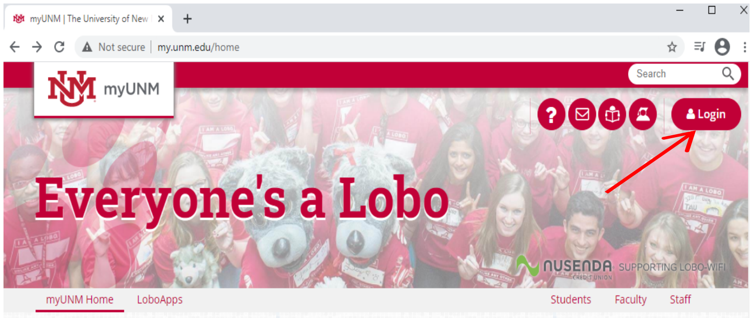
Quick Guide for Pre-Reviewers

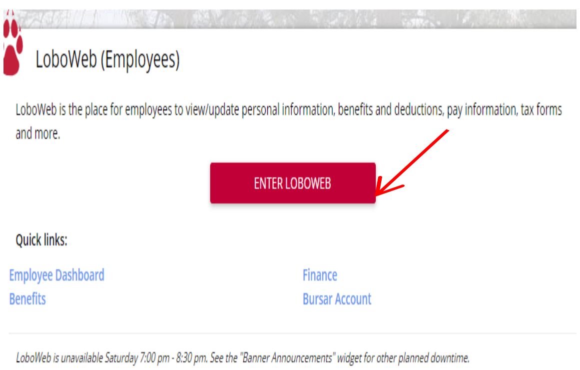
1. Sign into my.unm.edu



Nine easy steps to pre-review effort:

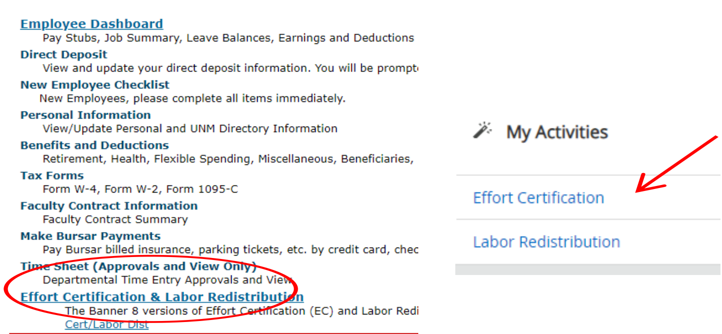
Log into **http://my.unm.edu/**

2. Access LoboWeb from the Employee Life tab



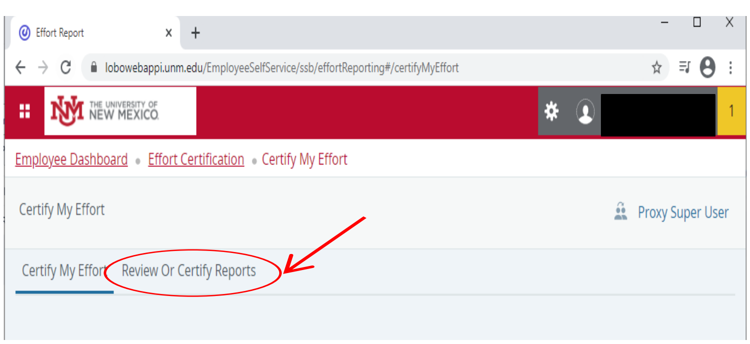
Click on the "**Enter Loboweb**" link from the

3. Select Effort Certification Link



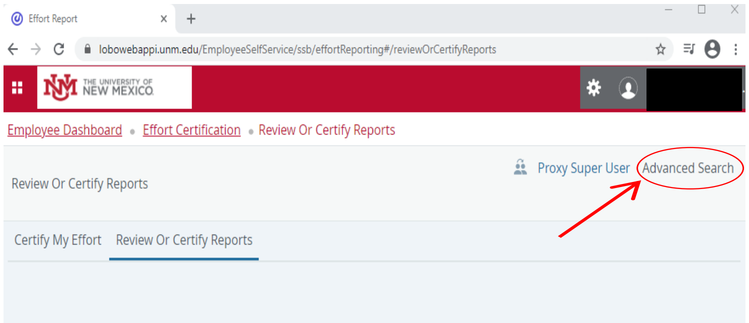
Select the "**Effort Certification**" at the bottom of the page then click Effort Certification in the "My Actives" Box

