

## PRINCIPAL INVESTIGATOR (PI): LABOR VERIFICATION ON SPONSORED PROJECTS (LVS)

Principal Investigators can receive two types of Labor Verifications Statements:

- **Labor Verification for Grant**
  - *Original Labor Verification generated and ready to be reviewed.*
- **Updated Labor Verification for Grant**
  - Revised Labor Verification Statement generated reflecting requested changes and is ready to be reviewed.

Principal Investigators will have two options:

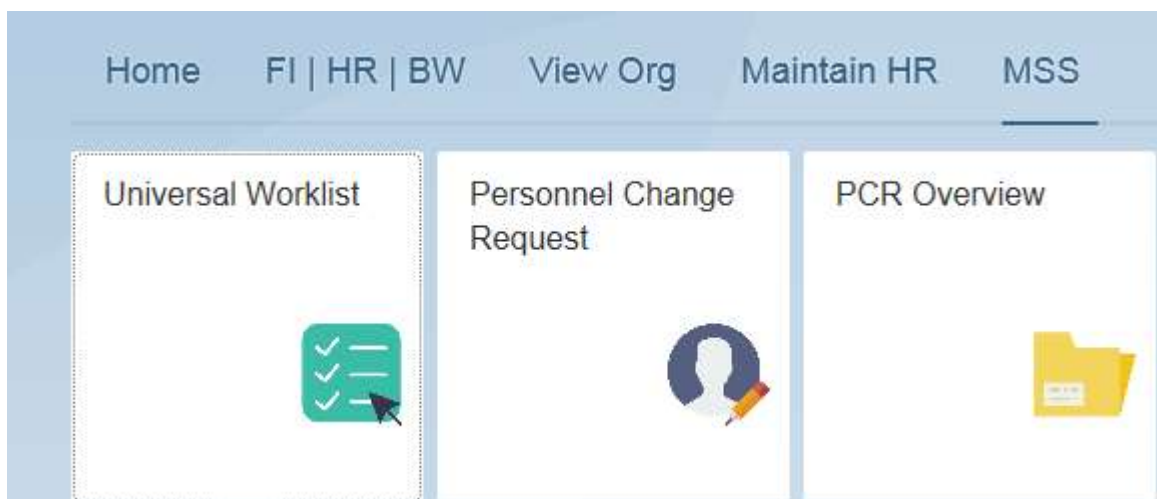
- **Approve**
  - *Approve only if the effort displayed is correct.*
- **Correction Needed**
  - This action will send the LVS to the BA so that correction can be processed.

### Internet Browsers

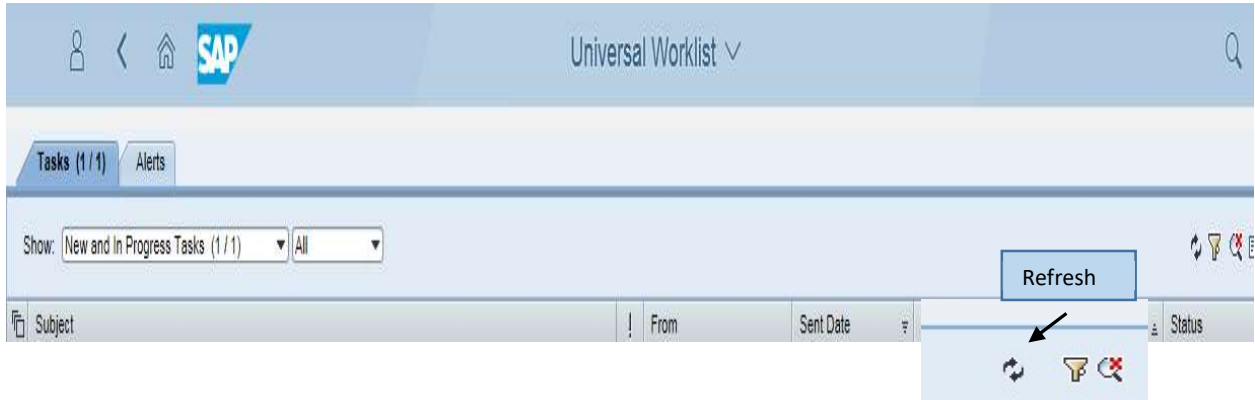
- Access UCflex using any one of four browsers: Mozilla Firefox, Safari, Internet Explorer and Google Chrome.
- Confirm that pop up blockers are turned off before proceeding.

