1. Sign into my.unm.edu Ten easy steps to Certify effort: MY myUNM 0008 @ **Everyone's a Lobo** Log into my.unm.edu DID YOU KNOW? NETI er 14th, the option to add to your UNM Netil etid.unm.edu Click on the "LoboWeb" link from the "Employee 2. Access LoboWeb from the Employee Life tab Life" or "Faculty Life" tab **myUNM** LoboWeb (Employees) s Quick links: Leave Balances Pay Information Bursar Acco Benefits Retirement Manager dsx) Excel LuboWeb is unavailable Saturday 7:00 pm - 8:30 pm. See the "Barmer Anno Select the "Effort Certification & Labor 3. Select Effort Certification & Labor Redistribution Link Student Financial Aid Employee Payment Finance Search Go Redistribution" link at the bottom of the page Employee me to Lobothan for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposi mergency contacts. mergency contacts in formation (i.e. home address) W4 Forms Direct Deposit Information se remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2 nould you have any questions, be sure to call us at the Banner HR/Payroll Support Center at 277-HRPR (4777). Hours of operation will b rsonal Information Update aca/ethnicity information; update addresses, emergency contact information, and directory information; opt-out of public dis Ne Burser Poyments Pay Burser Manuemats If its and Deductions tirement, 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 Transactio Las Talminose Las of Lawe Balances ne Bheat (Approvals and View Only) Departmental Time Entry Approvals and View ort Cartification & Labor Redistribution New! Certify offort against sponsored projects or initiate/appr **ee: e.e.e. RELEASE: 8.4.1 4. In My Activities click Effort Certification On the Employee Dashboard you will look to the right side under My Activities. Click on My Activities Effort Certification. Effort Certification ፳ Labor Redistribution

Quick Guide for Pre Review

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Certify My Effort Review Or Certify Reports	PI information will be displayed. This is where you
Certify My Effort	will review your own effort. Double click anywhere
	on the record to open it.
COA	
U 201901 January 1 - June 30 2019	To view all other Effort Reports requiring review click
U 202001 january 1- june 30 2020	
	on the "Revie <mark>w or Certify" Rep</mark> orts" tab. If you do no
	have this tab, you will need to take the training and
Results found: 3	request BAR roles. https://cgacct.unm.edu/effort-
	certs.html
lick on Advanced Search	Click on "Advanced Search"
Proxy Super User Advanced Search	You can get a list of employees from your Departme Administrator and search them individually by clickin "Advanced Search.
	Or follow steps 8-10 below for a list.
ect Attribute	Enter ID number or Name information and click "Go repeat.
Las Name Dist Name Out of Account Cole Effort Meriod Cole	
Image: State	
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8. Select Chart of Account Code- Type "U" – Select Go	Select the "Chart of Account Code" search option Type an Upper Case "U" in the search field Click on "Select Attribute" AGAIN Select the "Effort Period Code" option Type "202201" in the search field Click "Go" (bottom right hand of screen)
9. All Effort Reports requiring Certification are displayed	A list of all Effort Reports requiring certification is now displayed
Cardy grint Reverse Cardy Reparts Effer Lat Col 0	Double click on 202201 to access their Effort Report
10. Effort Report by Employee	Click the "Review" button if effort is reported correctly ***Please note that when the "Request Changes" button is clicked NO changes are made. The changes will only be made when a Labor Redistribution is processed.***