

## 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:

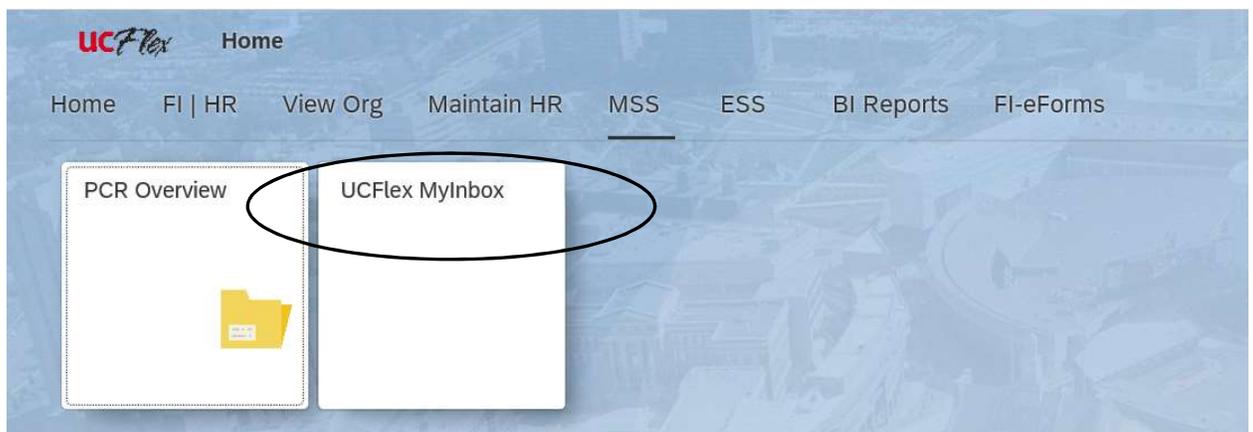
- **Approve**
  - *Approve only if the effort displayed is correct.*
- **Correction Needed**
  - This action will send the LVS to the BA so that correction can be processed.

### Internet Browsers

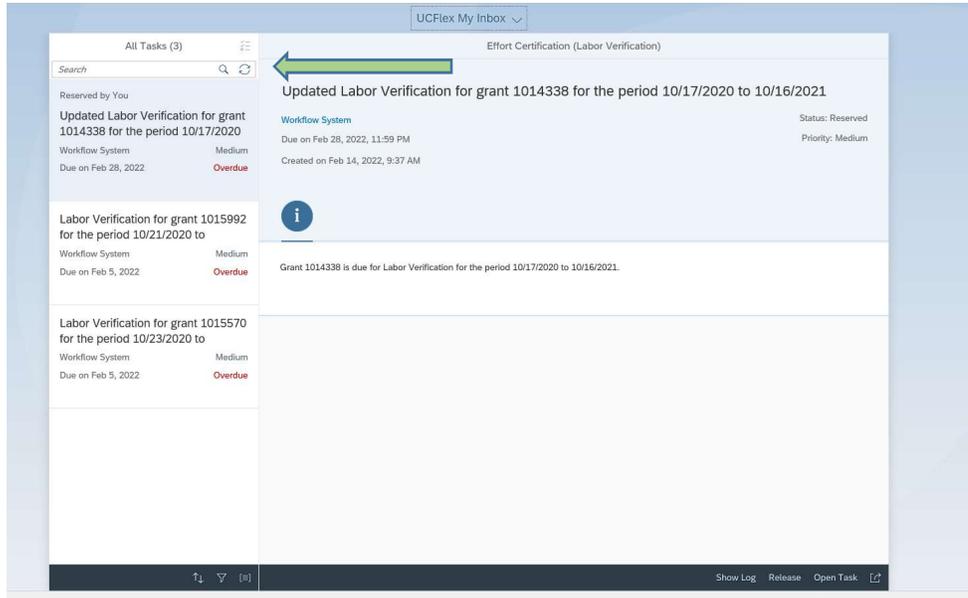
- Access UCFlex using any one of four browsers: Mozilla Firefox, Safari, Internet Explorer and Google Chrome.
- Confirm that pop up blockers are turned off before proceeding.

