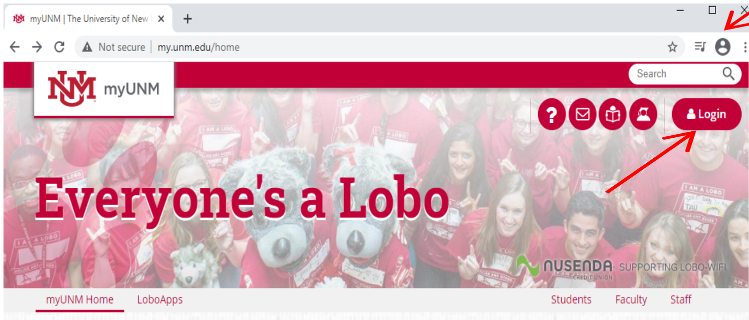
Quick Guide for Certifiers

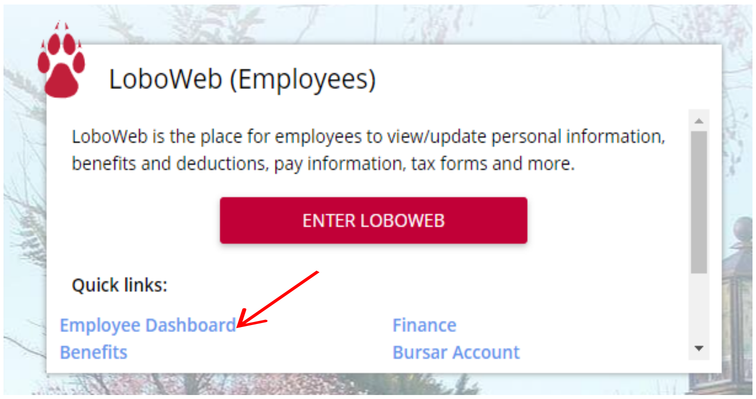
1. Sign into my.unm.edu



Nine easy steps to pre-review effort:

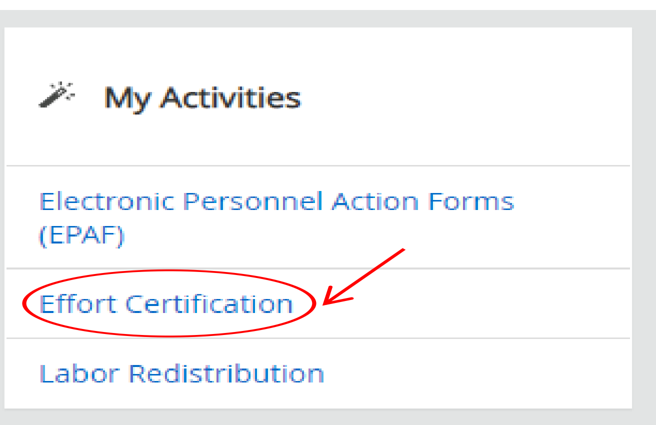
Log into **http://my.unm.edu/**

2. Access LoboWeb from the Employee Life tab



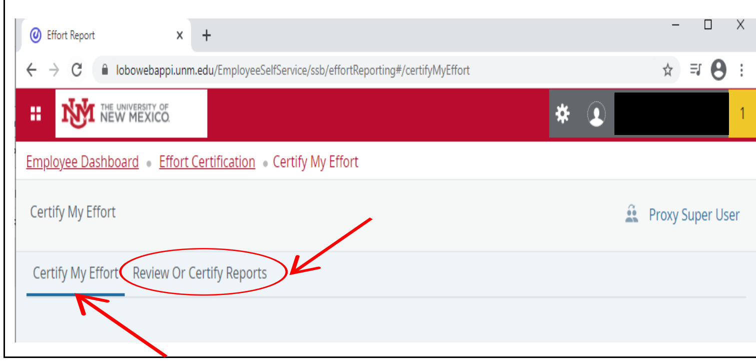
Click on the "**Employee Dashboard**" link from the "Employee Life" or "Faculty Life" tab

3. Select Effort Certification Link



Select the "**Effort Certification**" link on the right in your "My Activies" Box

4. Certify My Effort tab will display your own Effort Report
Click the Review or Certify Reports to view all other reports.

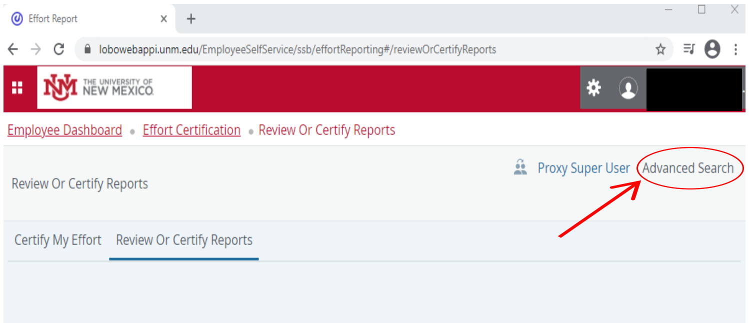


System will default to the "**Certify My Effort**" tab

PI information will be displayed. This is where you will certify your own effort
Double click on your effort to open it

