

Quick Guide for Pre Review

1. Sign into my.unm.edu



Ten easy steps to Certify effort:

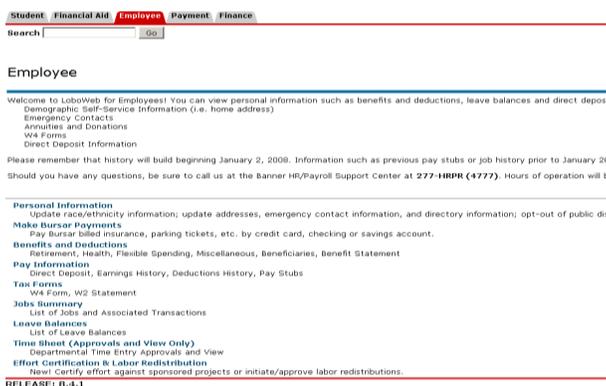
Log into my.unm.edu

2. Access LoboWeb from the Employee Life tab



Click on the "LoboWeb" link from the "Employee Life" or "Faculty Life" tab

3. Select Effort Certification & Labor Redistribution Link



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

4. In My Activities click Effort Certification



On the Employee Dashboard you will look to the right side under My Activities. Click on Effort Certification.

5. Certify My Effort tab will display your own Effort Report
Click the Review or Certify Reports to view all other reports.

COA	Period Code	Report Period
U	201901	January 1 - June 30 2019
U	201902	July 1 - December 31 2019
U	202001	January 1 - June 30 2020

Results found: 3

System will default to the "Certify My Effort" tab

PI information will be displayed. This is where you will review your own effort. Double click anywhere on the record to open it.

To view all other Effort Reports requiring review click on the "Review or Certify" Reports" tab. If you do not have this tab, you will need to take the training and request BAR roles. <https://cgacct.unm.edu/effort-certs.html>

6. Click on Advanced Search

Proxy Super User Advanced Search

Click on "Advanced Search"

You can get a list of employees from your Department Administrator and search them individually by clicking "Advanced Search.

Or follow steps 8-10 below for a list.

7. Select Attribute

Advanced Search

ID: Enter ID
Last Name: Enter Last Name
First Name: Enter First Name
Chart of Account Code: Select COA Code
Effort Period Code: Select Period Code
State: [Dropdown]
Status: [Dropdown]
Grant: Select Grant Code
Clear Close Go

Enter ID number or Name information and click "Go" and repeat.

