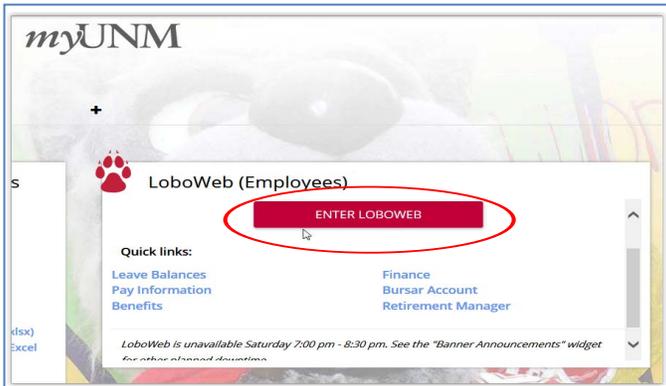


### 1. Access LoboWeb from the Employee Life tab

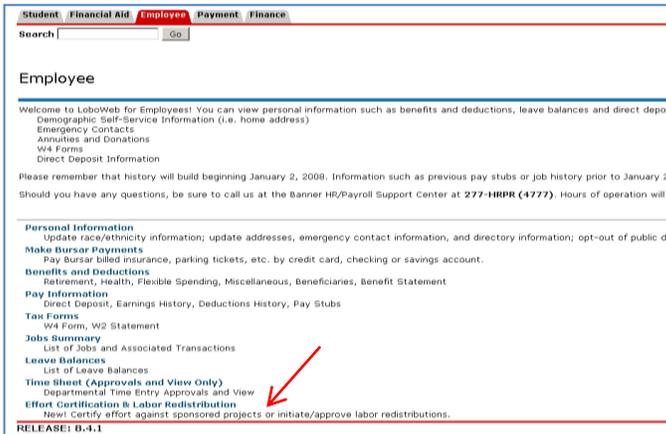


### Eight easy steps to pre-review effort:

Log into my.unm.edu

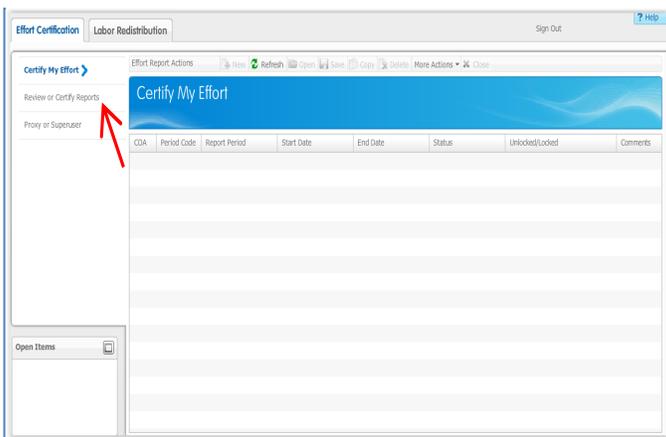
Click on the "LoboWeb" link from the "Employee Life" or "Faculty Life" tab

### 2. Select Effort Certification & Labor Redistribution link



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

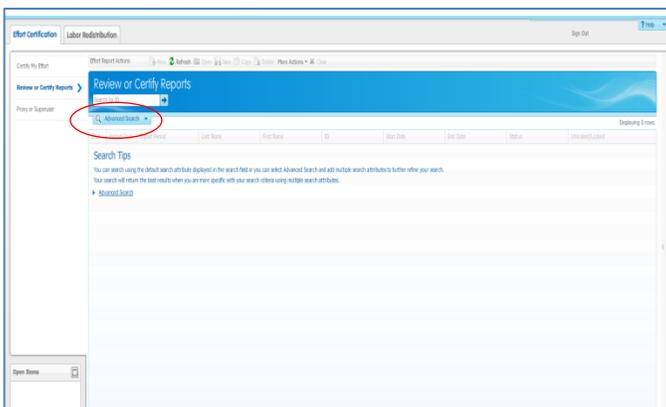
### 3. Click on Review or Certify Reports



