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/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.
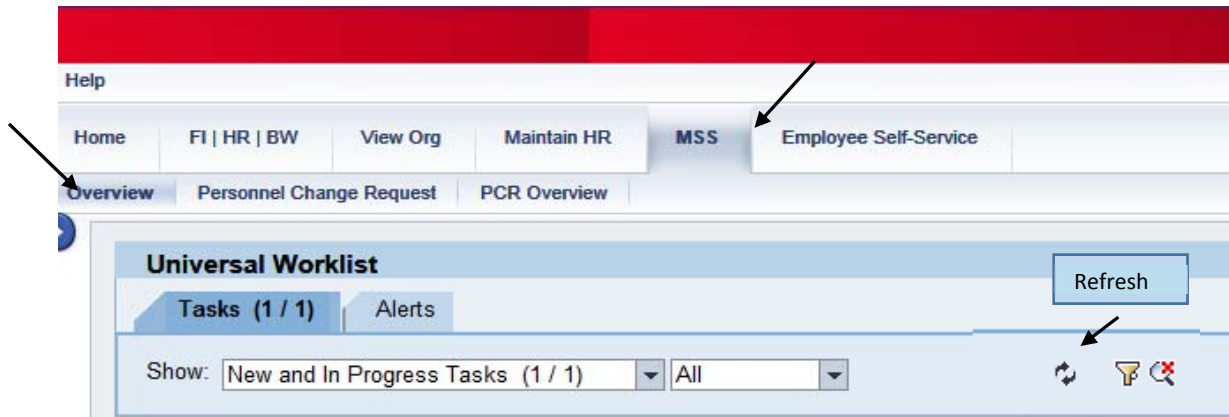
5. Click on the LVS displayed under tasks to open the LVS.
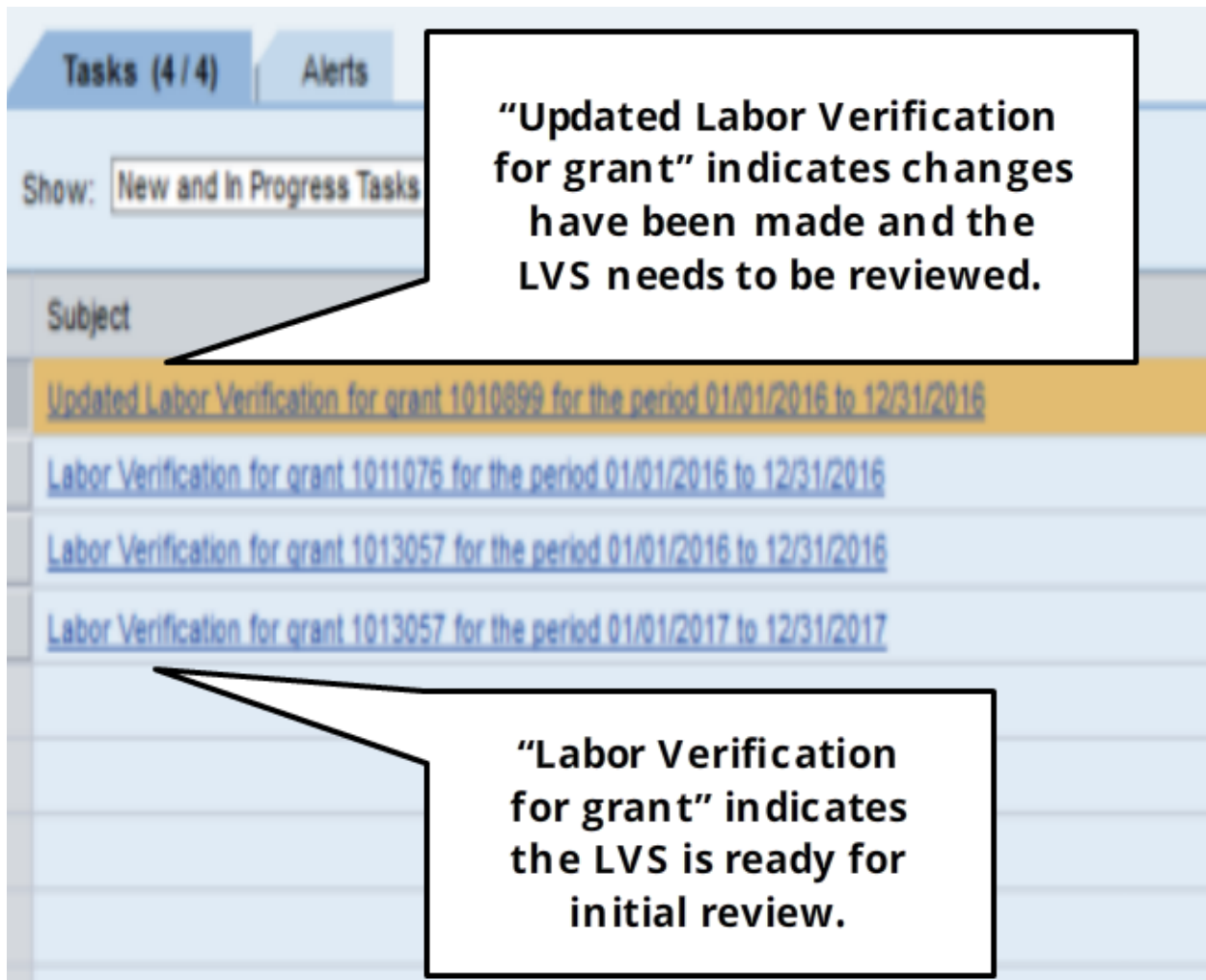
6. Click the Approve check box if the LVS reflects the correct effort for each individual listed on the sponsored award.