### Principal Investigator process for Approving Correct Labor Verification Statements

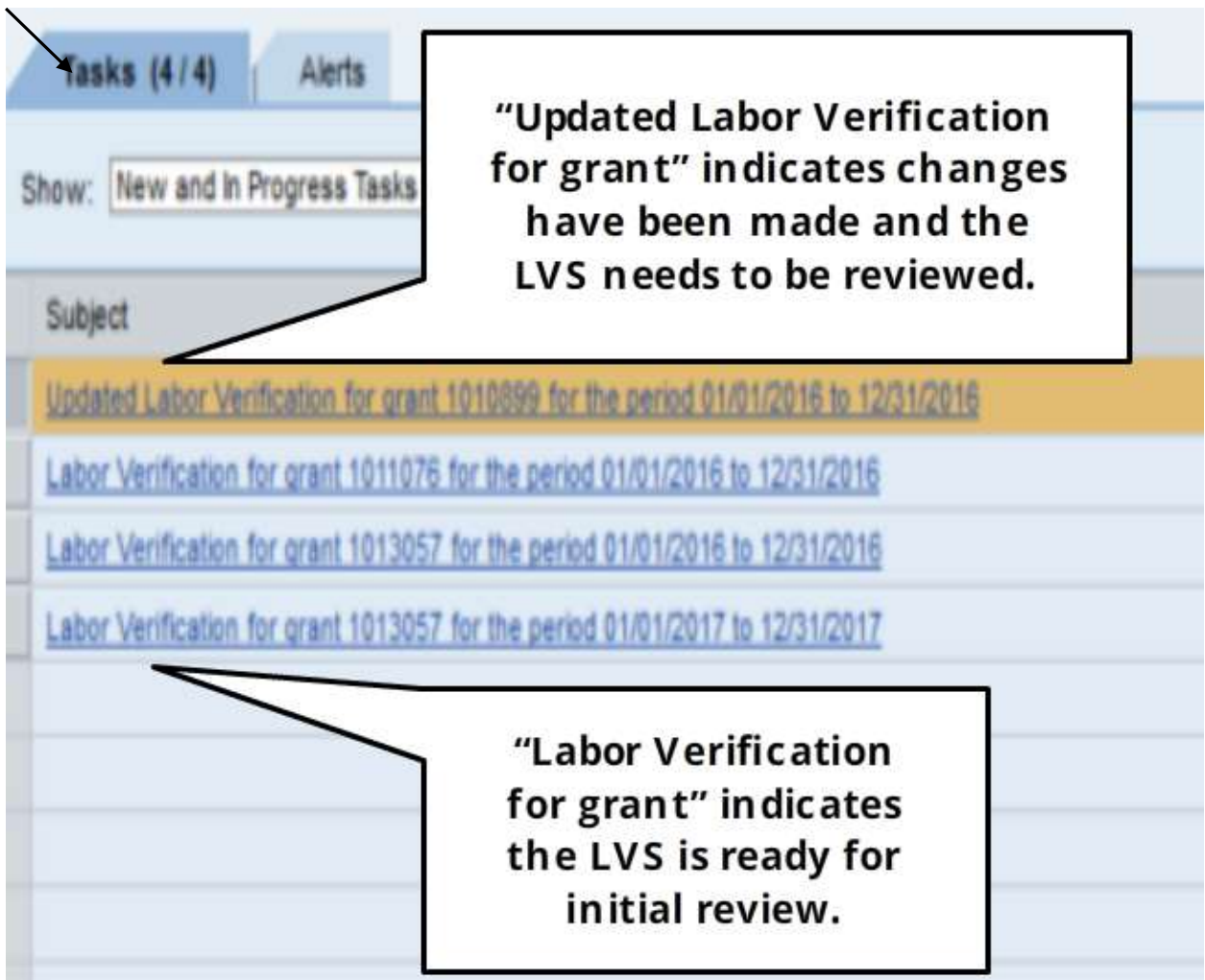
1. Log into UCflex at: <https://www.ucflex.uc.edu/iri/portal> using your central login credentials.
2. To access the Labor Verification Statement (LVS) system, select the MSS tab from the UCflex portal options.
3. Select Universal Worklist.



