

# EPAF Error Messages and Warnings

Please refer to the following solutions if you encounter an error or warning message after submitting an EPAF.

***\*ERROR\* Base Job cannot begin before the position. Check position dates.***

**1<sup>st</sup> Solution:** Check to make sure the correct Position number was entered or selected. If so, contact Budget to see if they can correct the Position Begin Date and resubmit the transaction once the corrected Position Begin Date shows on NBAPOSN.

**2<sup>nd</sup> Solution:** If the Position number is incorrect, DELETE or VOID the transaction and create a new transaction under the correct Position number.

***\*ERROR\* Base Job record must exist to create a new job.***

**Reason:** This error will occur on EPAF's for new hires who never worked for the university. When the position number selected for the EPAF does not match the Employee Class Code associated with the position number, the system is unable to assign the correct position number to the EPAF transaction. This difference may occur between work study and non-work study positions.

**Solution:** DELETE or VOID the transaction. Return to the New EPAF screen and create a new transaction selecting the correct Position and/or Suffix for a NEW (Monthly, Biweekly or Student) transaction, if creating a new Position and or Suffix.

***\*ERROR\* Begin Date cannot be later than Jobs Effective Date.***

**Solution:** DELETE or VOID the transaction. Return to the New EPAF screen and create a new transaction under correct/current Position/Suffix.

***\*ERROR\* Begin Date must equal the first Jobs Detail Effective Date.***

***\*WARNING\* Future changes exist – starting on XX-XXX-XXXX***

**Reason:** This error means that the position number and suffix are currently assigned to an active job (they are already in use); therefore, the effective date already exists for this position and suffix.

**Solution:** The “**Job Begin Date**” in the new value column must be blank or the same as the job begin date in the “**Current**” value column.

***\*ERROR\* Cannot be terminated. All jobs have to be ended.***

**Reason:** The EPAF transaction was entered as a SEPAR, but the employee has more than one open assignment on NBAJOBS.

**Solution:** DELETE or VOID the transaction. Return to the New EPAF screen and create a TERM transaction.

***\*ERROR\* Cannot find record using primary or unique key for Job Detail.***

***\*WARNING\* Future changes exist – starting on XX-XXX-XXXX***

**Reason:** The error/warning combination occurs when the Query Date and/or Effective Date entered are prior to the Job Begin Date for this Position/Suffix.

**Solution:** DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction using a valid Query Date and/or Effective Date.

***\*ERROR\* Contract End Date must not be later than Base Job End Date.***

**Reason:** The transaction was entered on a Position/Suffix that was already Terminated with a JOB END DATE listed on NBAJOBS for that Position/Suffix.

**Solution:** DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction under the correct/current Position/Suffix.

***\*ERROR\* Date cannot be after the Base Job End Date of DD-MM-YYYY.***

**Reason:** The transaction was entered on a Position/Suffix that was already Terminated with a JOB END DATE listed on NBAJOBS for that Position/Suffix.

**Solution:** Send a request to [payroll@alcorn.edu](mailto:payroll@alcorn.edu) to remove the termination date from NBAJOBS.

***\*ERROR\* Date cannot be prior to the Base Job Begin Date of DD-MM-YYYY.***

**Reason:** There is no assignment posted on NBAJOBS for the Position/Suffix entered on the EPAF transaction.

**1<sup>st</sup> Solution:** If there is a new position transaction in the queue to be applied prior to this EPAF transaction, wait until that transaction shows on the budget side (NBAPOS) and then submit this transaction. (*Call the budget office to ensure that this position exists*)

**2<sup>nd</sup> Solution:** If the transaction has already been submitted or has the incorrect Position/Suffix, DELETE or VOID the transaction. Then return to the New EPAF screen and create a new transaction under correct/current Position/Suffix.

***\*ERROR\* Eff Date must be greater than Last Paid Date of DD-MMM-YYYY.***

**Reason:** This message occurs when an EPAF is submitted to reactivate a position or change a position with an incorrect effective date. Last Paid Date was changed before transaction had final Approval.

**Solution:** To reactivate a position, the new effective date of the EPAF must be AFTER the last termination date on the job that was selected for reactivation. To make a change to an existing job, the effective date of the EPAF must be AFTER the last paid date on the job. DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction.

