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 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.
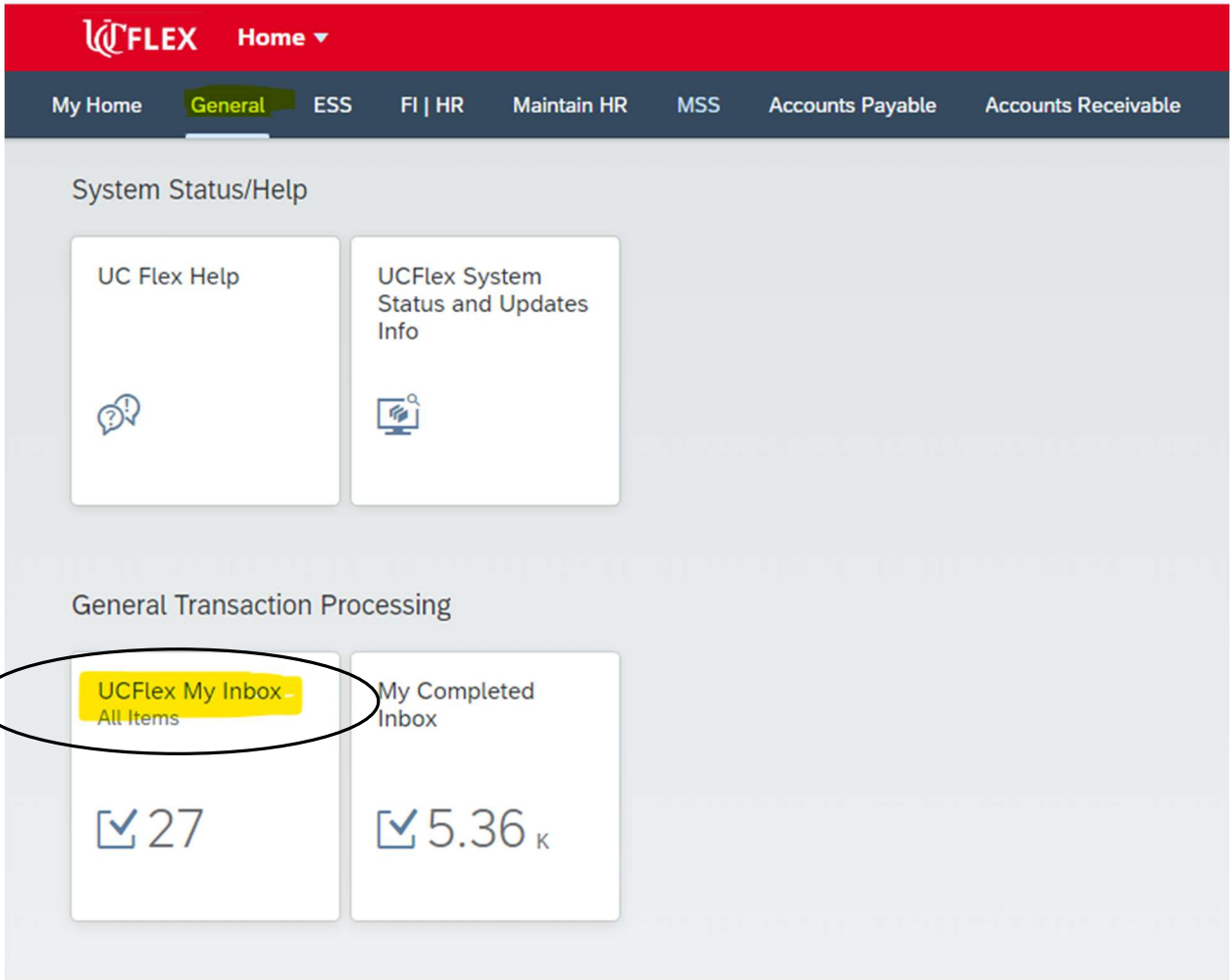
4. Forms available for review and approval will be listed on the left under the "All Tasks" section
5. Click on the refresh icon to ensure that the UCFlex MyInbox displays up-to-date information.
