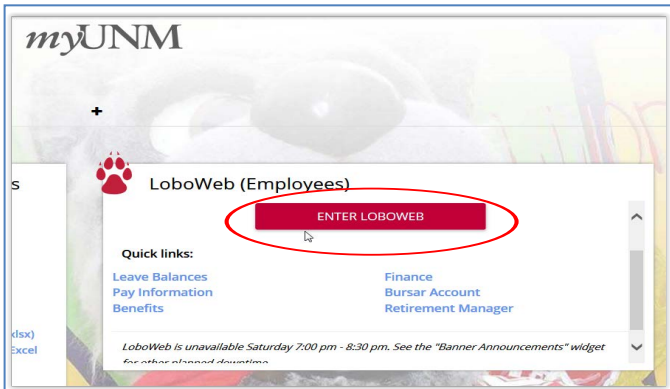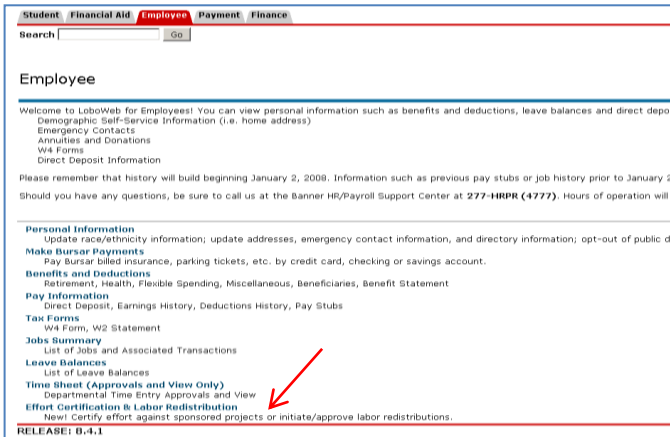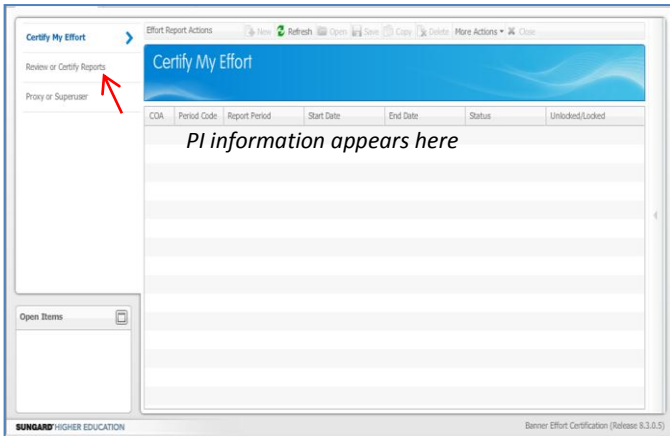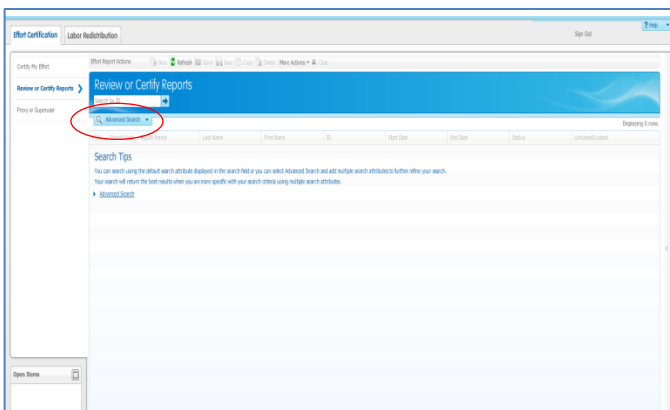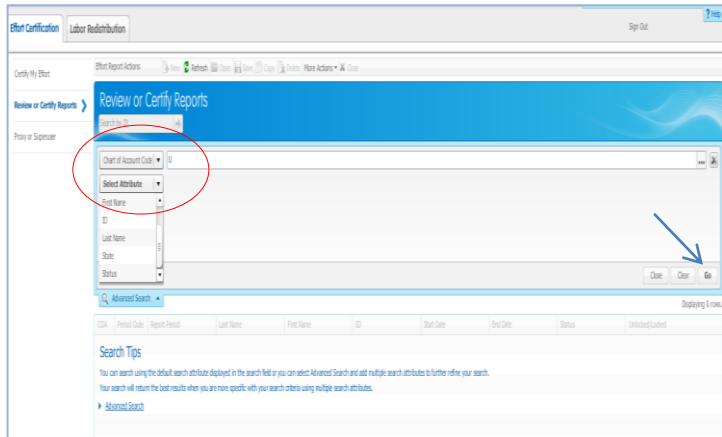|	
1. Access LoboWeb from the Employee Life tab	**Eight easy steps to certifying effort:**
	Log into my.unm.edu Click on the "LoboWeb" link from the "Employee Life" or "Faculty Life" tab
2. Select Effort Certification & Labor Redistribution link	Select the "Effort Certification & Labor Redistribution" link at the bottom of the page
3. Certify My Effort tab will display your Effort Report Click Review or Certify Reports to view all other reports	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.
