

# 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 interface for employees. It features three main navigation panels:

- Human Resources:** Contains a 'General Information' section with links to 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.
- LoboWeb (Employees):** Features a red paw print icon, a description of LoboWeb as a place for employees to view/update personal information, benefits, and deductions, and a prominent red button labeled 'ENTER LOBOWEB' with an arrow pointing to it. Below this are 'Quick links' for Leave Balances, Pay Stub, Finance, and Bursar Account.
- UNM Business:** Lists various applications and reports, including 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.



RELEASE: 8.4.1

# My Activities

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

The screenshot displays the 'Employee Dashboard' interface. At the top left, there is a profile picture placeholder and a 'My Profile' button. To the right, a section titled 'Leave Balances as of 04/16/2021' contains a table with six rows of leave types and their balances. Below this is a 'Full Leave Balance Information' link. The main content area is a vertical list of menu items: 'Pay Information', 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. A red arrow points from the 'Pay Information' section to the 'My Activities' link in the right-hand sidebar. The sidebar also includes 'Effort Certification' and 'Labor Redistribution' links.

**Employee Dashboard**

Profile: [Redacted] [My Profile](#)

Leave Balances as of 04/16/2021

Annual Leave in hours	0.00	Sick Minor in hours	0.00	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 [All Pay Stubs](#) [Deductions History](#)

