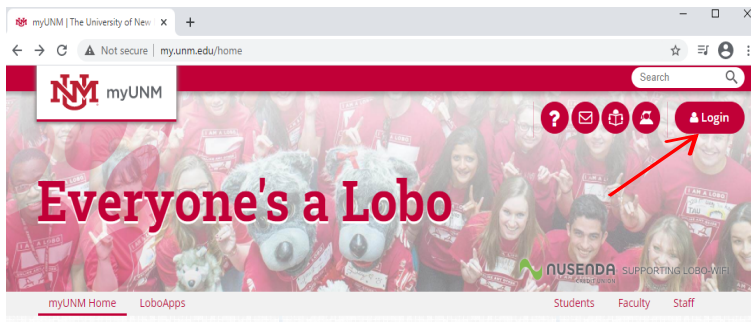


Quick Guide for Pre-Reviewers

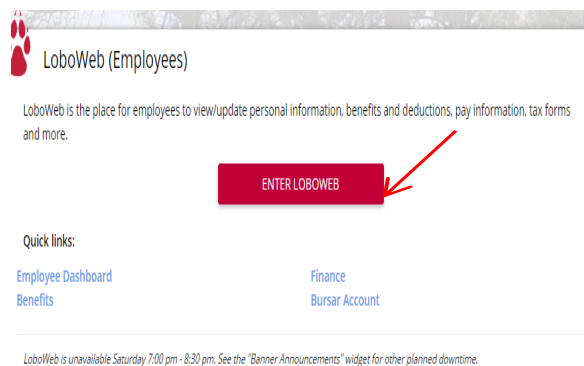
1. Sign into my.unm.edu



Nine easy steps to pre-review effort:

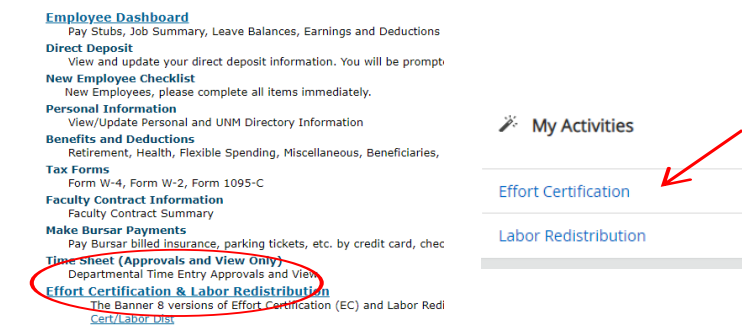
Log into <http://my.unm.edu/>

2. Access LoboWeb from the Employee Life tab



Click on the **"Enter Loboweb"** link from the

3. Select Effort Certification Link



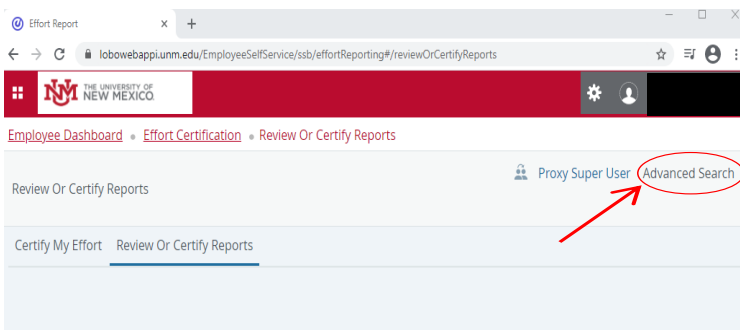
Select the **"Effort Certification"** at the bottom of the page then click Effort Certification in the **"My Actives"** Box

