## Quick Guide for Certify

1. Sign into my.unm.edu	Ten easy steps to Certify effort:
	Log into my.unm.edu
<section-header></section-header>	
2. Access LoboWeb from the Employee Life tab	Click on the "LoboWeb" link from the "Employee
LINIA	Life" or "Faculty Life" tab
s LoboWeb (Employees) Puick links: Leave Balancas Pay Information Benefits Ludw/Web & Stateday 700 pm. 8:30 pm. Soc the "Berner Announcements" webget Ludw/Web & Innouncements "webget Ludw/Web & Innouncements Ludw/Web & Stateday 700 pm. 8:30 pm. Soc the "Berner Announcements" webget Ludw/Web & Innouncements Ludw/Web & Inno	
3. Select Effort Certification & Labor Redistribution Link	Select the "Effort Certification & Labor Redistribution"
Student, Financia Aid, Employee, Payment, Finance Bearch 00	link at the bottom of the page.
Employee Welcome to LoboWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposi Demographic Self-Service Information (i.e. home address)	This will take you to your Employee Dashboard.
Emergency Contacts Annulies and Donations V4 Forms Direct Objesit Information	
Please remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 20 Should you have any questions, be sure to call us at the Banner Htt/Nayroll Support Center at 277-HBPR (4777). Hours of operation will be Personal Information	
Update rac/véthicity information; update addresses, emergency contact information, and directory information; opt-out of public dis Make Burser Payments Pay bursar billed insurance, parling tickets, etc. by credit card, checking or saving account. Berkurner, health, Theilauth Spanding, Michaelmacus, Beneficiaries, Berent 11 Berkurner, Berkurner, Health, Theilauth Spanding, Berkurner, Berk	
Pap Information Direct Depart, Earnings History, Deductions History, Pay Stubs Tak Forms W4 Form, V/2 Statement Jobs Summary Lit of Jobs and Associated Transactions	
Leave Balances List of Lave Balances Time Bheet (Approvals and View Only) Department I ime Fintry Approvals and View	
Effort Contribution & Labor Redistribution New Control of Maria against sponsered projects or initiate/approve labor redistributions. RELEASE: 0.4.1	
4. In My Activities click Effort Certification	On the Employee Dashboard you will look to
My Activities	the right side under My Activities. Click on
	Effort Certification.
Effort Certification	
Labor Redistribution	

5. Certify My Effort tab will display your own Effort Report Click the Review or Certify Reports to view all other reports.	System will default to the "C <mark>ertify My Effort"</mark> tab
Certify My Effort Review Or Certify Reports	PI information will be displayed. This is where you
Certify My Effort	will certify your <b>own</b> effort.
	Double click anywhere on the record to open it.
COA Period Code Report Period   U 201901 January 1 - June 30 2019	
U 201902 July - Deember 31 2019 U 202001 January - June 30 2020	To view all other Effort Reports requiring certification
o aason pinnoog i jinisaasaasa	click on the " <mark>Review or Certify</mark> " Reports" tab. If you
	do not have this tab, you will need to take the
Results found: 3	training and request BAR roles. https://
Results round, 3	cgacct.unm.edu/effort-certs.html
6. Click on Advanced Search	Click on "Advanced Search"
Rroxy Super User 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	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)
9. All Effort Reports requiring Certification are displayed	A list of all Effort Reports requiring certification is now displayed
Cetty by least Model Of Letty Hepoth   Effort List   CAA 0<	Double click on 202201 to access their Effort Report
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.***