

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.

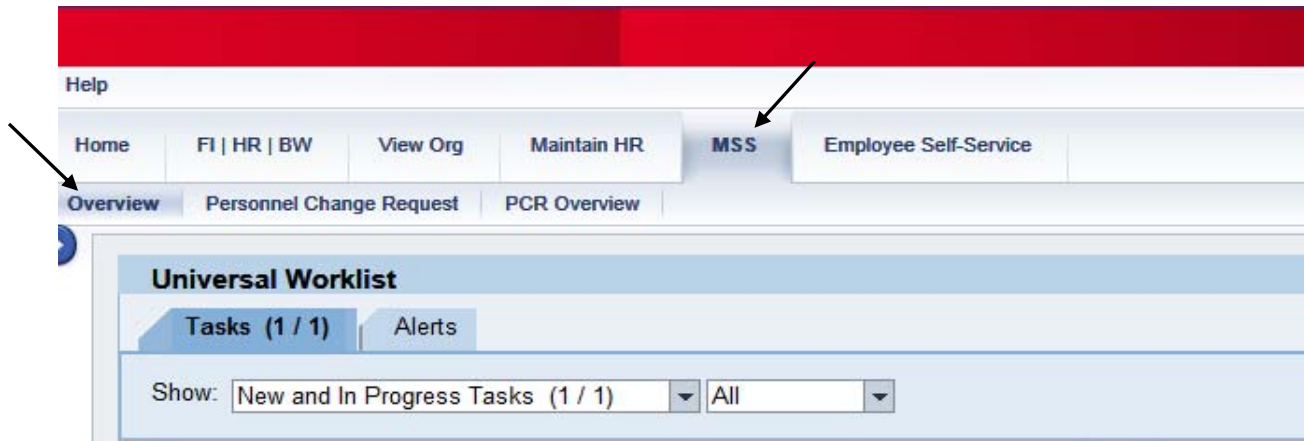
Internet Browsers

- 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.

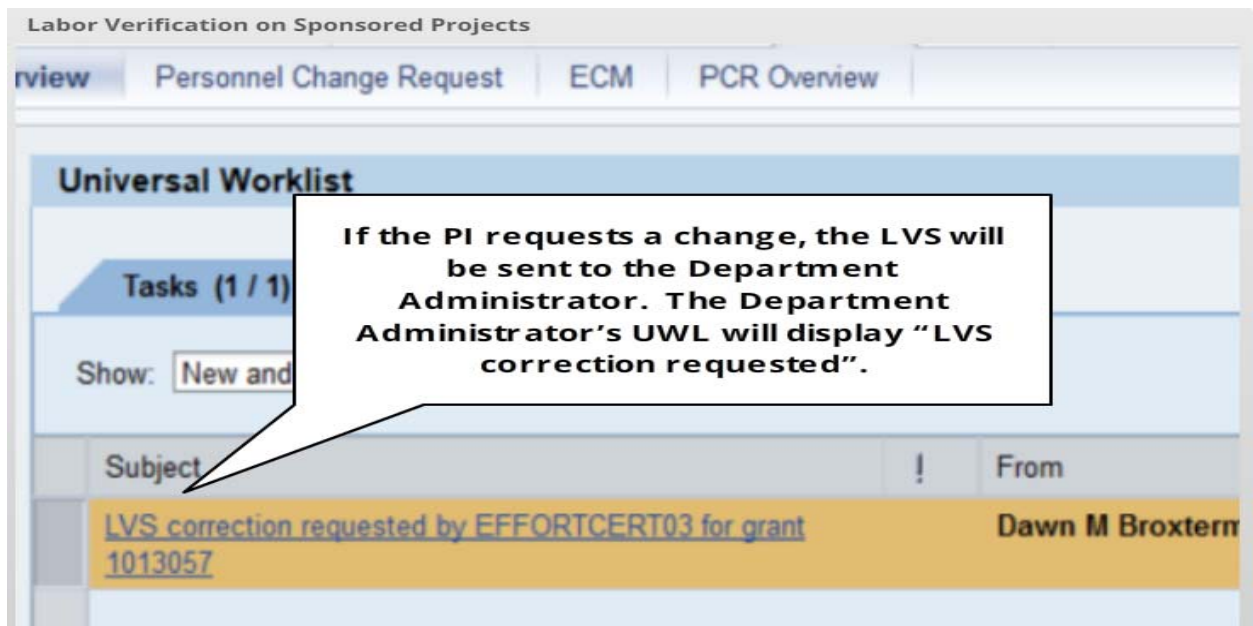
Department Administrator Process to Return the LVS to the Principal Investigator

1. Log into UCflex at: <https://www.ucflex.uc.edu/irj/portal> 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”.

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



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



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.

