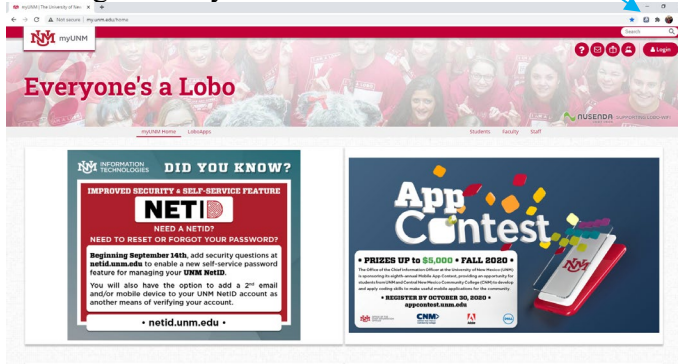


Quick Guide for Pre Review

1. Sign into my.unm.edu



Ten easy steps to Certify effort:

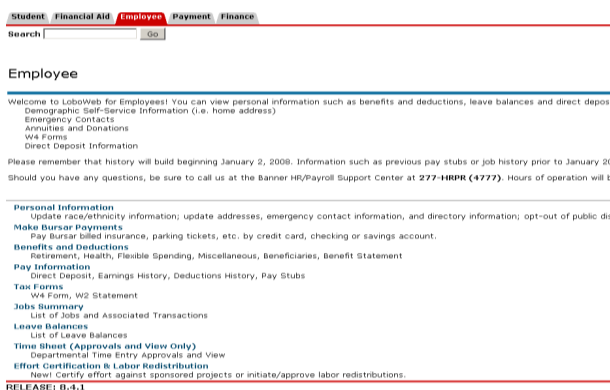
Log into my.unm.edu

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



You will not find the effort certification system under the Employee Dashboard under My Activities

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 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.

6. Click on Advanced Search

Proxy Super User **Advanced Search**

Click on "Advanced Search"

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

Click on “Select Attribute”

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 "202101" in the search field Click "Go" (bottom right hand of screen)

9. All Effort Reports requiring Certification are displayed

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	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
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

A list of all Effort Reports requiring certification is now displayed

Double click on 202101 to access their Effort Report

10. 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.