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

My Activities

Effort Certification

Labor Redistribution

Earnings

Benefits

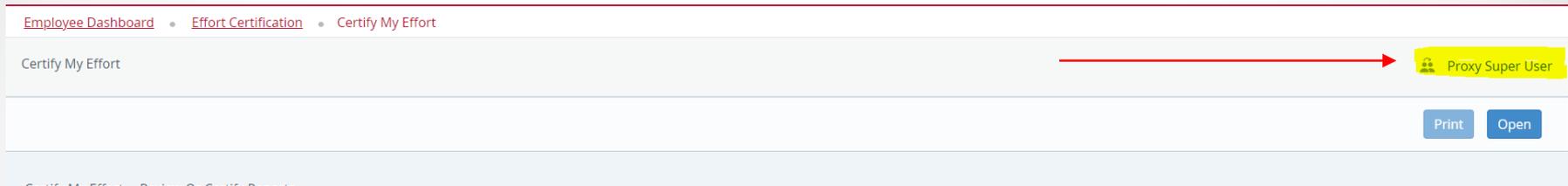
Taxes

Job Summary

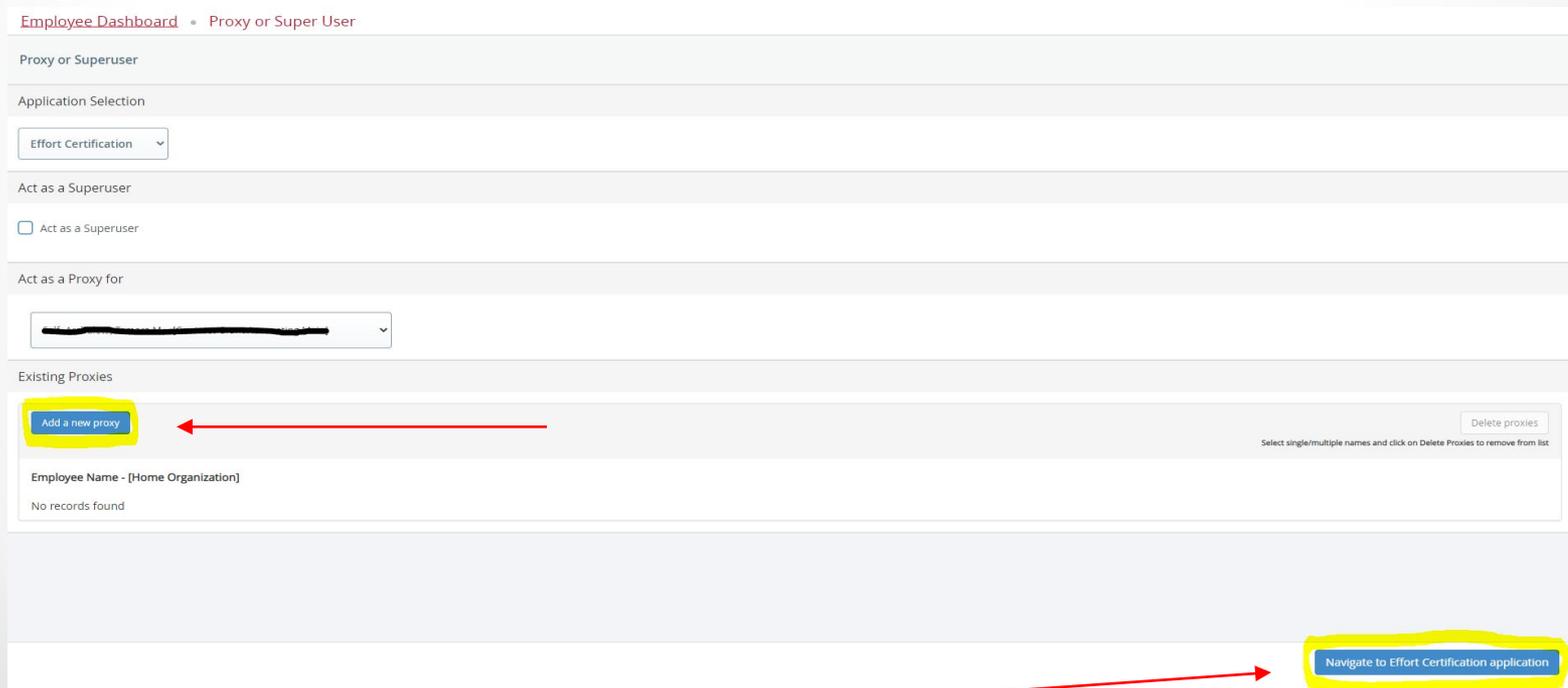
Employee Summary

# Selecting and Adding Proxy Access

Once the Effort system has opened click on Proxy.



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



# 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 and the text 'THE UNIVERSITY OF NEW MEXICO'. 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 includes a 'Proxy Super User' profile icon and an 'Advanced Search' link. A 'Print' button and an 'Open' button are visible in the top right corner of the content area. Below the main content area, there is a section titled 'Certify My Effort' with a sub-tab 'Review Or Certify Reports' highlighted in yellow. At the bottom of the page, there is a section titled '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	Last Name	First Name	Chart of Account Code	Effort Period Code
<input type="text" value="Enter ID"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter First Name"/>	<input type="text" value="U"/>	<input type="text" value="Select Period Code"/>
State	Status	Grant		
<input type="text"/>	<input type="text"/>	<input type="text" value="Select Grant Code"/>		

Clear Close **Go**

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

Advanced Search

ID	Last Name	First Name	Chart of Account Code	Effort Period Code
<input type="text" value="Enter ID"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter First Name"/>	<input type="text" value="Select COA code"/>	<input type="text" value="Select Period Code"/>
State	Status	Grant		
<input type="text"/>	<input type="text"/>	<input type="text" value="Select Grant Code"/>		

Clear Close Go

# Select from Employee List

- Double click on 202101 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

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**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%**

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**Non Sponsored**

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

**Total Non Sponsored Activity 2.91%**

**Total : 100.00%**

[Save](#)

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**Effort Report Overview**

**Report Status**

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

Completed - Locked

Comments Exist

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**Important Dates**

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

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**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

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**Funding Chart**

Fund	Percentage
2RKD8	92.2%
3RDF3 Tree Center for Advancing Behavioral Health	4.9%
2U0006 MU Idc	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 a web browser window displaying the MyReports application. The page title is "FNRECDS - Effort Certification Detail and Summary Report". The interface includes a search bar with a magnifying glass icon, a "SEARCH" button, and a "RESET SELECTIONS" button. Below the search bar, there are two empty boxes labeled "Search Results" and "Report Selections". At the bottom of the page, there are three dropdown menus: "Report type" set to "DETAIL", "Reporting Period" with radio buttons for "PERIOD 01" (selected) and "PERIOD 02", and "Calendar Year" set to "2020". A blue circle highlights the "Reporting Period" section.

