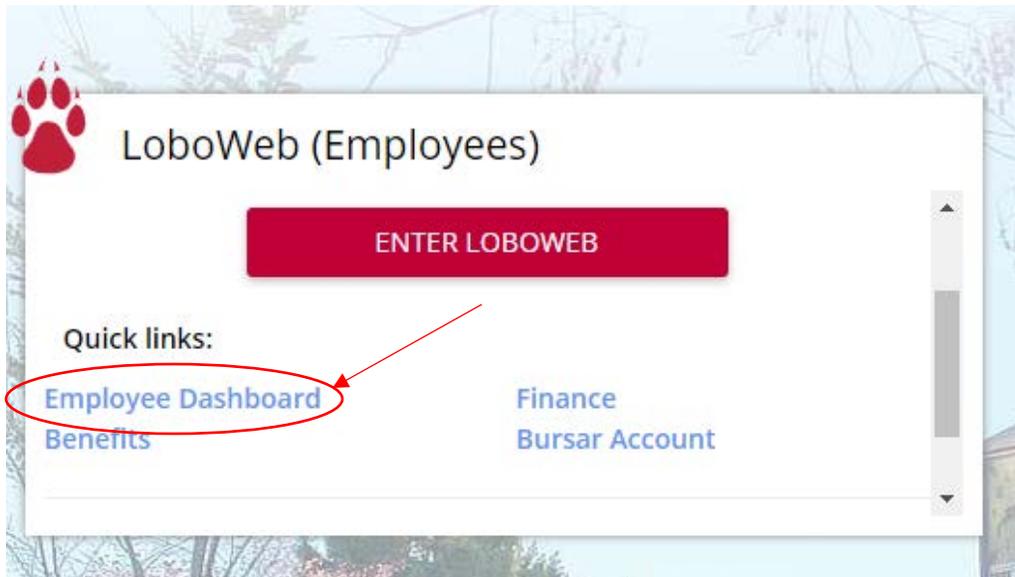


## Quick Guide to Access Effort Certifications and Labor Redistributions in Banner 9 Employee Dashboard

1. Log into MyUNM: <https://my.unm.edu/home>
2. Select the Employee Life tab.
3. Click on the 'Employee Dashboard' link



4. In the 'My Activities' box on the right side of the page select the 'Labor Redistribution' or 'Effort Certification' link.

