Campus/Branches
 - jessald@unm.edu
 - 277-9731
 - Contact: Peggy Dominguez - Health Sciences Center
 - PKDominguez@salud.unm.edu
 - 272-1335