***\*ERROR\* ID is not defined as employee.***

**Reason:** The transaction was entered under a Banner ID for someone who does not have a record in Banner as an employee.

**Solution:** Delete or Void the EPAF and start over using an Approval Category for a “New Hire” employee who has not worked at the university. *Always remember to perform a valid search before generating a new ID.*

***\*ERROR\* Invalid Action.***

**Reason:** 1.) Transaction entered on a Position/Suffix that already has TERMINATION posted on NBAJOBS, so position has JOB END DATE.

**Solution:** DELETE or VOID the transaction and create a new transaction under the correct or new Position/Suffix. Or,

**Reason:** 2.) Behind the scenes calculations are not valid for type of transaction but due to the edits put in place, those calculations are not necessary. This message is more of a WARNING than ERROR.

**Solution:** Continue with the transaction as it will save, submit, approve and apply correctly.

***\*ERROR\* Invalid Date for Current Hire Date. Format is MM/DD/YYYY***

**Reason:** Date was not entered correctly. Format MUST be MM/DD/YYYY, not MM/DD/YY or DD-MMM-YYYY.

**Solution:** Return to incorrect date and reenter in correct format, then tab through all fields to ensure any other dates that have edits based on that date field default correctly and resave and resubmit the transaction.

***\*ERROR\* INVALID EMPLOYEE CLASS CODE IN EMPLOYEE INFORMATION BLOCK***

**Reason:** The E-Class entered is incorrect.

**Solution:** Return to the Employee Class Code Field and enter the correct E-Class. Click on the magnifying glass and a popup box should appear with the valid class codes.

***\*ERROR\* Job Detail record must exist to create a new job or***

***\*ERROR\* Base Job Record Must Exist to Create a New Job***

**Reason:** The 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.

**Solution:** 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 use a new position transaction, if creating a new Position and or Suffix.

***\*ERROR\* Labor Distribution Percentage must be between .01 and 100.***

**Reason:** Percent on a Labor FOAP is less than .01 or greater than 100.

**Solution:** 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.

***\*ERROR\* New effective date must be greater than last date of DD-MMM-YYYY.***

**Reason:** Information already exists on NBAJOBS with the date listed in the error message.

**Solution:** DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction using a Query Date after the date listed in the error message.

***\*ERROR\* Not a valid active position.***

**Reason:** The Position number for the assignment has been closed or frozen by the Budget Office.

**Solution:** Check to ensure the correct Position number was entered or selected. If so, contact the budget office to have the position reopened on NBAPOSN. If the Position number is incorrect, DELETE or VOID the transaction and create a new transaction under the correct Position number.

***\*ERROR\* Previous deductions invalid for the new Benefit Cat. must be term' d***

**Reason:** There are deductions still open from the previous E-Class listed on PEAEMPL. This error may happen during the summer months for nine-month faculty.

**Solution:** Void or DELETE the transaction to ensure you do not change an employee's original appointment. Enter the correct summer position number and suffix. In any other instance, contact us at [hrbenefits@alcorn.edu](mailto:hrbenefits@alcorn.edu) with a screenshot of the error message.

***\*ERROR\* The future dated Job record must be deleted before ending Job.***

**Reason:** There is a end date already posted on NBAJOBS with a date greater than the Personnel and Effective Dates on the EPAF Termination.

**Solution:** Contact us at [payroll@alcorn.edu](mailto:payroll@alcorn.edu). Payroll 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.

***\*ERROR\* This employee already has a primary job.***

**Reason:** At least one job record exists that is designated as a Primary job.

**Solution 1:** If current employee and you are adding a job, return to Primary/Secondary field and change to Secondary and then resave and resubmit the transaction.

**Solution 2:** If this is to become the Primary assignment based on the E-Class on PEAEMPL, then return to the position page, click on current position, next approval type and put in new position number and suffix. This step will end the old job so that you can enter the new one.

***\*ERROR\* TRANSACTION NOT ALLOWED - MARITAL CODE MUST BE M OR S.***

**Reason:** Marital Status was not entered.

**Solution:** Return to Marital Status field and select M, Married or S, Single from the drop down menu and then resave and resubmit the transaction.