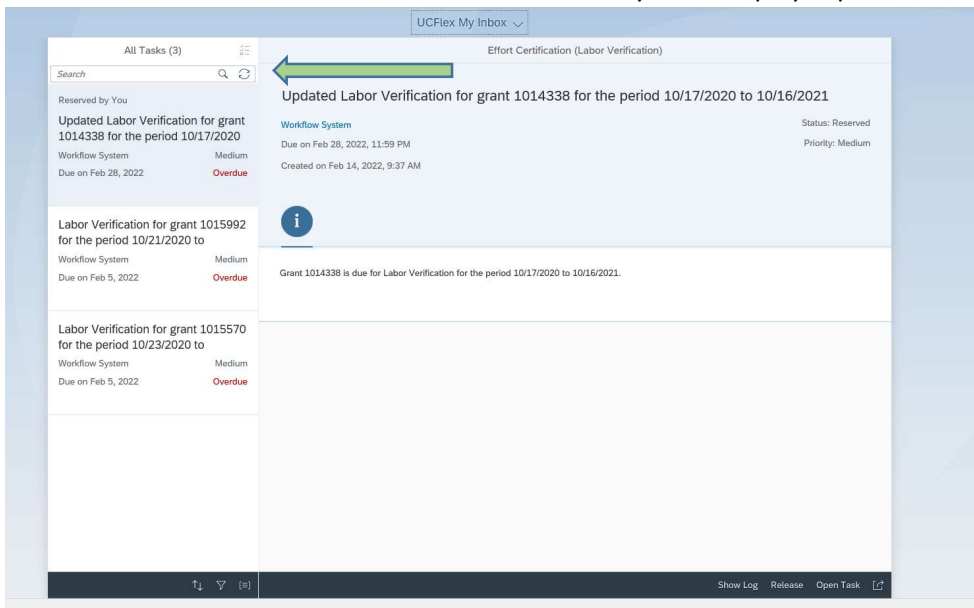
6. To open the form, click on the LVS displayed under "All Task", then click the "Open Task" on the bottom right of the screen.
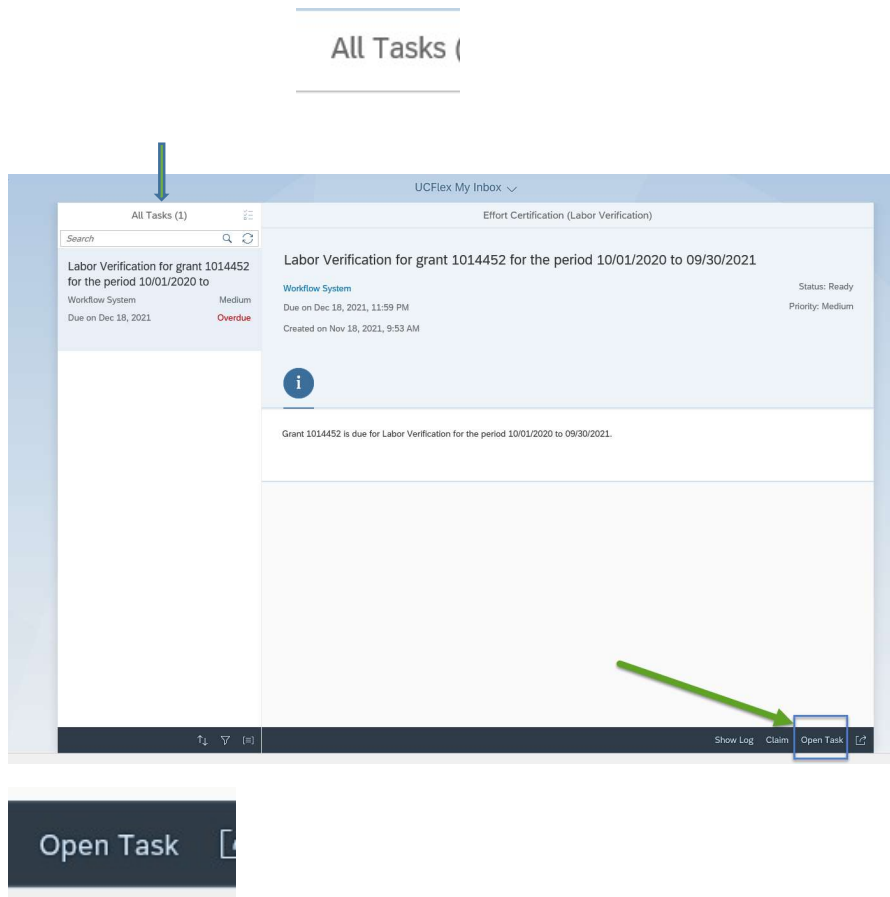
o **Note: If the form does not open, make sure pop-ups are not blocked for the site**

