DEPARTMENTAL ADMINISTRATOR: LABOR VERIFICATION ON SPONSORED PROJECTS (LVS)

Department Administrators will have two LVS processing options:

- <u>Return to Principal Investigator</u>
 - 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.

• <u>Approved – Submit for Revised Certification</u>

- 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 (<u>ucflex@uc.edu</u>) and Government Cost Compliance (<u>laborverify@ucmail.uc.edu</u>) 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

- Log into UCflex at: <u>https://www.ucflex.uc.edu/irj/portal/fiori#Shell-home</u> using your central login credentials.
- 2. To access the Labor Verification Statement (LVS) system, select the MSS tab from the UCFlex portal options



3. Then, select Universal Worklist



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.

rview	Personnel C	Change Request ECM PCR Overvie	W	
Uni	versal Work	list		
She	Tasks (1 / 1)	If the PI requests a change, the be sent to the Departme Administrator. The Depart Administrator's UWL will disp correction requested"	e LVS v ent iment lay "LV	vill /s
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	VS correction	requested by EFFORTCERT03 for grant		Dawn M Broxtern

Select Return to Principal Investigator if more information is needed or the LVS does not need to be changed.



6. Select "Next" to proceed.

estigator: BEARCAT First name Protessor Graduate Assistant REQUEST Status	PROFESSI Person ID M00000001 M00000002	OR UCID: M00000001 Job Title Assoc Professor - Educator Graduate Assistant TCERT01 Status Date: (Expense Type Direct - Charged Direct - Charged 15/10/2017	Fund G100115 G100115	Amount 50,000.04 14,000.04	Effort Pct 50 00 100 00	Corrected Effort % 25.00	Connerts T	
First name Professor Graduate Assistant REQUEST Status	Person ID M00000001 M00000002 User: EFFOR	Job Title Assoc Professor - Educator Graduate Assistant TCERT01 Status Date: (Expense Type Direct - Charged Direct - Charged	Fund G100115 G100115	Amount 50,000.04 14,000.04 64,000.04	Effort Pct 50.00 100.00	Corrected Effort % 25.00	Conments *	
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Submit For Revised	Certification	Return to Principal Inve	iðgator						
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process Salary Cost tons to expenses gree y expenses must be at time, the award will ubmitting a PCR for a bor verification is mar ently@ucmail.uc.edu) CRs are approved, the effication from your w	Transfers to m ater than 90 dr posted to the a l be fiscally clor a correction it is need "Approvec should be con re labor verifica rorkist. Please	ake any necessary correction sys old should be captured a secount within 90 days after sed and no access to the fun s recommended that you wait - Submit for Revised Certific tacted to cancel the lator ve thon can then be marked "Ap remember that selecting "Te	15. Is cost share on a no the end date for NH o ds will be available. I for communication of cation prior to submit mitcation. A new labo sproved - Submit For eturn to Principal Inve	in-grant fund or NSF awar of the PCR a ting a PCR or verification r Revised Cr estigator" wi	d. rds. and all PCR: n will then ne entification." I il send the or	ejection s have been ed schedule f one or mor iginal uncha	rejected, UCFlex (uc d by Sponsored Res e PCRs are rejected, inged statement to th	fies@uc.edu) and Government Cost Compliance earch Services. Jake appropriate steps to resolve the situation before torwarding th e PI, and should only be used if no effort changes are being made.	Hid Qu Hel
S R PIO YatuberCF	Ubmit For Revised	ubmit For Revised Certification TCERT02 Date: 05/10/2017 CCERT02 Date: 05/10/2017 CCERS Salary Cost Transfers to m is to expenses must be posted to the is me, the award will be fincadly co mitting a PCR for a correction it r verification is marked "Approves fy@urmal uc edu) should be con is are approved. the labor verific.	ubmit For Revised Certilitcation □ Refurm to Principal Invest CERT02 Date: 05/10/2017 CERT02 CERT02 Date: 05/10/2017 CERT02 D	Ubmit For Revised Certification Refum to Principal Investigator TCERT02 Date: 05/10/2017 CCERT02 Date: 05/10/2017 CCERT	Ubmit For Revised Certification Refum to Principal Investigator	ubmit For Revised Certification Refurm to Principal Investigator	ubmit For Revised Certification ☐ Refum to Principal Investigator	Ubmit For Revised Certification Refum to Principal Investigator CCERTO2 Date: 05/10/2017 CCERT	ubmit For Revised Certification Revised Certification prior to submitting a PCR and all PCRs have been rejected. UCFlex (ucfes@ux.edu) and Government Cost Compliance Ng@usmal ux edu) should be contacted to cancel the lation verification an them eads about the lation verification will then need scheduled VS Sponsord Research Services.

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

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Sponsor: (1002500 NAT SCIENC	EFDN								
Principal I	westigator: BEARCA	T PROFESS	OR UCID: M00000001							
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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			
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Approve	d - Submit For Revised	Certification	Return to Principal Inves	tigator		Cor	nmen for t	ts are man his proces	datory s.	
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Signed: EF	FORTCERT02 Date	05/10/2017								

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.

- Log into UCflex at: <u>https://www.ucflex.uc.edu/irj/portal/fiori#Shell-home</u> using your central login credentials.
- 2. To access the Labor Verification Statement (LVS) system, select the MSS tab from the UCFlex portal options.



3. Then "Universal Worklist".

Universal Worklist	Personnel Change Request	PCR Overview	
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4. Click on the refresh icon to ensure that the Universal Worklist 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.

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Tasks (1 /	If the PI requests a be sent to the Administrator.	change, the LVS v e Department The Department	vill
Show: New a	id correction	requested".	
Subject		1	From
LVS correct	on requested by EFFORTCERT	03 for grant	Dawn M Broxtern

6. Select Approved – Submit for Revised Certification once all CTRs/PCRs have been approved in UCflex.



7. Select "Next" to proceed.

ponsor: 01		NOF IEST G	RANT						Pay Date Range 01/01/2016 - 12	/31/2016
	002500 NAT SCIENCI	E FDN								
fincipal inv	vestigator: BEARCA	T PROFESS	OR UCID: M00000001							_
Last name	First name	Person ID	Job Title	Expense Type	Fund	Amount	Effort Pct	Corrected Effort %	Comments	
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gned EFF	ORTCERT02 Date	05/10/2017								
Please Correct All sale After II When If the I (labor If the F labor	e process Salary Cost titors to expenses gre and time, the award will submitting a PCR for subor verification is ma verify@ucmail.uc.edu) PCRs are approved, th verification from your v	Transfers to m sater than 90 d posted to the II be fiscally clo a correction if i niked 'Approve i should be con the labor verific architist. Please	take any necessary correction lays old should be captured as account within 90 days after the sed and no access to the fam is recommended that you wait d - Stutmi for Revised Certific tracted to cancel the labor ver- ation can then be marked "App remember that selecting "Ref	5. cost share on a no e end date for NH i ts will be available. for communicatione for to submit fication. A new labo rowed - Submit For um to Principal Inve	n-grant fun or NSF awai of the PCR a ting a PCR r verification Revised Co stigator" will	d. rds. approval or n and all PCRs n will then ne entification." If I send the or	ejection. have been ed schedule fone or mor iginal uncha	rejected, UCFler (uc d by Sponsored Res e PCRs are rejected, nged statement to th	flex@uc.edu) and Government Cost Compliance earch Services. Take appropriate steps to resolve the situation before forwarding the e RI, and should only be used if no effort changes are being made.	Hide Gue Hes
EXT										

Enter questions or comments in the new comments selection and select "Save".

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