1. Access LoboWeb from the Employee Life tab

   Eight easy steps to pre-review effort:

   Log into my.unm.edu

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

2. Select Effort Certification & Labor Redistribution link

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

3. Click on Review or Certify Reports

   System will default to the "Certify My Effort" tab

   To view all other Effort Reports requiring certification, click on the "Review or Certify Reports" tab

4. Click on Advanced Search

   Click on "Advanced Search"
5. **Select Attribute**
   - Click on "Select Attribute"

6. **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 "201901" in the search field
   - Click "Go" (bottom right hand of screen)

7. **All Effort Reports requiring certification are displayed**
   - A list of all Effort Reports requiring certification is now displayed
   - Double click on an employee to access their Effort Report

8. **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.***