4. Click on Advanced Search	Click on "Advanced Search"
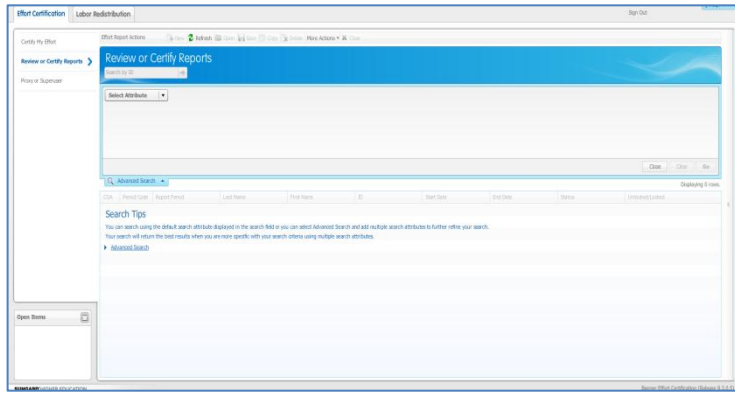
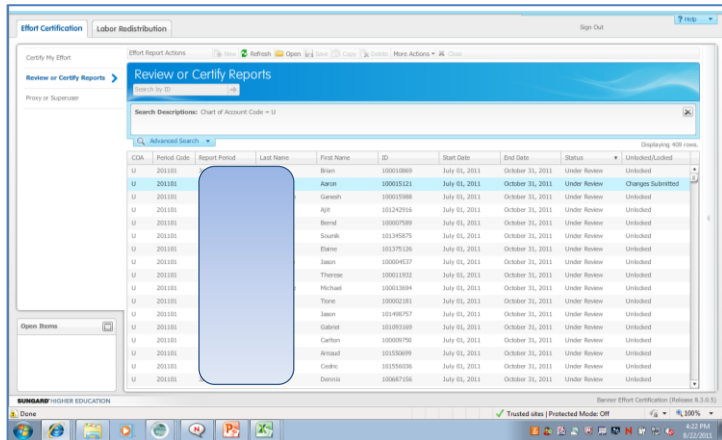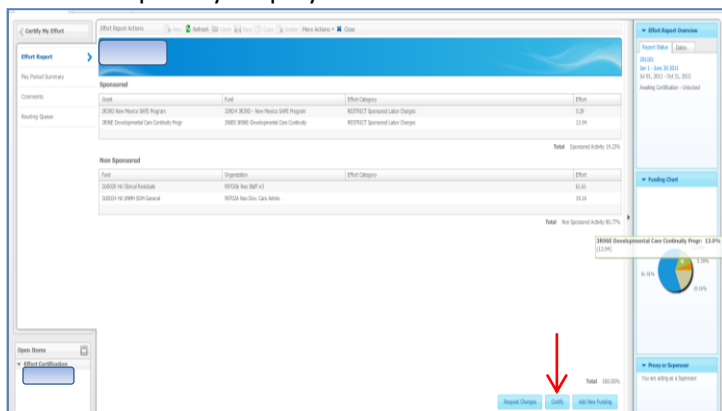|	
5. Select Attribute	Click on "Select Attribute"
6. Select Chart of Account Code - Type "U" – Select Go	Select the "Chart of Account Code" search option Type an Upper Case "U" in the search field Click on "Select Attribute" AGAIN Select the "Effort Period Code" option Type "201902" in the search field 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 "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.***