4. Click on Review or Certify Reports



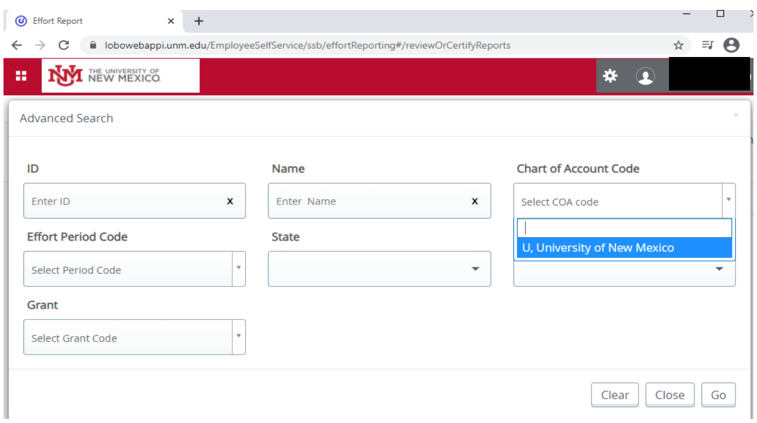
To view all Effort Reports requiring pre-review for effort certification, click on the "**Review or Certify Reports**" tab

5. Select Advanced Search



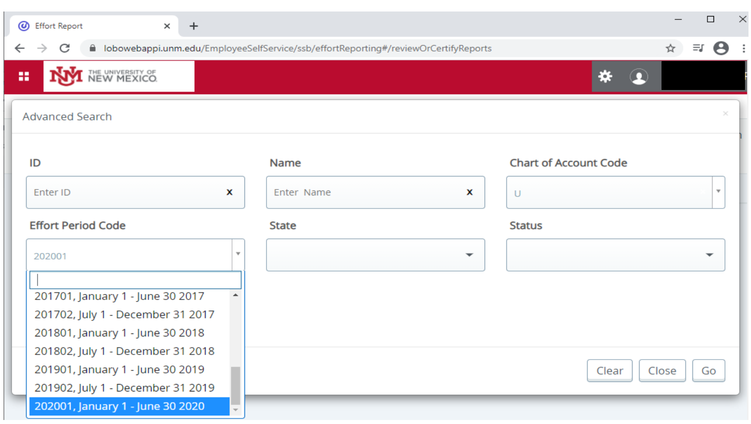
Once you select "Review or Certify Reports" the advanced search should pop up in a separate box. If not click "**Advanced Search**" on the top right.

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.

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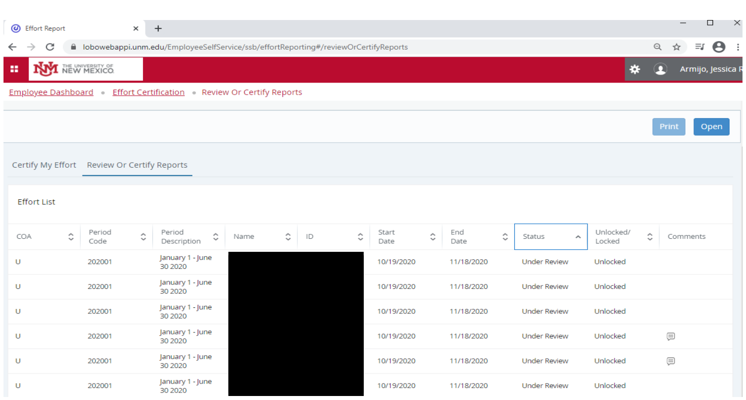
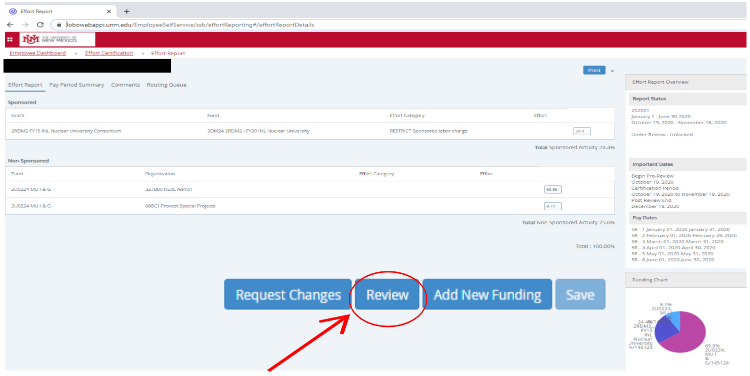


A list of all Effort Reports requiring certification is now displayed

Double click on an employee to access their Effort Report

9. Effort Report by Employee



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.