Searching for Effort Certification Documents in KFS

To locate Effort Certification documents by Organization Code in KFS, begin with the Search for Documents Tab. Once this frame opens up, click the detailed search and then type ecd in the Document Type:

The form will then allow for you to search by Document Status (Choose Pending Statuses), Chart Code and Organization Code. Enter the Organization Code and the Chart Code pull down. Then click search.

What will return will be all Effort Certifications with that ORG code that is that employees’ PRIMARY pay code as well as those on accounts with the Org code.

By clicking on the Document ID, the entire document will display full detail.

Please contact Rayna Amerine (ramerine@iu.edu / 812-855-1516) should you have any questions.

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