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



- Click on the LVS displayed under tasks to open the LVS.



- Click the Approve check box if the LVS reflects the correct effort for each individual listed on the sponsored award.



- Add Comments if needed.

- Click the Next button.

**Labor Verification** Pay Date Range 01/01/2017 - 12/31/2017

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	16,666.68	25.00		
						16,666.68			

Approve       Correction Needed

Comments:

Signed: EFFORTCERT01 Date: 05/10/2017

Click the Next Button

9. Click the Save button.

Grant will be certified. Press SAVE to complete Labor Verification.

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						16,666.68			

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Approve     Correction Needed

Comments:

Signed: EFFORTCERT01 Date: 05/10/2017

**Click the Save button**

10. The Labor Verification has been approved and the complete screen will display.

**Labor Verification** Pay Date Range 01/01/2017 - 12/31/2017

Grant Number: **1013056** NSF TEST GRANT

Sponsor: 01002500 NAT SCIENCE FDN

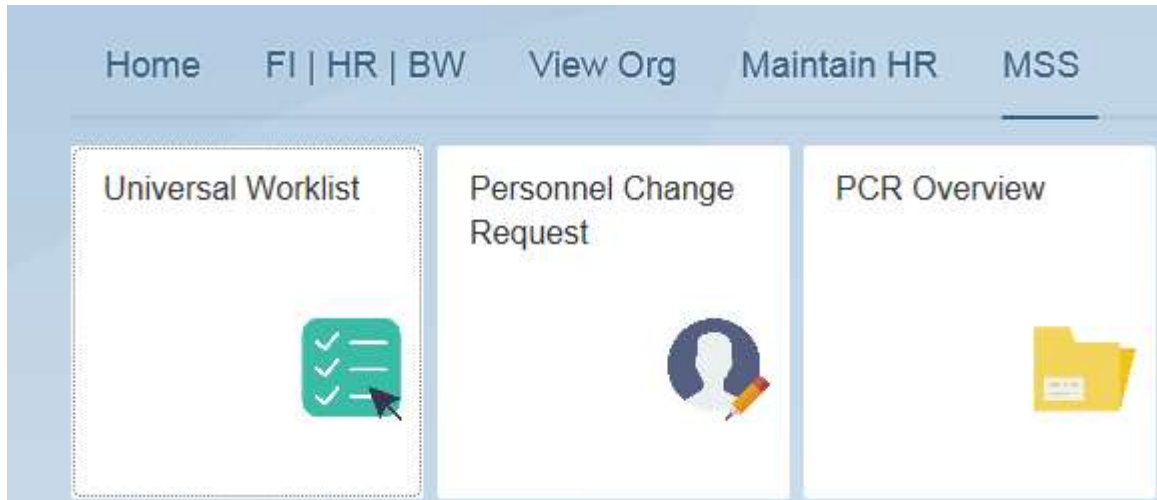
Principal Investigator: BEARCAT PROFESSOR UCID: M00000001