4. Click on Review or Certify Reports



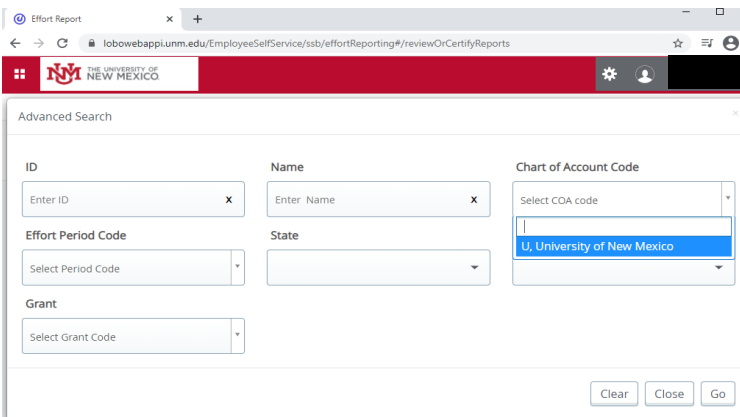
To view all Effort Reports requiring pre-review for effort certification, click on the **"Review or Certify Reports"** tab

5. Select Advanced Search



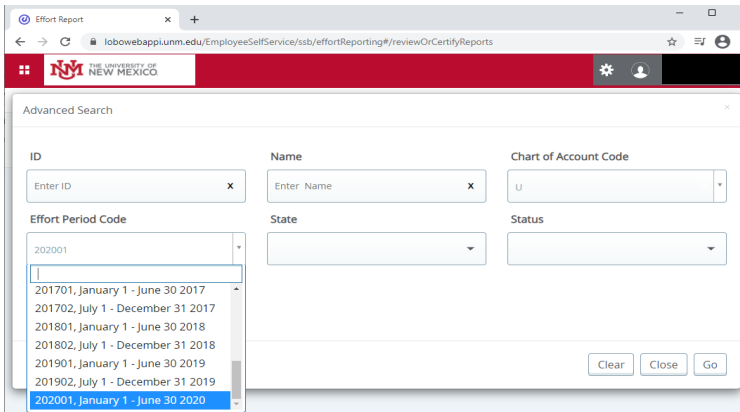
Once you select "Review or Certify Reports" the advanced search should pop up in a separate box. If not click **"Advanced Search"** on the top right.

6. In Advance Search Select Chart of Account Code



Select the drop down for the **"Chart of Account Code"** and click **"U, University of New Mexico"**

7. In Advance Search Select Current Effort Period Code

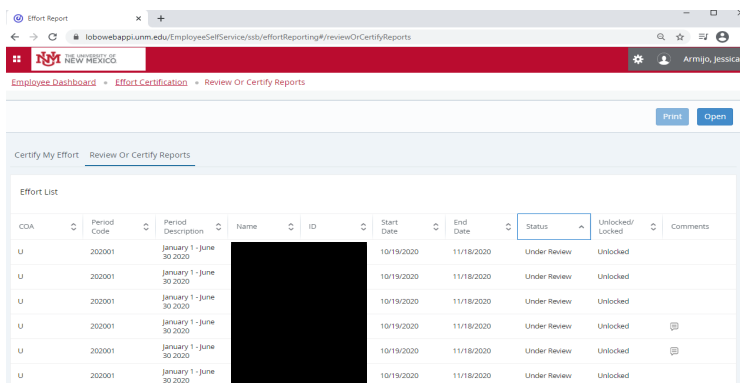


Select the drop down for the **"Effort Period Code"** and select the current Effort Period click **"202001, January 1 - June 30, 2020"**

Then click **"Go"** on the bottom right of the screen to display all effort reports that need to be Pre-Reviewed

Please note: that the current effort period will be at the bottom of the list.

8. k h k



A list of all Effort Reports requiring certification is now displayed

Double click on an employee to access their Effort Report

9. Effort Report by Employee

The screenshot shows the 'Effort Report' interface. At the top, there are navigation tabs: 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'. Below this, there are sections for 'Sponsored' and 'Non Sponsored' activities. The 'Sponsored' section includes a table with columns for 'Fund', 'Effort Category', and 'Effort'. The 'Non Sponsored' section includes a table with columns for 'Fund', 'Organization', 'Effort Category', and 'Effort'. At the bottom of the interface, there are four buttons: 'Request Changes', 'Review', 'Add New Funding', and 'Save'. The 'Review' button is circled in red, and a red arrow points to it from the bottom left. On the right side, there are sections for 'Report Status', 'Important Dates', 'Pay Dates', and 'Funding Chart'.

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.