7. Add Comments if needed.

8. 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

NEXT   **Click the Next Button**

9. Click the Save button.

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

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 Save button

SAVE   CANCEL

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
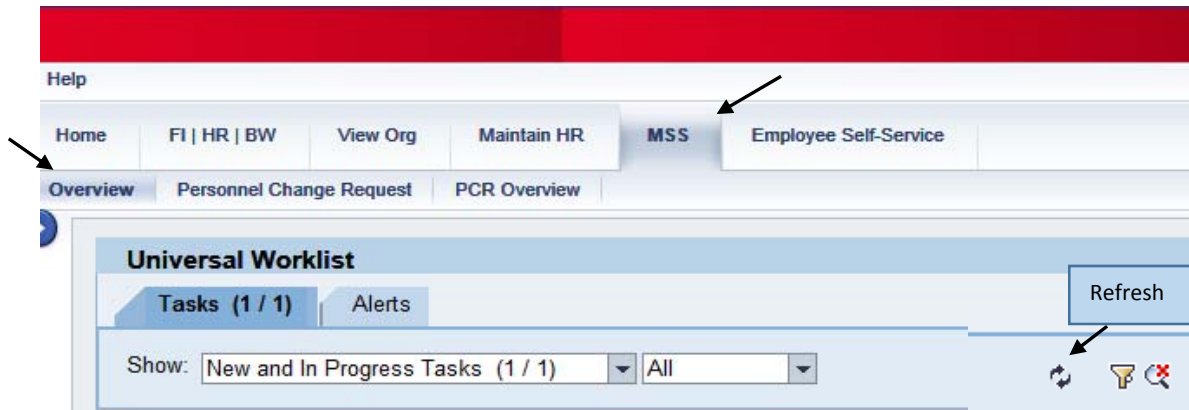
Sponsor: 01002500 NAT SCIENCE FDN

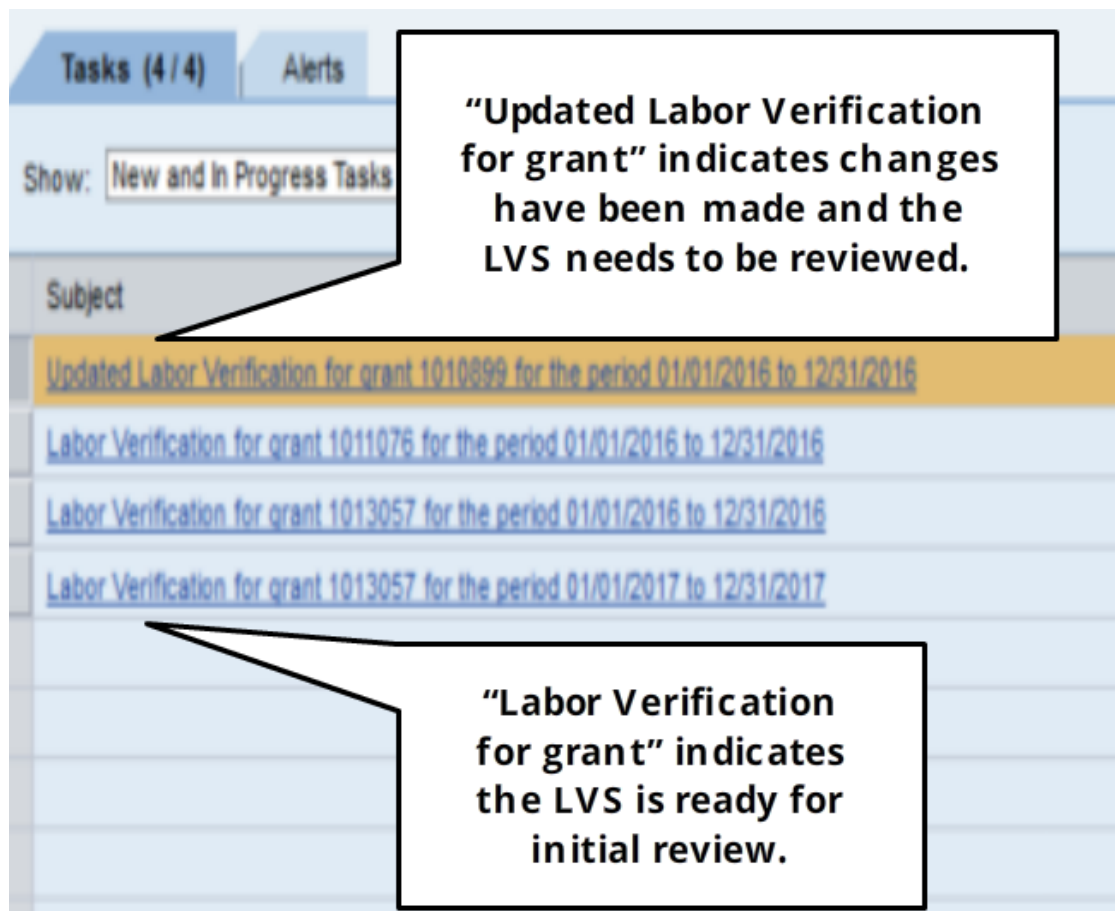**Principal Investigator:** BEARCAT   PROFESSOR   UCID: M00000001

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. 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 on the LVS displayed under tasks to open the LVS.**

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

7. Click the Correction Needed check box.

8. Click "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: 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			

Comments should be added when a correction is requested.

☐ Approve   ☑ Correction Needed

Comments:

Signed: EFFORTCERT01 Date: 05/10/2017

NEXT   **Enter the Corrected Effort %**

9. Click the "Save" 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 Save button

SAVE | CANCEL

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.