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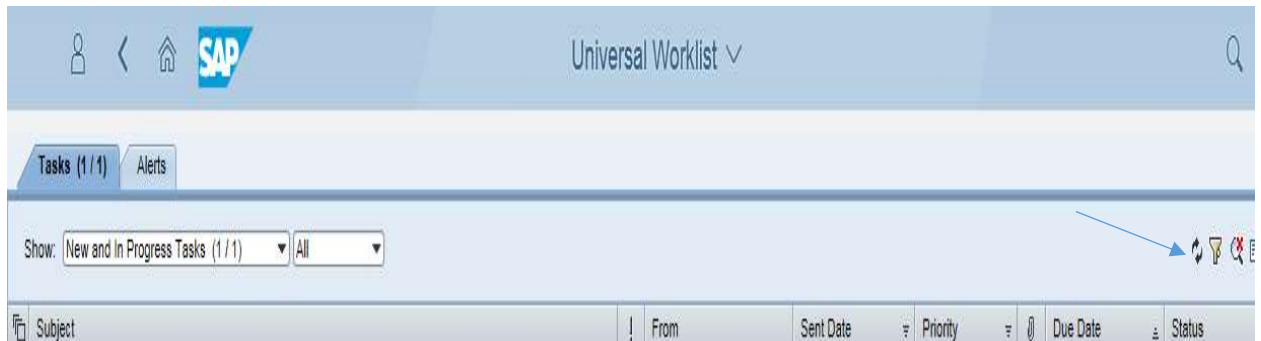
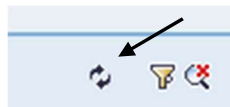
**Labor Verification is complete**

## Principal Investigator Process to Request a Correction to Labor Verification Statement

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. Select Universal Worklist.



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



5. Click on the LVS displayed under tasks to open the LVS.

The screenshot shows a web interface with a 'Tasks (4/4)' tab and an 'Alerts' tab. Below the tabs is a 'Show:' dropdown menu set to 'New and In Progress Tasks'. A table with a 'Subject' column lists four tasks. The first task, 'Updated Labor Verification for grant 1010899 for the period 01/01/2016 to 12/31/2016', is highlighted in yellow. A callout box points to this task with the text: "Updated Labor Verification for grant" indicates changes have been made and the LVS needs to be reviewed. The other three tasks are 'Labor Verification for grant 1011076 for the period 01/01/2016 to 12/31/2016', 'Labor Verification for grant 1013057 for the period 01/01/2016 to 12/31/2016', and 'Labor Verification for grant 1013057 for the period 01/01/2017 to 12/31/2017'. A second callout box points to the first three tasks with the text: "Labor Verification for grant" indicates the LVS is ready for initial review.

6. Click the Correction needed check box.

The image shows two form controls side-by-side. On the left is a checkbox labeled 'Approve'. On the right is a checkbox labeled 'Correction Needed', with a black arrow pointing to the checkbox.

7. Enter the Correct Effort % for all employees that need to be corrected in the Corrected Effort % field and add comments in the Comments field.

8. Click "Next" to Proceed

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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	2	
Bearcat	Graduate Assistant	M00000002	Graduate Assistant	Direct - Charged	G100115	14,000.00	100.00		
						64,000.04			

Approve  Correction Needed

Comments:

Signed: EFFORTCERT01 Date: 05/10/2017

**NEXT** Enter the Corrected Effort %

Comments should be added when a correction is requested.

9. Click the "Save" button.

Grant will be certified. Press SAVE to complete Labor Verification.

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**Labor Verification** Pay Date Range 01/01/2017 - 12/31/2017

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						16,666.68			

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Approve  Correction Needed

Comments:

Signed: EFFORTCERT01 Date: 05/10/2017

 **Click the Save button**

The Labor Verification will be sent to Business Administrator to process the requested changes. A revised LVS will be sent back to the PI as soon as the approved changes are reflected in UCflex.