

## Common EPAF errors

1. Error: A Primary Job has not been defined for this employee
  - Reason: **Contract Type** is entered as Secondary
  - **Solution:** Change **Contract Type** to Primary instead of Secondary, save and Submit.
2. Error: *NEWEMP* - Previous deductions invalid for the new Benefit Cat. must be termed
  - Reason: Not all of the benefits have been terminated from the previous permanent position.
  - **Solution:** Contact Director of Staff Employment and Records Management
3. Error: Base Job record must exist to create a new job.
  - Reason: No job exists in Banner
  - **Solution:** Use a 00 suffix when entering the position.
4. Error: The future dated Job record must be deleted before ending Job.
  - Reason: The suffix is incorrect.
  - **Solution:** Void the EPAF and create a new EPAF with the correct suffix.
5. Error: Funding Source – Fund is inactive / Account Index is inactive
  - Reason: The fund code is inactive in Banner
  - **Solution:** A new code must be entered. If necessary, contact the Budget Office
6. Error: Not a valid position
  - Reason: The **POSITION** was misspelled or does not exist
  - **Solution:** Under Job and Suffix verify that correct position number was entered  
Examples: Student: STU070, Non-Student Temporary Employee Hourly: STMP15 or Non-Student Temp (Salary): STMP18
7. Error: FT/PT Status must be filled in for Approval Type, EMPLOY
  - Reason: No FT/PT status was selected
  - **Solution:** Select FT Status (30 to 40 hrs.) or PT Status (29 hrs. or less), then save and Submit.
8. Error: Home Organization must be filled in for Approval Type EMPLOY
  - Reason: Home Organization Code was not entered
  - **Solution:** Enter a Home [Organization Code](#), then save and Submit.
9. Error: Contract Type must be filled in for Approval Type JOBHR
  - Reason: **Contract Type** field was not selected
  - **Solution:** Select a Contract Type (Primary or Secondary) then save and Submit.
10. Error: Title must be filled in for Approval Type, JOBHR
  - Reason: **TITLE** field is blank
  - **Solution:** Enter a Job TITLE into this field, then save and Submit.
11. Error: Regular Rate must be filled in for Approval Type, JOBHR
  - Reason: **Regular Rate** was not entered for your employee
  - **Solution:** Enter the **Regular Rate** for the employee, then save and Submit.

12. Error: Timesheet Orgn must be filled in for Approval Type, JOBHR
  - Reason: **Timesheet Organization** field is blank
  - **Solution:** Enter the **Timesheet Organization** code, then save and Submit.
  
13. Error: Supervisor ID must be filled in for Approved Type, JOBHR
  - Reason: **Supervisors ID** field is blank
  - **Solution:** Enter the **Supervisor's ID** (800/801#), then save and Submit.
  
14. Error: FTE must be filled in for Approval Type, JOBHR
  - Reason: **FTE** field is blank
  - **Solution:** Enter [FTE](#) , then save and Submit
  
15. Error: FUNDING SOURCE – Index 117515 does not allow override of Fund/Organization
  - Reason: The **Default from Index button** was not pushed to process your fund
  - \*\*\* You will then receive the following message:
  - ERRORS AND WARNINGS MESSAGES – FUNDING SOURCE- Account code is required
  - **Solution:** Enter the Account number, then save and Submit.
  
16. Error: Invalid Supervisor for Job Detail; supervisor has no active jobs as of the effective date
  - Reason: The ID number entered for the supervisor is not valid based on the effective date
  - **Solution:** Enter a valid supervisor, then save and Submit.
  
17. Error: Begin Date must equal the first Jobs Detail Effective Date
  - Reason: The Query date must be the 1<sup>st</sup> of the month and/or Suffix has already been used
  - **Solution:** The EPAF cannot be updated. You must void it and create a new EPAF
  
18. Error: Current hire date must be later than original hire date
  - 1<sup>st</sup> Reason: The Suffix was incorrect for the assignment
  - **Solution:** Check the last suffix for that position number and enter the next highest number, then save and Submit
  - 2<sup>nd</sup> Reason: The original Hire date is after the date of hire for the employee's current assignment
  - **Solution:** If the suffix is correct, contact the appropriate HR Specialist/Consultant to correct
  
19. Error: ID is not defined as an employee. Establish Employee Record.
  - Reason: The employee has not been set up in Banner
  - **Solution:** An employee record must be created in Banner. Contact the appropriate HR Specialist/Consultant to set up
  
20. Error: Update Job(s) Status before entering leave information
  - Reason: The employee's previous assignment is in Leave earning status
  - **Solution:** Contact the appropriate HR Specialist/Consultant to correct
  
21. Error: First Name, SSN/SIN, Birth Date or Gender incomplete
  - Reason: Banner is missing information
  - **Solution:** Employee record must be updated in Banner. Contact the appropriate HR Specialist/Consultant to correct

22. Error: Account code is required. The Index code ##### is invalid. Please change.
- 1<sup>st</sup> Reason: The account number is empty and must be provided
  - **Solution:** Enter the first fund number, click “Default from Index”, then enter the account number and percentage of the fund. Hit Save.
  - 2<sup>nd</sup> Reason: The fund number is invalid or info is missing in the fund section
  - **Solution:** For the second fund code, repeat the same steps, however, the fund codes percentage needs to equal 100%
23. Error: Invalid Supervisor Position and Suffix
- Reason: The Supervisor started in the position after the EPAF effective date
  - **Solution:** Create a new EPAF with a query date on or after the Supervisor’s hire date
24. Error: New Effective Date cannot be after Employee’s Termination Date.
- Reason: There is a termination date listed in PEAEMPL
  - **Solution:** Contact the appropriate HR Specialist/Consultant so the termination date can be removed in Banner PEAEMPL

**\*\*\* If you have Warnings, no action is necessary. The warnings will not prevent the EPAF submission<sup>1</sup>**