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
 - 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: <u>https://www.ucflex.uc.edu</u> 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.

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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.

		UCFlex My Inbox 🗸	
All Tasks (3)	šE	Effort Certification (Labor Verification)	
earch	Q 3		
Reserved by You		Updated Labor Verification for grant 1014338 for the period 10/17/2020 to 10/16/2021	
Updated Labor Verification L014338 for the period 10 Vorkflow System Due on Feb 28, 2022		Homon System	Reserved
abor Verification for gram or the period 10/21/2020		0	
Vorkflow System	Medium		
Due on Feb 5, 2022	Overdue	Grant 1014338 is due for Labor Verification for the period 10/17/2020 to 10/16/2021.	
abor Verification for gran or the period 10/23/2020 Vorkflow System	to Medium		
Due on Feb 5, 2022	Overdue		
		Show Log Release Ope	en Task [🖒

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.

		All Tasks (
		UCFlex My Inbox \sim	
All Tasks (1)	E Q D	Effort Certification (Labor Verification)	_
Labor Verification for grant 10: for the period 10/01/2020 to Worktlow System		Labor Verification for grant 1014452 for the period 10/01/2020 to 09/30/2021 Workflow System Status: Ready Due on Dec 18, 2021, 11:59 PM Priority: Medium Created on Nov 18, 2021, 9:53 AM Created on Nov 18, 2021, 9:53 AM	
		Grant 101452 is due for Labor Verification for the period 10/01/2020 to 09/30/2021.	
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Open Task	Ŀ		

- \circ $\;$ 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

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 Direct - Charged G: 0,600 Direct - Charged Direct - Charged G: 0,000 Direct - Charged Direct - Charged G: 0,000 Direct - Charged Direct - Charged G: 0,000 Direct - Charged G: 2,006.40 100.00 Direct - Charged G: 2,006.40 76.00 Direct - Charged Direct - Charged G: 2,006.40 76.00 Direct - Charged Direct - Charged	
Direct - Charged G: 640.00 100.00 Instructor - Adj Direct - Charged G: 960.00 100.00	
Instructor - Adj Direct - Charged GI 960.00 100.00	
Instructor - Adi Ann Direct - Charged G. 2.006.40 76.00	
Retired-Faculty Non-Emeritus AAUP Direct - Charged G1 3,619.04 90.00	
10,880.44	

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.

	on ID Job Title					Corrected Effort %	Comments
earcat Professor M00	000001 Assoc Professor - Educator	Direct - Charged	G100115	16,666.68	25.00		
				16,666.68			
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	rification	1							Pay Date Range 01/	01/2017 - 12/31/2017
Grant Numb	er: 10130	56 NSF	TEST GRANT							
Sponsor: 01	1002500 NAT	SCIENCE FDI	l -							
Principal In	vestigator: 8	BEARCAT P	ROFESSOR UCID: M000	00001						
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Last name	First name	Person ID	Job Title	Expense Type	Fund	Amount	Effort Pct	Corrected Effort %	Comments	<u>^</u>
Bearcat	Professor	M00000001	Assoc Professor - Educator	Direct - Charged	G100115	16,666.68	25.00			
						16,666.68				
Approve	C	Correction N	eeded							
Signed: EFF	ORTCERTO	1 Date: 05/10	2047	1000	1.23	1 10 10 10 10 10 10 10 10 10 10 10 10 10				

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.

		UCFlex My Inbox \checkmark		
All Tasks (3)	2 8 8	Effort Certification (Labor Verification)		
Search	93			
Reserved by You		Updated Labor Verification for grant 1014338 for the period 10/17/2020 to 10/10	5/2021	
Updated Labor Verification		Workflow System	Status: Reserved	
1014338 for the period 10. Workflow System	/17/2020 Medium	Due on Feb 28, 2022, 11:59 PM	Priority: Medium	
Due on Feb 28, 2022	Overdue	Created on Feb 14, 2022, 9:37 AM		
Labor Verification for grant for the period 10/21/2020		0		
Workflow System	Medium			
Due on Feb 5, 2022	Overdue	Grant 1014338 is due for Labor Verification for the period 10/17/2020 to 10/16/2021.		
Labor Verification for grant	1015570			
for the period 10/23/2020				
Workflow System	Medium			
Due on Feb 5, 2022	Overdue			
1	t ∑ [=]	Show Log Rele	ease Open Task [/	
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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.

