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:

- <u>Approve</u> • Approve only if the effort displayed is correct.
- Correction Needed
 - \circ $\;$ 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 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 UCFlex MyInbox.

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- 4. Forms available for review and approval will be listed on the left under the "All Tasks" section
- 5. Click on the refresh icon to ensure that the UCFlex MyInbox displays up-to-date information.

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6. To open the form, click on the LVS displayed under "All Task", then click the "Open Task" on the bottom right of the screen.

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- Note: If the form does not open, make sure pop-ups are not blocked for the site
- 7. The form will open for review and action

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		Retired-Faculty Non-Emeritus AAUP	Direct - Chargeo	G1	3,619.04	90.00		
					10,880.44			
Approve	Correction N	leeded						
aigned: EFFC	ORTCERT03 Date: 06/07/	/2022						
NEXT								

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



- 9. Add Comments if needed.
- 10. Click the Next button.
- 11. Click the Save button.

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



Labor Verification is complete

Principal Investigator Process to Request a Correction to Labor Verification Statement

- 1. Log into UCflex at: <u>https://www.ucflex.uc.edu/irj/portal</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. Select UCFlex "MyInbox".



4. Click on the refresh icon to ensure that the UCFlex MyInbox displays up-to-date information.

All Tasks (3)	ă.	Effort Certification (Labor Verification)	
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Reserved by You		Updated Labor Verification for grant 1014338 for the period 10/17/2020 to 10/16/2021	
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abor Verification for gran for the period 10/23/2020 Workflow System Due on Feb 5, 2022	t 1015570 to Medium Overdue		
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5. To open the form, click on the LVS displayed under "All Tasks", then "Open Task" in the bottom right corner.

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6. Click the Correction needed check box.

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Labor Verific	cation							Pay Date Range 10/21/2020 ⁻ 10/2	0/2021
Grant Number: 101	L5992								
Sponsor:									
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Last name First name	Person ID	Job Title	Expense Type	Fund	Amount	Effort Pct	Corrected Effort %	Comments	
		Emerita	Direct - Charged	G4	3,124.80	33.48			
		Professor - Adj	Direct - Charged	G4	3,083.49	66.67			
		Research Associate	Direct - Charged	G4	5,227.27	100.00			
		Computer & Info Analyst Sr	Direct - Charged	G4	1,174.42	20.00			
					12,609.98				
Approve	Correction	n Needed							



- 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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9. Click the "Save" button.

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rincipal In	vestigator: 8	BEARCAT P	ROFESSOR UCID: M000	00001						
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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.