***\*ERROR\* Must update at least ID, Name, or Name Type.***

**Reason:** When updating information on ID, the transaction requires that information is entered in the ID, Name OR Name type field, even if information already exists for that Banner ID.

**Solution:** Return to any or all of those editable fields and enter the necessary information in either or both the ID or Name fields. If entering information in the ID field, it should always be the exact same as the Banner ID already listed under the Current Value information.

***\*ERROR\* First Labor Distribution Effective Date must equal the Job Begin Date.***

**Reason:** This error will occur if the beginning date of the EPAF is different than the FOAP Effective Date. All effective dates MUST be the same and should be equal to the job start date, with the exception of the Job Ending Effective Date.

**Solution:** Delete or Void the EPAF and start over with the correct effective date in the very first date field.

***\*ERROR\* ORGN SECURITY ACCESS NOT ALLOWED FOR ORGINATOR***

**Reason:** Originator does not have access to the Home Org listed for the employee on PEAEMPL.

**Solution:** Each School/College/Division should have at least one person that can access and process transactions across Home Orgs. Contact the department to have a person with that access create the transaction. If no one has access, please request access by completing the EPAF Access Request form found on the Employer Resources webpage.

***\*ERROR\* The Approval Category selected is invalid for this position***

**Reason:** The incorrect Approval Category was selected.

**Solution:** Click on the OK button. Return to the New EPAF screen and reenter the employee's ID, the Query Date and select the correct Approval Category from the Drop Down menu.

***New Effective Date cannot be after Employee's Termination Date.***

***Job Begin Date cannot be after Employee's Termination Date.***

***\*WARNING\* The Employee's Term Date and Reason should be removed from PEAEMPL.***

***\*WARNING\* This employee is terminated on the Employee form.***

**Reason:** When both of these Error messages appear with both of these Warning messages, it means that the employee has not worked recently and their employee record has been inactivated. This Error message occurs when the Approval Category to "Reactivate" a job is selected.

**Solution:** Contact [payroll@alcorn.edu](mailto:payroll@alcorn.edu) to remove the termination date in NBAJOBS. Remember to contact us at [hrm@alcorn.edu](mailto:hrm@alcorn.edu) to ensure that we have received the hiring documents.

***\*ERROR\* New Effective Date cannot be after Employee's Termination Date.***

***Job Begin Date cannot be after Employee's Termination Date.***

**Reason:** These two Error messages will appear together when the Approval Category to "Add" an hourly or salary job was used and indicate one of two possible situations:

**Solution 1:** The student's employee record is at a "Terminated" status because they have not worked in some time OR the job number and suffix combination is already in use for another job.

**Solution 2:** If the student's employee record is at a "Terminated" status, contact [payroll@alcorn.edu](mailto:payroll@alcorn.edu) to remove the termination date from NBAJOBS.

**Solution 3:** If the position and suffix number combination is already in use for an active job, Void or Delete the EPAF and click on primary job, click next approval type and either the new position number and suffix.

***Unable to complete edit execution (Oracle Error – 1).***

**Reason:** Indicates a system failure.

**Solution:** Delete the EPAF and start over.

***When Deferred Pay is entered the Factor cannot equal the Pays.***

**Reason:** This error will only appear on faculty hire EPAFs. This means that the job record was last used for a deferred pay position. Originator cannot reactivate this job record with an EPAF until the deferred pay codes are removed from the job record.

**Solution:** Contact the payroll department for assistance. A second option is to "Add another job record" with the next available suffix for the position.

***\*ERROR\* First Jobs Detail Effective Date must equal the Job Begin Date.***

**Reason:** The employee on this ePAF has not been in the position before.

**Solution:** Fill in **Job Begin Date** with the same date as the PAF Effective Date.

***\*ERROR\* Labor Distribution Percentage must equal 100%***

**Reason:** The total of all percentages associated with FOAPs to which this assignment is being charged must equal 100%.

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**\*\*Warning Messages\*\***

If you only receive a Warning message, please remember that it will not prevent you from submitting an EPAF. No more action is needed.