



Labor Verification

Introduction

Labor Verification is a federally required process whereby effort by all employees charged to or cost shared on federal and federal flow-through funds is certified. The process is necessary in order to comply with the principles set forth in [Office of Management and Budget \(OMB\) Circular A-21](#). Labor Verification must be performed on a regular schedule and must be certified by individuals who have first-hand knowledge of the work performed. In most cases, that is the Principal Investigator (PI) or the employee themselves. Signed Labor Verification Statements (LVs) are considered legal documents in which an individual attests to the accuracy of the effort spent on sponsored projects.

Process

LVs are made available shortly after the end of each semester via an email from Payroll. The email provides Brio links that produce the actual statements.

While we prefer to keep the original LV's in RA&F West Hall Room 310, they can also be faxed (x2839) or scanned and sent via email ([Neatot](#)). If the individual or PI is not available to sign the LV, an e-mail attachment from the PI explicitly approving the charges to the awards is acceptable. Business managers should not sign LVs. Please do not wait until you have a complete set of signed LVs, forward what you have as soon as you can.

Schedule

Verification Schedule

| | |
|----------------------|---------------------------|
| Verification Periods | Fall, Spring and Summer |
| LV Produced | Shortly after end of term |
| LV Deadline | One month from issue |

Reminder Schedule

| | |
|--------------|--------------------------------|
| 1st Reminder | Day after due date |
| 2nd Reminder | Two weeks after first reminder |
| 3rd Reminder | Month after second reminder |

Please note that if this deadline is missed, labor expenses may be charged to the department or other unrestricted funds.

Changes

If you find that a change needs to be made, please prepare a Labor Redistribution worksheet *and* a [Labor Cost Transfer \(LCT\) form](#). The form can be emailed, faxed (x2839) or sent to West Hall 3rd floor, care of Jennifer Fisher, for review.

The explanation on the LCT must describe the direct benefit of the labor to the new project and explain why it was not posted to the correct FOAPA originally. The completeness of the form is critical as it must provide a compelling rationale to support why a charge that was initially authorized, now needs to be changed. Since these charges are well beyond 90 days, additional signatures along with further explanation as to why it needs to be changed and what will be done to prevent delays from happening in the future are required.

For more information on LVs:

- [Labor Verification FAQ](#)
- [Labor Verification Policies and Procedures](#)

As always, if you have any questions, please feel free to contact RA&F.