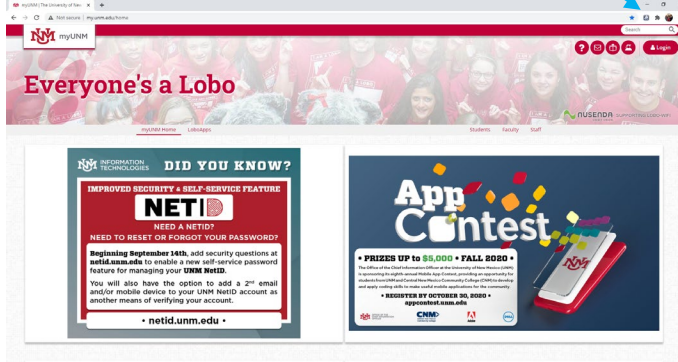# Quick Guide for Certify

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. This will take you to your Employee Dashboard.
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. Certify My Effort Review Or Certify Reports Certify My Effort 	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 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. 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	Last Name	First Name	Chart of Account Code	Effort Period Code
---	---	---	---	---
Enter ID	Enter Last Name	Enter First Name	Select COA code	Select Period Code | | State	Status	Grant
---	---	---
		Select Grant Code	 Clear Close Go	Enter ID number or Name information and click "Go" and repeat.

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)

Advanced Search

ID	Last Name	First Name	Chart of Account Code		Effort Period Code
Enter ID x	Enter Last Name x	Enter First Name x	Select COA code		Select Period Code
State		Status		Grant	
				Select Grant Code	

Clear Close Go

9. All Effort Reports requiring Certification are displayed	A list of all Effort Reports requiring certification is now displayed Double click on 202201 to access their Effort Report

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
U	202101	January 1 - June 30 2021			09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021			09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021			09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021			09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021			09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021			09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021			09/27/2021	10/27/2021	Awaiting Certification	Unlocked
U	202101	January 1 - June 30 2021			09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021			09/27/2021	10/27/2021	Awaiting Certification	Unlocked
U	202101	January 1 - June 30 2021			09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021			09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021			09/27/2021	10/27/2021	Under Review	Unlocked
U	202101	January 1 - June 30 2021			09/27/2021	10/27/2021	Under Review	Unlocked

10. Effort Report by Employee	Click the "Certify" 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.***

Effort Report   Pay Period Summary   Comments   Routing Queue

Sponsored

Grant	Fund	Effort Category	Effort
		RESTRICT	100.00

Total Sponsored Activity 100.00%

Total : 100.00%

Request Changes   Certify   Add New Funding   Save