# 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 shows 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%252FRpository%252FFinance\_Domain%252FFAll\_Campus\_Repo. The page header includes the MyReports logo and the NMU logo. The main title is "FNRECRT - Effort Certification Status Report".

The interface includes the following sections:

- Report By:** A dropdown menu set to "Employee Name".
- Search Term(s):** A text input field containing an asterisk (\*).
- Find Values:** A button to execute the search.
- Table Area:** Two large empty rectangular boxes, likely intended for displaying the report data.
- Certification Period:** A dropdown menu set to "July 1 - December 31 2019".
- Search By:** Radio buttons for "State and Status" (selected), "All Queue Actions", and "Pending Queue Actions".
- Group By Organization Level:** Radio buttons for "Level 1", "Level 2", "Level 3", "Level 4", and "Level 5", each with a "None" option. The "None" options are selected.
- Output Options:** Radio buttons for "PDF" (selected), "HTML", "Excel", and "HTML Active Report".
- Footer:** "Version 2.0" and navigation icons.

# 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

The screenshot displays a web interface for an Effort Report. At the top, there are navigation links: [Employee Dashboard](#), [Effort Certification](#), and [Effort Report](#). Below these, the current page is identified as 'Effort Report' with a sub-tab for 'Pay Period Summary' highlighted in yellow. Other tabs include 'Comments' and 'Routing Queue'. The main content area shows a report for 'Monthly - Regular 1 2020' covering the period from January 01, 2020, to January 31, 2020. A table below lists the effort data for a specific record. A black arrow points to the 'Monthly - Regular 1 2020' link. On the right side, there is a sidebar titled 'Effort Report Overview' which contains a 'Report Status' section showing the report ID '202001', the period 'January 1 - June 30 2020', the dates 'October 19, 2020 - November 18, 2020', and the status 'Completed - Locked'.

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

# 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**

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

**Funding Chart**

# Routing Queue

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

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

[Redacted]

✓ Reviewed

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

[Redacted]

✓ Reviewed

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

[Redacted]

✓ 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

Effort Report Overview

Funding Chart

**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

10% 2RFH4, Alcohol Research Training: Change Methods & Mechanisms

15% 2U0203, MU Public Service/143250

20% 2RLR9, neurocognitive and neurobehavioral Mechanisms of Change

55% 2U0006, MU Idc/143249

# 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](#)

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**

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**

Fund	Percentage
2RHM6 University of New Mexico CAMP	1%
2RPF7 City of ABQ Assisted Outpatient Treatment Research	19%
2RPJ2 BHI / Justice and Mental Health Collaboration Program	1%
2RPK9 Behavioral Health Initiative (BHI) Fiscal Year 18/181484	32%
2RQG9 New Mexico Aging + Long Term Services Department COVID response in Long Term Care Facilities assessment	5%
2RQY4 Behavioral Health Initiative (BHI) FY21	32%

# 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

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**

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**

Organization	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%
2U0203 MU Public Service/181487	1%

# Scenario 2 - Labor Re-distribution

## completed

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

Sign Out [? Help](#)

More Actions  Close

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

**Total** Sponsored Activity 87.81%

Effort Category	Charge Type	Effort
	Direct	12.19

**Total** Non Sponsored Activity 12.19%

### 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.

### Funding Chart

# 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 a software interface with a menu bar at the top containing 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', 'More Actions', and 'Close'. Below the menu bar is a blue header area. The main content area features two tables of effort data. The first table, titled 'Sponsored Activity 19.24%', lists two rows of data. The second table, titled 'Non Sponsored Activity 80.76%', lists two rows of data. 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 period 'Jan 1 - June 30 2011', and the status 'Awaiting Refresh - Unlocked'. A button labeled 'Update Report' is located in the sidebar, with a black arrow pointing upwards towards 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
<b>Total</b>			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
<b>Total</b>			Non Sponsored Activity 80.76%