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

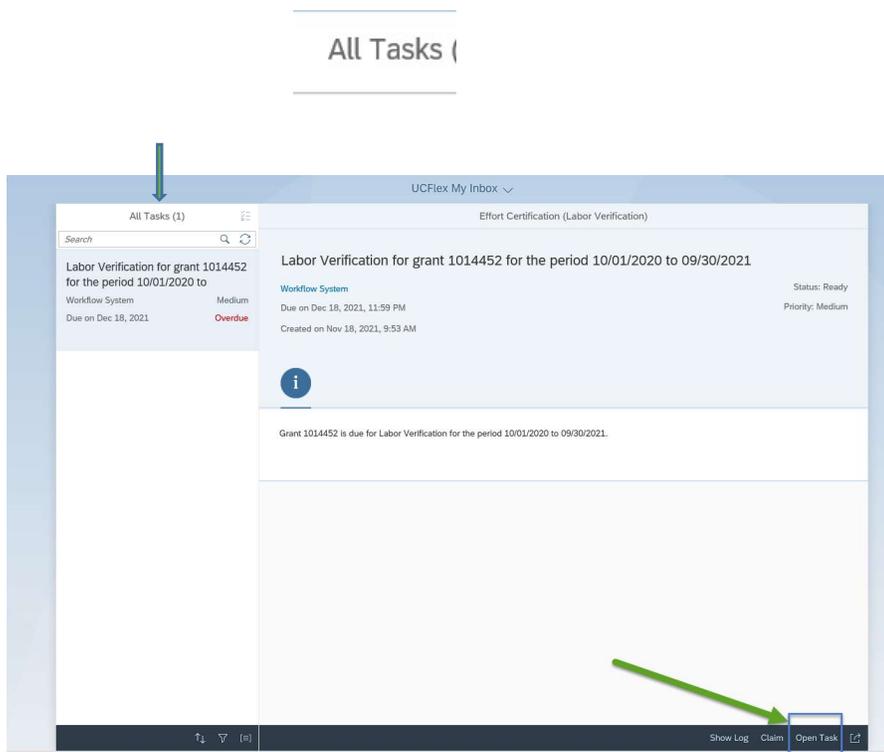
1. Log into UCFlex at: <https://www.ucflex.uc.edu> using your central login credentials.
2. To access the Labor Verification Statement (LVS) system, select the MSS tab from the UCFlex portal options.
3. Select UCFlex MyInbox.

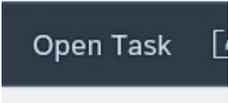


- Forms available for review and approval will be listed on the left under the “All Tasks” section
- Click on the refresh icon to ensure that the UCFlex MyInbox displays up-to-date information.



- To open the form, click on the LVS displayed under “All Task”, then click the “Open Task” on the bottom right of the screen.





- **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

Labor Verification Pay Date Range 10/23/2020 - 10/22/2021

Grant Number: 1015570 [REDACTED]

Sponsor: [REDACTED]

Principal Investigator: [REDACTED] UCID: [REDACTED]

Last name	First name	Person ID	Job Title	Expense Type	Fund	Amount	Effort Pct	Corrected Effort %	Comments
[REDACTED]	[REDACTED]	[REDACTED]	Instructor - Adj Ann	Direct - Charged G	[REDACTED]	960.00	100.00	5.00	
[REDACTED]	[REDACTED]	[REDACTED]	Asst Professor - Adj Rep	Direct - Charged G	[REDACTED]	2,695.00	100.00		
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Direct - Charged G	[REDACTED]	640.00	100.00		
[REDACTED]	[REDACTED]	[REDACTED]	Instructor - Adj	Direct - Charged G	[REDACTED]	960.00	100.00		
[REDACTED]	[REDACTED]	[REDACTED]	Instructor - Adj Ann	Direct - Charged G	[REDACTED]	2,006.40	76.00		
[REDACTED]	[REDACTED]	[REDACTED]	Retired-Faculty Non-Emeritus AAUP	Direct - Charged G	[REDACTED]	3,619.04	90.00		
						10,880.44			

Approve     Correction Needed

Comments:

Signed: EFFORTCERT03 Date: 06/07/2022

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.