Labor Verification Pay Date Range 01/01/2016 - 12/31/2016

Grant Number: 1013056 NSF TEST GRANT

Sponsor: 01002500 NAT SCIENCE FDN

Principal Investigator: BEARCAT PROFESSOR UCI: M0000001

Last name	First name	Person ID	Job Title	Expense Type	Fund	Amount	Effort Pct	Corrected Effort %	Comments
Bearcat	Professor	M0000001	Assoc Professor - Educator	Direct - Charged	G100115	50,000.04	50.00	25.00	
Bearcat	Graduate Assistant	M0000002	Graduate Assistant	Direct - Charged	G100115	14,000.00	100.00		
						64,000.04			

Status: CHGREQUEST Status User: EFFORTCERT01 Status Date: 05/10/2017

Comments:

Approved - Submit For Revised Certification Return to Principal Investigator

New Comments:

Signed: EFFORTCERT02 Date: 05/10/2017

• Please process Salary Cost Transfers to make any necessary corrections.
• Corrections to expenses greater than 90 days old should be captured as cost share on a non-grant fund.
• All salary expenses must be posted to the account within 90 days after the end date for NIH or NSF awards.
• After that time, the award will be fiscally closed and no access to the funds will be available.
• When submitting a PCR for a correction it is recommended that you wait for communication of the PCR approval or rejection.
• If the labor verification is marked "Approved - Submit for Revised Certification" prior to submitting a PCR and all PCRs have been rejected, UCFler (ucfler@uc.edu) and Government Cost Compliance (laborverify@ucmail.uc.edu) should be contacted to cancel the labor verification. A new labor verification will then need scheduled by Sponsored Research Services.
• If the PCRs are approved, the labor verification can then be marked "Approved - Submit For Revised Certification." If one or more PCRs are rejected, take appropriate steps to resolve the situation before forwarding the labor verification from your worklist. 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.

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8. Enter questions or comments in the new comments selection and select "Save" to send the LVS back to the PI.

Labor Verification Pay Date Range 01/01/2016 - 12/31/2016

Grant Number: **1013056** NSF TEST GRANT

Sponsor: 01002500 NAT SCIENCE FDN

Principal Investigator: BEARCAT PROFESSOR UCID: M00000001

Last name	First name	Person ID	Job Title	Expense Type	Fund	Amount	Effort Pct	Corrected Effort %	Comments
Bearcat	Professor	M00000001	Assoc Professor - Educator	Direct - Charged	G100115	50,000.04	50.00	25.00	
Bearcat	Graduate Assistant	M00000002	Graduate Assistant	Direct - Charged	G100115	14,000.00	100.00		
						64,000.04			

Status: CHGREQUEST Status User: EFFORTCERT01 Status Date: 05/10/2017

Comments:

Approved - Submit For Revised Certification Return to Principal Investigator

New Comments: Comments are mandatory for this process.