7. The form will open for review and action

Labor Verification

Grant Number: 1015570

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

Sponsor:

Principal Investigator: UCID:

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

☐ Approve   ☐ Correction Needed

Comments:

Signed: EFFORTCERT03 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.

☐ Approve   ☐ Correction Needed

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

Click the Save button

SAVE   CANCEL

12. 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.
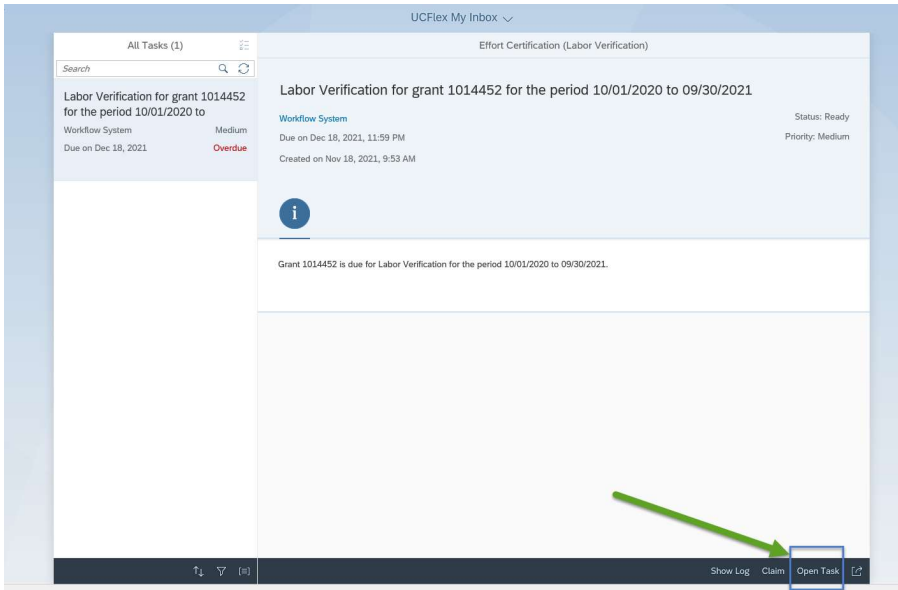