### 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

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

**SAVE** **CANCEL**

Click the Save button

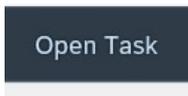
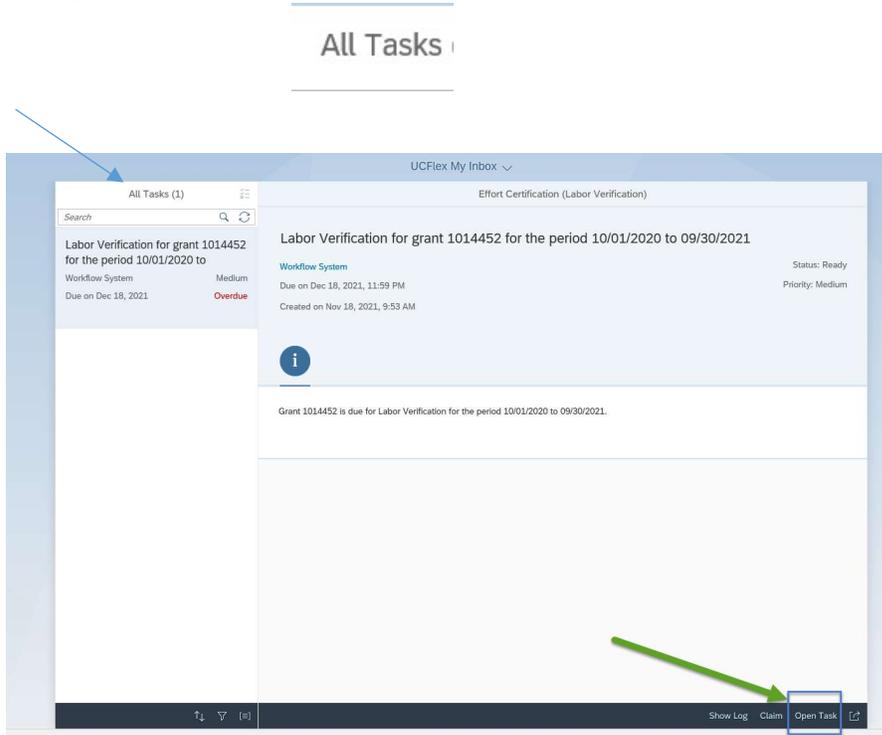
12. The Labor Verification has been approved and the complete screen will display.

<b>Labor Verification</b>		<b>Pay Date Range 01/01/2017 - 12/31/2017</b>
<b>Grant Number:</b> 1013056	NSF TEST GRANT	
<b>Sponsor:</b> 01002500 NAT SCIENCE FDN		
<b>Principal Investigator:</b> BEARCAT	PROFESSOR	UCID: M00000001

**Labor Verification is complete**



- To open the form, click on the LVS displayed under “All Tasks”, then “Open Task” in the bottom right corner.



- Click the Correction needed check box.

**Labor Verification** Pay Date Range 10/21/2020 - 10/20/2021

Grant Number: 1015992 [REDACTED]

Sponsor: [REDACTED]

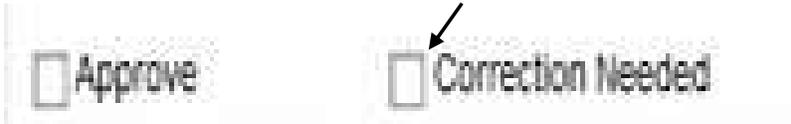
Principal Investigator: [REDACTED] UCID: [REDACTED]

Last name	First name	Person ID	Job Title	Expense Type	Fund	Amount	Effort Pct	Corrected Effort %	Comments
[REDACTED]	[REDACTED]	[REDACTED]	Emerita	Direct - Charged	[REDACTED]	3,124.80	33.48		
[REDACTED]	[REDACTED]	[REDACTED]	Professor - Adj	Direct - Charged	[REDACTED]	3,083.49	66.67		
[REDACTED]	[REDACTED]	[REDACTED]	Research Associate	Direct - Charged	[REDACTED]	5,227.27	100.00		
[REDACTED]	[REDACTED]	[REDACTED]	Computer & Info Analyst Sr	Direct - Charged	[REDACTED]	1,174.42	20.00		
						12,609.98			

Approve     Correction Needed

Comments:

Signed: EFFORTCERT03 Date: 06/07/2022



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

**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			

Approve     Correction Needed

Comments:

Signed: EFFORTCERT01 Date: 05/10/2017

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

Grant Number: **1013056** NSF TEST GRANT

Sponsor: 01002500 NAT SCIENCE FDN

Principal Investigator: BEARCAT PROFESSOR 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	M00000001	Assoc Professor - Educator	Direct - Charged	G100115	16,666.68	25.00		
						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.