

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:

Document Search detailed search | supervisor search | clear saved searches | Searches ▼

* required field

Document Type: 🔍 📄

Initiator: 🔍 📄

Document Id:

Date Created From: 📅

Date Created To: 📅

Name this search (optional):

The form will then allow for you to search by **Document Status** (Choose Pending Statuses), **Chart Code** and **Organization Code**.

basic search | supervisor search

Document Type: 🔍 📄

Initiator: 🔍 📄

Approver: 🔍 📄

Viewer: 🔍 📄

Group Viewer Id:

Document Id:

Application Document Id:

Document Status: Pending Statuses
+ INITIATED
- SAVED
- ENROUTE
- EXCEPTION

Route Node:

Route Node Logic: Exactly

Date Created From: 📅

Date Created To: 📅

Date Approved From: 📅

Date Approved To: 📅

Date Last Modified From: 📅

Date Last Modified To: 📅

Date Finalized From: 📅

Date Finalized To: 📅

Title:

Document Description:

Organization Document Number:

Chart Code: ▼

Organization Code:

Employee ID: 🔍

Fiscal Year: 🔍

Report Number: 🔍

Search Result Types: Document Specific Data Workflow Data

Name this search (optional):

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.

Document Id	Status	Document Description	Organization Document Number	Chart Code	Organization Code	Employee ID	Fiscal Year	Report Number	Route Log
32619808	ENROUTE	0002866384		BL	CHEM	0002866384	2014	A03	
32619798	ENROUTE	0002210598		BL	SSAL	0002210598	2014	A03	
32619796	ENROUTE	0002847431		BL	CHEM	0002847431	2014	A03	
32619718	ENROUTE	0002524118		BL	CHEM	0002524118	2014	A03	
32619700	ENROUTE	0002039874		BL	CHEM	0002039874	2014	A03	
32619652	ENROUTE	0001825937		BL	CHEM	0001825937	2014	A03	
32619617	ENROUTE	0002757316		BL	CHEM	0002757316	2014	A03	
32619607	ENROUTE	0002590334		BL	CHEM	0002590334	2014	A03	

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