3. Select UCFlex "MyInbox".
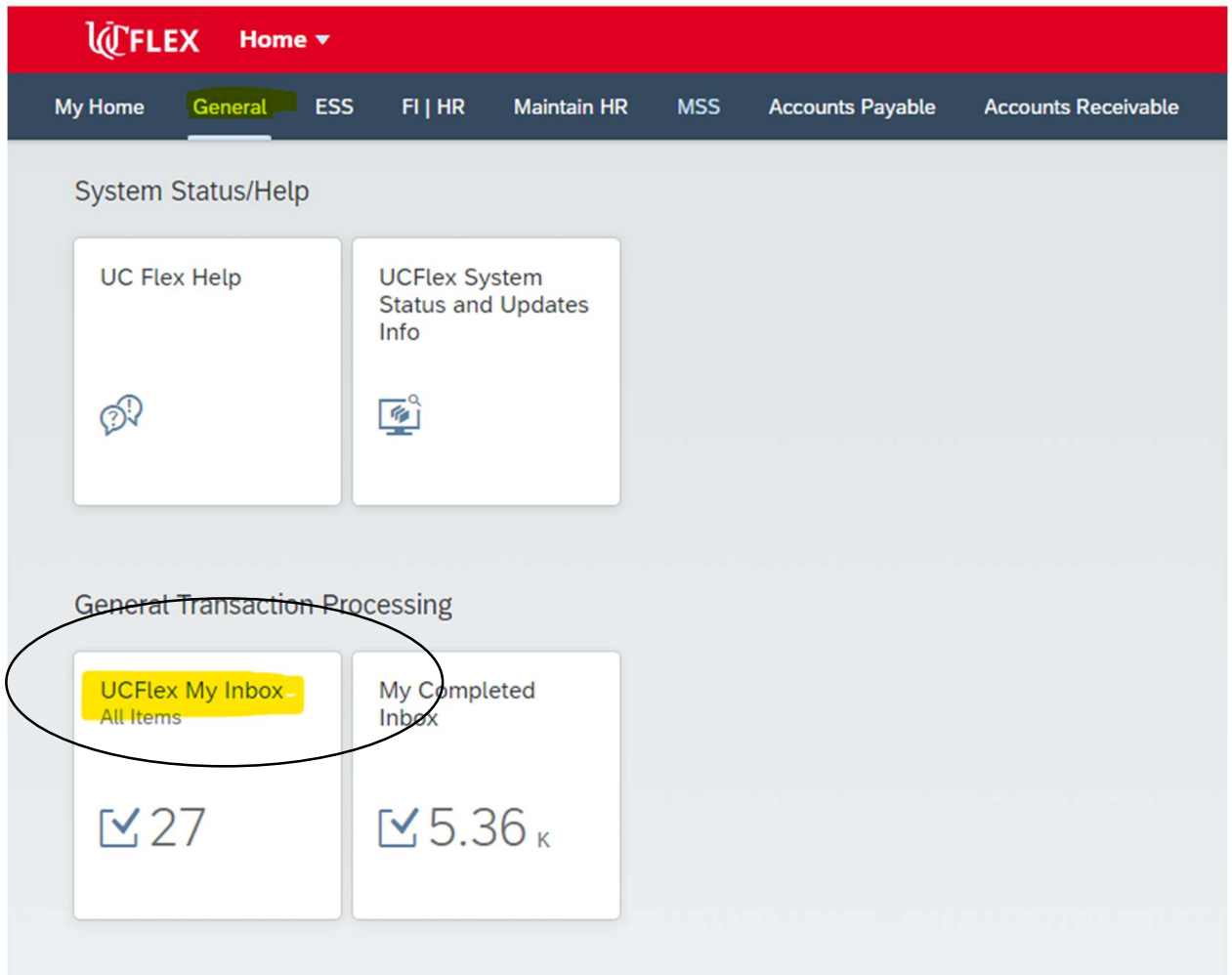
4. Click on the refresh icon to ensure that the UCFlex MyInbox displays up-to-date information.
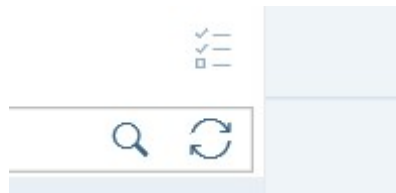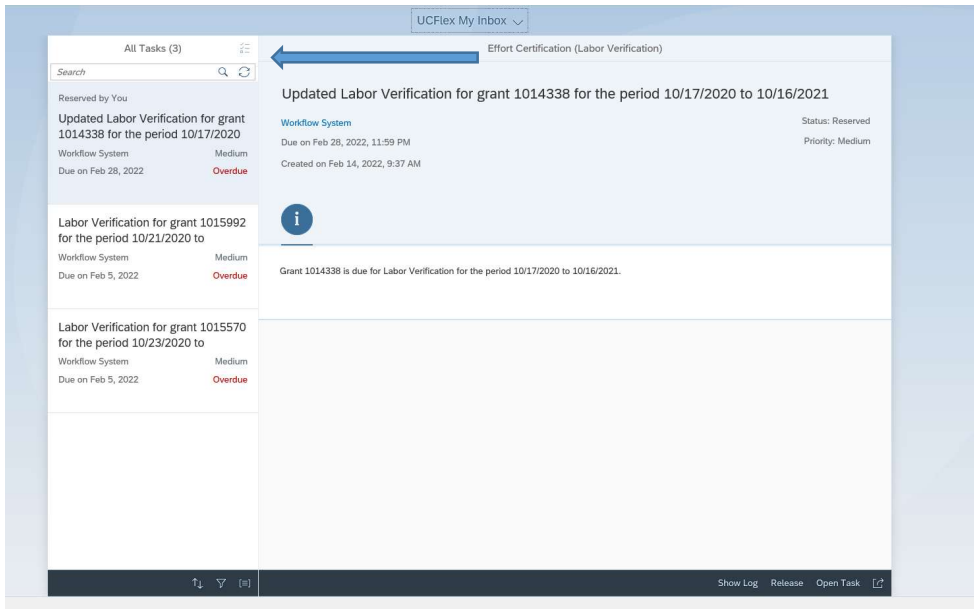
5. To open the form, click on the LVS displayed under "All Tasks", then "Open Task" in the bottom right corner.

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

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.

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

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.