# 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	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
Behavioral Health Initiative (BHI) Fiscal Year 18/181484	32%
City of ABQ Assisted Outpatient Treatment Research/181483	19%
MU Public Service/181487	10%
New Mexico Aging/181483	5%
BHI / Justice and Mental Health Collaboration Program/181483	1%

# 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](#)

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**

Funding Source	Percentage
Behavioral Health Initiative (BHI) Fiscal Year 18/181484	32%
City of ABQ Assisted Outpatient Treatment Research/181483	18%
BHI / Justice and Mental Health Collaboration Program/181487	1%
Public Service/181487	1%

# 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
<b>Total</b>				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 with a navigation bar at the top containing icons for home, RSS, email, and print, along with menu items for Page, Safety, Tools, and Help. A 'Sign Out' button is also visible. The main content area is divided into two sections. The left section contains two tables of effort data. The right section, titled 'Effort Report Overview', shows report details for 201001, including dates from January 1 to June 30, 2010, and April 14, 2011, to June 30, 2011. A warning message with a yellow triangle icon states: 'Pay events are in process that may affect this effort report.' A black arrow points to this message. Below the overview is a 'Funding Chart' section.

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

**Total** Sponsored Activity 87.81%

Effort Category	Charge Type	Effort
	Direct	12.19

**Total** Non Sponsored Activity 12.19%

**Effort Report Overview**

Report Status: Dates

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.

**Funding Chart**

# 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 a software interface for managing effort reports. At the top, there is a toolbar with icons for New, Refresh, Open, Save, Copy, Delete, More Actions, and Close. Below the toolbar is a blue header bar. The main content area is divided into two tables. The first table shows sponsored activity, and the second table shows non-sponsored activity. A right sidebar titled 'Effort Report Overview' provides details about the current report, including its status and a prominent 'Update Report' button. An arrow points to this button, indicating the next step in the process.

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
<b>Total</b>			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
<b>Total</b>			Non Sponsored Activity 80.76%

**Effort Report Overview**

Report Status: 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**

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
Behavioral Health Initiative (BHI) Fiscal Year 18/181484	32%
2RPF7, City of ABQ Assisted	19%
MU Public Service/181487	1%
2RPJ2, BHI / Justice and Mental Health Collaboration Program/181483 1990	1%
Other (2RHM6, 2RQG9, 2RQY4)	47%

# 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	Amount
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	Amount
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

Category	Percentage
Behavioral Health Initiative (BHI) Fiscal Year 18/181484	32%
City of ABQ Assisted Outpatient Treatment Research	19%
Behavioral Health Initiative (BHI) Fiscal Year 21/181483	15%
MU Public Service	10%
New Mexico Aging	5%
BHI / Justice and Mental Health Collaboration Program	1%
University of New Mexico CAMP	1%

# 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 web application interface with a table of effort categories and a 'Clear Changes' button. The table has columns for Organization, Effort Category, Charge Type, and Effort. The data is as follows:

	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
<b>Total</b>				Sponsored Activity 100.00%

Below the table, there is a section for Non Sponsored Activity with a total of 0.00%. At the bottom of the main content area, a blue button labeled 'Clear Changes' is highlighted with a black arrow pointing down to it.

On the right side of the interface, there is a sidebar with three sections:

- Effort Report Overview**: Shows Report Status (Dates), 201001, January 1 to June 30, 2010, Apr 14, 2011 - Aug 31, 2011, Under Review - Changes Submitted, and Changed by Michael Schwantes.
- Funding Chart**: A pie chart showing the distribution of effort: 50% (green), 33.33% (orange), and 16.67% (blue).
- Proxy or Superuser**: A section for user management.

# 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	





# 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](mailto:maineffortrptng@unm.edu)
  - HSC campus – [HSC-Effort\\_Reporting@salud.unm.edu](mailto:HSC-Effort_Reporting@salud.unm.edu)
- For all other questions
  - Contact: Jessica Armijo - Main Campus/Branches
    - [jessald@unm.edu](mailto:jessald@unm.edu)
    - 277-9731
  - Contact: Peggy Dominguez - Health Sciences Center
    - [PKDominguez@salud.unm.edu](mailto:PKDominguez@salud.unm.edu)
    - 272-1335