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 these browsers: Edge and 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](https://www.ucflex.uc.edu) using your central login credentials. You need to be on campus or on the VPN to log in.

2. To access the Labor Verification Statement (LVS) system, select the General tab from the UCFlex portal options.

3. Select UCFlex MyInbox from the General Transaction Processing section.
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.
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.

- **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
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.
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Person ID</th>
<th>Job Title</th>
<th>Expense Type</th>
<th>Fund</th>
<th>Amount</th>
<th>Effort Pt</th>
<th>Corrected Effort %</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bearcat</td>
<td>Professor</td>
<td>M00000001</td>
<td>Assoc. Professor - Educator</td>
<td>Direct - Charged</td>
<td>G100115</td>
<td>16,666.66</td>
<td>25.00</td>
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<td>16,666.66</td>
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</tr>
</tbody>
</table>

Status: **Approve**  
Correction needed: **No**

Comments: 

Signed: EFFORTERTON Date: 05/10/2017

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

![Labor Verification Screen](image-url)
Principal Investigator Process to Request a Correction to Labor Verification Statement

1. Log into UCflex at: [https://www.ucflex.uc.edu/irj/portal](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 UCflex “MyInbox”.

4. Click on the refresh icon to ensure that the UCflex MyInbox displays up-to-date information.
5. To open the form, click on the LVS displayed under “All Tasks”, then “Open Task” in the bottom right corner.
6. Click the Correction needed check box.

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

9. 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.