

# HRNAVIGATOR

## EPAF ERROR MESSAGES AND WARNINGS

While creating a transaction in EPAF, originators can encounter error messages and/or warnings that occur during the save and submit operations of the transaction. Until now there was no definitive source for what these messages meant or whether there was user action to be taken. This job aid provides you with the meaning of the message and the action to be taken (if any) when error and warning messages appear.

## WARNING MESSAGES

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.

Message Received	Meaning of Message	Action to be Taken
*WARNING* Total FTE for this employee exceeds one as of the eff date	Employee has more than one open assignment with the total FTE of ALL the assignments equaling more than 1. This message will appear whenever a Full- Time employee has or receives an Additional Service Assignment or someone receives a Stipend award with another open transaction/Stipend.	There is no additional action for the Originator to take.
*WARNING* Total FTE for this position is greater than budgeted FTE.	The transaction is for an assignment on a POOLED position	There is no additional action for the Originator to take.

# HRNAVIGATOR

## ERROR MESSAGES

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 this job aid. Once the error has been corrected, the originator should be able to SAVE and SUBMIT the transaction successfully.

Message Received	Meaning of Message	Action to be Taken
*ERROR* Base Job cannot begin before the position. Check position dates.	The Position number for the assignment was either created by the Budget Office with a date greater than the assignment begin date.	Check to make sure the correct Position number was used. If so, contact Compensation to see if they can correct the Position Begin Date and resubmit the transaction once corrected.  If the Position number is incorrect, DELETE or VOID the transaction and create a new transaction under the correct Position number.
*ERROR* Date cannot be after the Base Job End Date of DD-MMM-YYYY.	Transaction entered on a Position/Suffix that is already Terminated with a JOB END DATE listed on NBAJOBS for that Position/Suffix.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction under the correct Position/Suffix.
*ERROR* The begin date and step must be entered for a new job	A transaction for this Position/Suffix already exists.	Check to see if the Approval Category is Reactivate Job and if the employee has not been hired into this position. If yes, change the Approval Category to Create New. The EPAF will need to be voided.

# HRNAVIGATOR

<p>*ERROR* End date must be later than Begin date</p>	<p>A transaction for this Position/Suffix already exists.</p>	<p>Check to see if the Approval Category is Create Job and if the employee has already been hired into this position. If yes, changed the Approval Category to Reactivate Job. The EPAF will need to be voided.</p>
<p>*ERROR* Begin Date must equal the first Jobs Detail Effective Date.</p>	<p>A transaction for this Position/Suffix already exists.</p>	<p>Check to see if the Approval Category is Reactivate Job and if the employee has not been hired into this position. If yes, change the Approval Category to Create New. The EPAF will need to be voided.</p>
<p>CRN and Term Code not valid for Employee</p>	<p>The employee is not assigned to the term/CRN entered with the Registrar.</p>	<p>Department needs to contact registrar's office to ensure employee is assigned to the course before being able to submit the EPAF.</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>Check to make sure correct Banner ID was entered. If the correct ID was entered, reach out to Operations for further instruction. If an incorrect ID was entered, enter the correct ID and create the necessary transaction.</p>
<p>*ERROR* Invalid Date for Current Hire Date. Format is MM/DD/YYYY</p>	<p>Date was not entered correctly. Format MUST be MM/DD/YYYY, not MM/DD/YY or DD-MMM-YYYY.</p>	<p>Return to incorrect date and re-enter in the correct format. Then, tab through all fields to ensure any other dates that have edits based on that date field default correctly. Resave and submit the transaction.</p>

# HRNAVIGATOR

<p>*ERROR* Not a valid active position.</p>	<p>The Position number for the assignment has been closed or frozen.</p>	<p>Check to make sure the correct Position number was entered or selected. If so, reach out to Operations. If the Position number is incorrect, DELETE or VOID the transaction and create a new transaction under the correct Position number.</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>*ERROR* 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>
<p>*ERROR* Labor Distribution Percentage must be between .01 and 100.</p>	<p>Percent on a Labor Distribution 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>