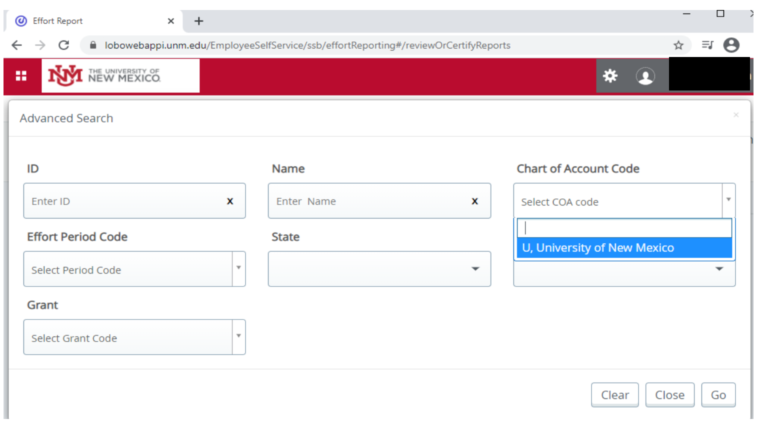
To view all Effort Reports requiring certification, click on the "**Review or Certify Reports**" tab and complete the steps below before accessing the list effort reports requiring certification

5. Select Advanced Search



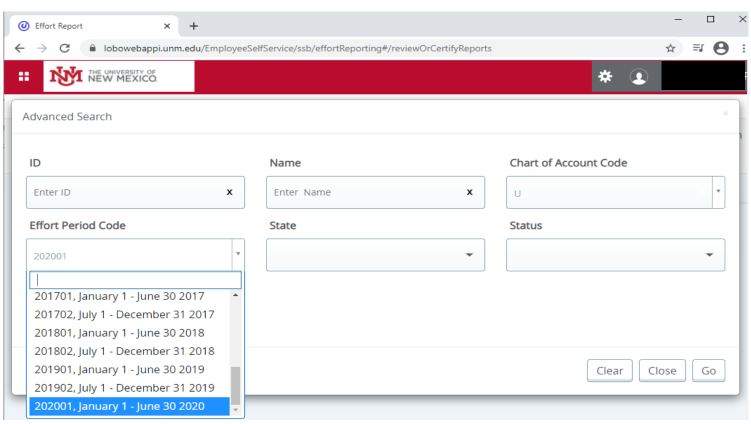
Once you select "Review or Certify Reports" the advanced search should pop up in a separate box. If not click "**Advanced Search**" on the top right.

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

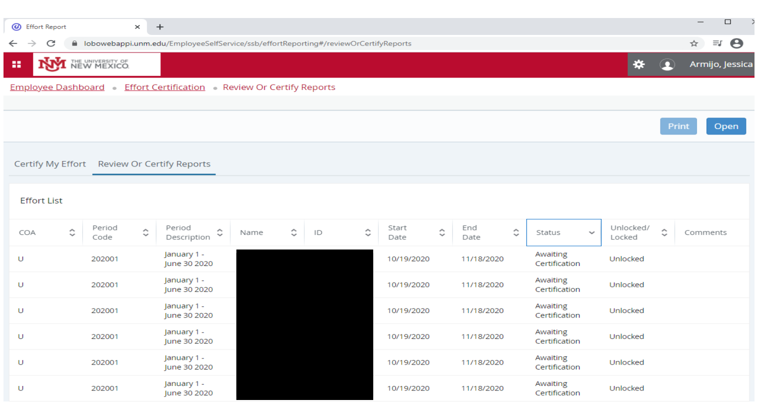


Select the drop down for the "**Effort Period Code**" and select the current Effort Period click "**202001, January 1 - June 30, 2020**"

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.

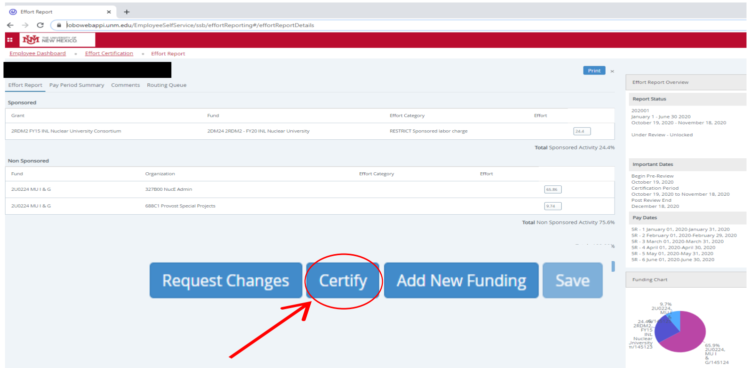
8. All Effort Reports requiring certification are displayed



A list of all Effort Reports requiring certification is now displayed

Double click on an employee to access their Effort Report

9. Effort Report by Employee



Click the "**Certify**" button if effort is reported correctly

****Please note: that when the "Request Changes" button is clicked no changes are made. An email request will pop-up to send an email to the correct person to process a Labor Redistribution. The changes will only be made when a Labor Redistribution is processed.***