1. Access LoboWeb from the Employee Life tab

2. Select Effort Certification & Labor Redistribution link

3. Certify My Effort tab will display your Effort Report

4. Click on Advanced Search

Eight easy steps to certifying effort:

Log into my.unm.edu

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

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

System will default to the "Certify My Effort" tab

PI information will be displayed. This is where you will certify your own effort.

Double click anywhere on the record to open it.

To view all other Effort Reports requiring certification, click on the "Review or Certify Reports" tab.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Select Attribute</td>
</tr>
<tr>
<td>6.</td>
<td>Select Chart of Account Code - Type “U” – Select Go</td>
</tr>
<tr>
<td>7.</td>
<td>All Effort Reports requiring certification are displayed</td>
</tr>
</tbody>
</table>
| 8.   | Effort Report by employee | Click the "Certify" button if effort is reported correctly, Click the "Request Changes" button to send an email to the Pre-Reviewer to request changes.  
***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.*** |