System will default to the "Certify My Effort" tab

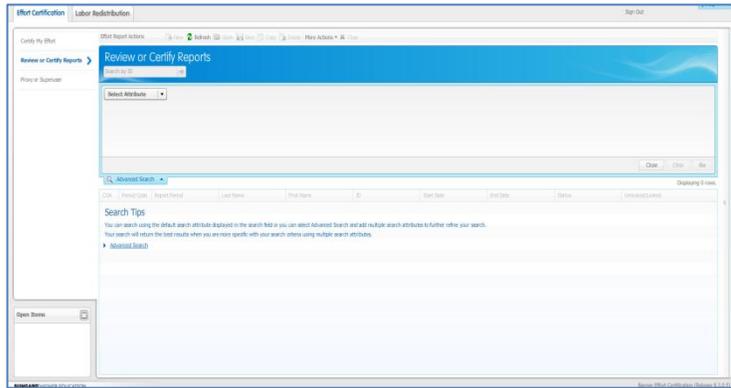
To view all other Effort Reports requiring certification, click on the "Review or Certify Reports" tab

### 4. Click on Advanced Search



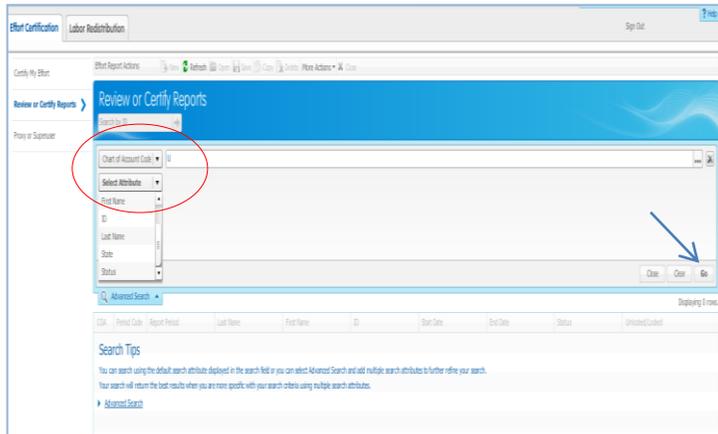
Click on "Advanced Search"

## 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

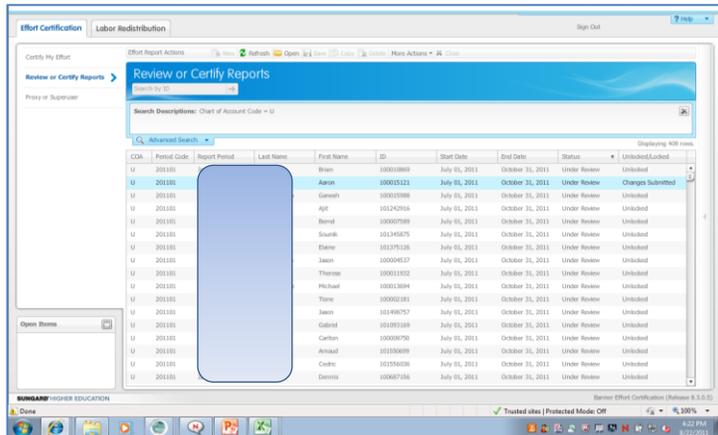
Click on "Select Attribute" AGAIN

Select the "Effort Period Code" option

Type "201902" in the search field

Click "Go" (bottom right hand of screen)

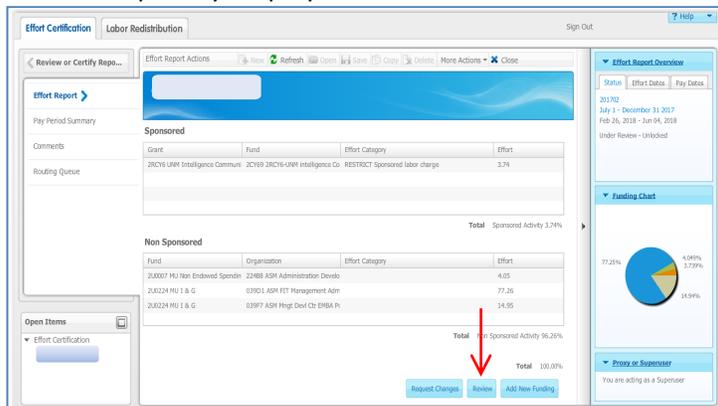
## 7. All Effort Reports requiring certification are displayed



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 "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.\*\*\*