

EPAF Error Messages and Warnings

While creating an EPAF transaction, Originators could encounter Error Messages and/or warnings that occur during the save and submit operations of the transaction. The tables below provide you with the meaning of the message and the action to be taken (if any) when error and warning messages appear.

Error Messages--will prevent a transaction from being submitted successfully. If an Error Message is received, the transaction CANNOT be completed (submitted) as is. The Originator must make the necessary correction(s) as identified in the Error Messages table below. Once the error has been corrected, the Originator should be able to SAVE and SUBMIT the transaction successfully. The table below is just a list of the most common errors an Originator may encounter. If you Error Message does not appear of the list below, please reach out to the HR Operations Team for assistance.

Message Received	Meaning of Message	Originator Action(s) to be Taken
ERROR Base Job record must exist to create a new job.	Originator entered a new Position/Suffix, instead of selecting the active Position/Suffix on a JOBDTL transaction, therefore there is no assignment posted on NBAJOBS for the Position/Suffix entered on the EPAF transaction.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction selecting the correct Position and/or Suffix for a JOBDTL transaction or create a NEWPOS transaction, if creating a new Position and or Suffix
ERROR Begin Date must equal the first Jobs Detail Effective Date.	A transaction for this Position/Suffix already exists.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction under the correct Position or new Suffix.
ERROR: CANNOT CREATE ONE-TIME PAYMENT FOR PAST PAY PERIOD.	The Dates entered for the One-Time Payment all fall in a previous pay period and the Payroll process for that pay period has already completed.	Return to the New EPAF screen and create new transaction using the Start of the current pay period as the Effective and Contract Begin Date and the end of the current pay period as the Contract End Date

<p>*ERROR* Eff Date must be greater than Last Paid Date of DD-MMM-YYYY.</p>	<p>Last Paid Date was changed before transaction had final Approval.</p>	<p>DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction</p>
<p>*ERROR* ID is not defined as employee.</p>	<p>Transaction was entered under a Banner ID for someone who does not have a record in Banner as an employee.</p>	<p>Return to the New EPAF screen. Check to make sure correct Banner ID was entered. If the correct ID was entered, create an ID and CAMPUS transaction. If an incorrect ID was entered, enter the correct ID and create the necessary transaction.</p>
<p>*ERROR* Labor Distribution Percentage must be between .01 and 100.</p>	<p>Percent on a Labor FOAP is less than .01 or greater than 100</p>	<p>Return to the Percent field with the incorrect percentage and enter the correct percent or check the Remove button, if there is a line with .00 percent because that account is no longer valid for the employee, and then resave and resubmit the transaction.</p>
<p>*ERROR* Not a valid active position.</p>	<p>The Position number for the assignment has been closed or frozen by the Budget Office.</p>	<p>Check to make sure the correct Position number was entered or selected. If so, contact your HRBP for assistance in getting the position created. If the Position number is incorrect, DELETE or VOID the transaction and create a new transaction under the correct Position number</p>
<p>*ERROR* The future dated Job record must be deleted before ending Job</p>	<p>There is a transaction already posted on NBAJOBS with a date greater than the Personnel and Effective Dates on the EPAF Termination.</p>	<p>Contact HR Ops Team for assistance. HR Ops Team will either remove the future transaction on NBAJOBS and notify the Originator to DELETE or VOID the EPAF transaction and reenter as a new transaction or HR Ops Team will notify the Originator to attempt to submit the existing EPAF again.</p>
<p>*ERROR* This employee already has a primary job.</p>	<p>Employee has a Primary assignment in effect as of the Personnel Date entered on the new transaction.</p>	<p>Return to Primary/Secondary field and change to Secondary and then resave and resubmit the transaction.</p>

<p>ORIGINATOR CANNOT BE DESIGNATED AS AN APPROVER, PLEASE CHANGE</p>	<p>The Routing Queue lists the Originator's ID and Name with a Required Action type of "Approve".</p>	<p>Return to the Routing Queue and enter an Approver name and ID with the Required Action type of "Approve" that is not the same as the Originator's information. Also make sure that the Default Routing for all Approval Categories do not have the Originator's Name and ID listed in the Routing Queues with a Required Action of "Approve".</p>
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Warning Messages-- will not prevent a transaction from being submitted. If a Warning message is received, the transaction CAN be completed (submitted) as is. However, after submitting the transaction, additional action by the Originator may be necessary. The table below is just a list of the most common errors an Originator may encounter. If you Error Message does not appear of the list below, please reach out to the HR Operations Team for assistance.

Message Received	Meaning of Message	Originator Action(s) to be Taken
WARNING Annual Salary is outside the Table/Grade range.	The Salary entered is outside the Salary Grade Low/High range.	Check to make sure the salary entered is correct. If so, there is no additional action for the Originator to take. If the salary entered is incorrect, return to the Annual Salary field, enter the correct Salary and then save and resubmit the transaction.
WARNING Rate for this job is outside the Table/Grade range.	The Hourly Rate entered is outside the Salary Grade Low/High range.	Check to make sure the salary entered is correct. If so, there is no additional action for the Originator to take. If the salary entered is incorrect, return to the Regular Rate field, enter the correct Hourly Rate and then save and resubmit the transaction

If you receive any Error or Warning Messages outside of what's provided in the tables above, please screen shot them and email to the HR Operations Team at HR_PAFS@emich.edu for further research and assistance.