All Tasks

		UCFlex My Inbox \checkmark
All Tasks (1)	8 <u>-</u>	Effort Certification (Labor Verification)
Search Labor Verification for grant for the period 10/01/2020 t Workflow System Due on Dec 18, 2021		Labor Verification for grant 1014452 for the period 10/01/2020 to 09/30/2021 Workflow System Status: Ready Due on Dec 18, 2021, 11:59 PM Priority: Medium Created on Nov 18, 2021, 9:53 AM Created on Nov 18, 2021, 9:53 AM
		Grant 1014452 is due for Labor Verification for the period 10/01/2020 to 09/30/2021.



6. Click the Correction needed check box.

Labor Verification Grant Number: 1015992 Sponsor: Principal Investigator: Last name First name Person ID Job Title Expense Type Fund Amount Effort Pct Corrected Effort % Comments Last name First name Person ID Job Title Direct - Charged Ge 3,124.80 33.48 Professor - Adj Direct - Charged Ge 3,124.80 33.48 Professor - Adj Direct - Charged Ge 5,227.27 100.00 Computer & Info Analyst Sr Direct - Charged Ge 1,174.42 20.00 Last name First name Person ID Job Title Direct - Charged Ge 5,227.27 100.00 Computer & Info Analyst Sr Direct - Charged Ge 1,174.42 20.00 Last name First name Person ID Job Title Direct - Charged Ge 1,174.42 20.00 Direct - Charged Ge 1,174.42 20	Laban Marifiantian								10/01/001	0.10/20/2021
Sponsor: Drincipal Investigator: UCID: 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 3,034.49 Research Associate Direct - Charged G4 5,227.77 100.00 Computer & Info Analysts: Direct - Charged G4 1,174.42 20.00								Pa	y Date Range 10/21/202	20 10/20/2023
Principal Investigator: UCID: Last name Person ID Job Title Expense Type Fund Amount Effort Pct Corrected Effort % Comments Last name Pirofessor - Adj Direct - Charged G4 3,124.80 33.48 Professor - Adj Direct - Charged G4 3,03.49 66.67 Research Associate Direct - Charged G4 5,227.27 100.00 Computer & Info Analystsr Direct - Charged G4 1,174.42 20.00	Grant Number: 1015992									
Last name First name Person ID Job Title Expense Type Fund Amount Effort Pct Corrected Effort % Comments Ementa Direct - Charged 4 33,48 33,48 Professor - Adj Direct - Charged 64 5,22.72 100,00 Computer & Info Analyst 5r Direct - Charged 64 1,17.42 20,00	Sponsor:									
EmeritaDirect - ChargedG43,124.8033.48Professor - AdjDirect - ChargedG43,083.4966.67Research AssociateDirect - ChargedG45,227.27100.00Computer & Info Analyst srDirect - ChargedG41,174.4220.00	Principal Investigator:	UCID: N								
Professor - AdjDirect - ChargedG43,083.4966.67Research AssociateDirect - ChargedG45,227.27100.00Computer & Info Analysts rDirect - ChargedG41,174.4220.00	Last name First name Person ID	Job Title	Expense Type	Fund	Amount	Effort Pct	Corrected Effort %	Comments		
Research Associate Direct - Charged G4 5,227.27 100.00 Computer & Info Analyst Sr Direct - Charged G4 1,174.42 20.00		Emerita	Direct - Charged	G4	3,124.80	33.48				
Computer & Info Analyst Sr Direct - Charged G4 1,174.42 20.00		Professor - Adj	Direct - Charged	G4	3,083.49	66.67				
		Research Associate	Direct - Charged	G4	5,227.27	100.00				
12,609.98		Computer & Info Analyst Sr	Direct - Charged	G4	1,174.42	20.00				
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Signed: EFFORTCERT03 Date: 06/07/2022	NEXT									



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

iponsor: 01	ber: 1013056 1002500 NAT SCIENC vestigator: BEARCA									
l set name	First name	Person ID	Job Title	Expense Type	Fund	Amount	Effort Det	Corrected Effort %	Commanis	/
Bearcat	Professor		Assoc Professor - Educator				50.00	2	- Commonia	
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						64,000.04				nts should be added en a correction is requested.
]Approve	Correct	tion Needed							Þ	
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9. Click the "Save" button.

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	er: 10130		TEST GRANT							
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Last name	First name	Person ID	Job Title	Expense Type	Fund	Amount	Effort Pct	Corrected Effort %	Comments	
Bearcat	Professor	M0000001	Assoc Professor - Educator			16,666.68	25.00			
						16,666,68				
Approve Comments.		Correction N								
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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.