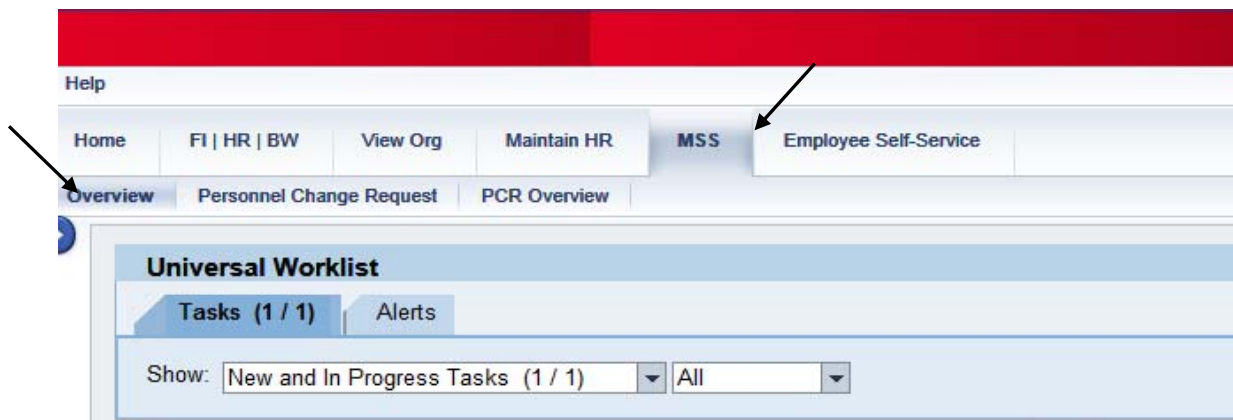
Signed: EFFORTCERT02 Date: 05/10/2017

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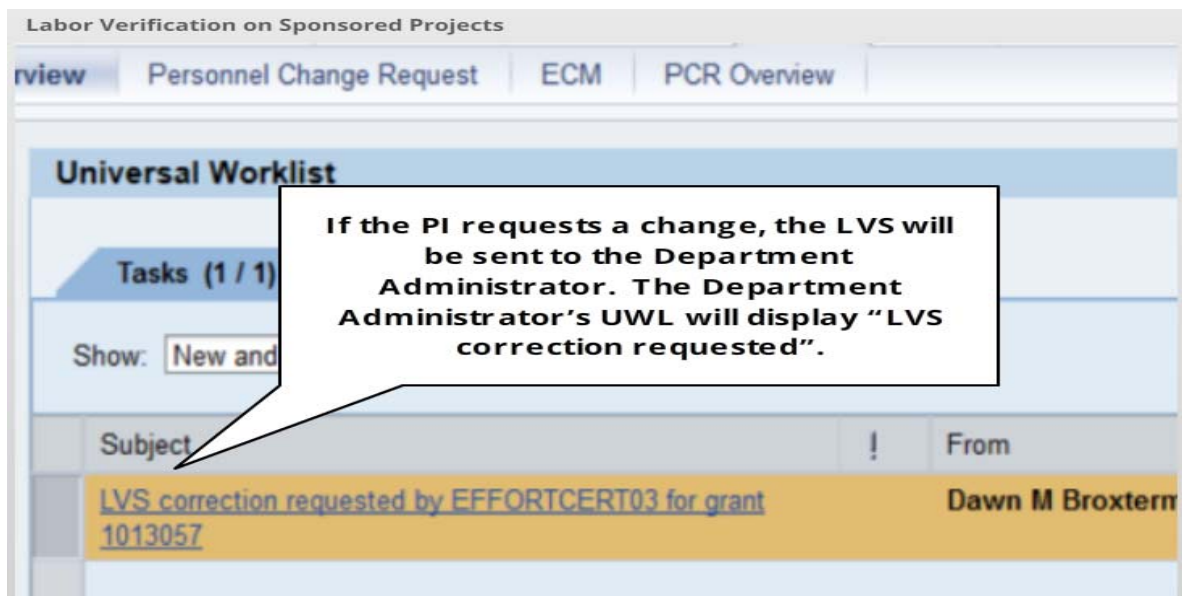
Process to Submit Changes for Recertification

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/iri/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.

Labor Verification Pay Date Range 01/01/2016 - 12/31/2016

Grant Number: **1013056** NSF TEST GRANT

Sponsor: 01002500 NAT SCIENCE FDN

Principal Investigator: BEARCAT PROFESSOR UCID: M0000001

Last name	First name	Person ID	Job Title	Expense Type	Fund	Amount	Effort Pct	Corrected Effort %	Comments
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						64,000.04			

Status: CHGREQUEST Status User: EFFORTCERT01 Status Date: 05/10/2017

Comments:

Approved - Submit For Revised Certification Return to Principal Investigator

New Comments:

Signed: EFFORTCERT02 Date: 05/10/2017

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SAVE **CANCEL**

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