DEPARTMENTAL ADMINISTRATOR: LABOR VERIFICATION ON SPONSORED PROJECTS (LVS)

Department Administrators will have two LVS processing options:

- **Return to Principal Investigator**
  - Please remember that selecting “Return to Principal Investigator” will send the original unchanged statement to the PI, and should only be used if no effort changes are being made.

- **Approved – Submit for Revised Certification**
  - Must process Salary Cost Transfers (PCR [Personnel Change Request]/CTR [Salary Cost Transfer]) to make any necessary corrections prior to approving the submission for a revised statement in UCFlex.
  - When submitting a PCR/CTR for a correction, wait until the PCR/CTR is approved in UCFlex before proceeding.
  - If the labor verification is marked “Approved - Submit for Revised Certification” prior to submitting a PCR and all PCR’s have been rejected, UCFlex (ucflex@uc.edu) and Government Cost Compliance (laborverify@ucmail.uc.edu) should be contacted to cancel the selected action and resend the original statement back to the PI for approval.

**Internet Browsers**

- Access UCFlex using any one of four browsers: Mozilla Firefox, Safari, Internet Explorer and Google Chrome.
- Confirm that pop up blockers are turned off before proceeding.

**Department Administrator Process to Return the LVS to the Principal Investigator**

1. Log into UCFlex at: [https://www.ucflex.uc.edu/irj/portal](https://www.ucflex.uc.edu/irj/portal) using your central login credentials.

2. To access the Labor Verification Statement (LVS) system, select the MSS tab from the UCFlex portal options.

3. If “Overview” is not automatically selected, please select “Overview”.
4. Click on the refresh icon to ensure that the MSS queue displays up-to-date information.

5. Click the LVS Correction Request displayed in the URL to view the LVS and the changes requested by the PI.

If the PI requests a change, the LVS will be sent to the Department Administrator. The Department Administrator’s UWL will display “LVS correction requested.”
6. Select Return to Principal Investigator if more information is needed or the LVS does not need to be changed.

7. Select “Next” to proceed.
8. Enter questions or comments in the new comments selection and select “Save” to send the LVS back to the PI.
Process to Submit Changes for Recertification

Once the PCR/CTR’s have been approved in UCflex (confirm by viewing on Maintain HR tab in UCFlex), the labor verification statement can be submitted for recertification in UCflex.

1. Log into UCflex at: [https://www.ucflex.uc.edu/irj/portal](https://www.ucflex.uc.edu/irj/portal) using your central login credentials.

2. To access the Labor Verification Statement (LVS) system, select the MSS tab from the UCFlex portal options.

3. If “Overview” is not automatically selected, please select “Overview”.

4. Click on the refresh icon to ensure that the MSS queue displays up-to-date information.

5. Click the LVS Correction Request displayed in the URL to view the LVS and the changes requested by the PI.
6. Select Approved – Submit for Revised Certification once all CTRs/PCRs have been approved in UCflex.

7. Select “Next” to proceed.
8. Enter questions or comments in the new comments selection and select “Save”.

A new Labor Verification Statement will be sent to the PI after payroll changes have posted in UCflex.