SUL ROSS STATE UNIVERSITY

EPAF Error Messages and Warnings

While creating a transaction in EPAF, originators could 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.

Error Messages

Error messaged 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.

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.

Using This Table

Find the Error or Warning message in the table. The description of the message is provided to help you understand the action to be taken. Perform the action (if any) to correct the error, save, and submit the transaction.

ERROR MESSAGES:

Message Received	Meaning of Message	Action to be Taken
"LOADING"	There is action processing in the background.	Wait until "LOADING" disappears or is completed. If "LOADING" does not disappear after 3 minutes, check bottom of the open browser window for the words "Error on Page", double click on the words "Error on Page" and the actual error message should appear. Take a screenshot of the actual error message and send it to HR System Support to investigate.
ERROR Address of this type exists.	Originator did not select the Active address for someone who already has an address listed on line.	DELETE or VOID the transaction. Return to the New EPAF screen and create a new ID transaction selecting the "Active" address record.

Message Received	Meaning of Message	Action to be Taken
ERROR Base Job cannot begin before the position. Check position dates.	1.) The assignment begin date is earlier than the Position Roll date of October 1 for the new Fiscal Year. 2.) The Position number for the assignment was either created by the Budget Office with a date greater than the assignment begin date.	1.) DELETE or VOID the transaction. ESC will have to enter the transaction. Send as a paper transaction to ESC. 2.) 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. If Budget can not correct the Position Begin Date, ESC will have to enter the transaction. Send as a paper transaction to ESC. 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.	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 cannot be later than Jobs Effective Date.	There is no assignment posted on NBAJOBS for the Position/Suffix entered on the EPAF transaction.	If there is a NEWPOS or HR-POS transaction in the queue to be applied prior to this EPAF transaction, wait until that transaction shows on NBAPOS and then submit this transaction. If the transaction has already been submitted or has the incorrect Position/Suffix, 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.	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 : CANCELLATION FEES MUST BE ONE-TIME PAYMENTS.	The Contract Dates entered on the PTCAN or USCAN transaction are not for entire current service period.	DELETE or VOID the transaction. 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.
ERROR Cannot be terminated. All jobs have to be ended.	The EPAF transaction was entered as a TERM-E, but the employee has more than one open assignment on NBAJOBS.	DELETE or VOID the transaction. Return to the New EPAF screen and create a TERM-J transaction.

Message Received	Meaning of Message	Action to be Taken
ERROR: CANNOT CREATE EPAF WHERE CONTRACT TERMINATES BEFORE THE CURRENT PAY PERIOD.	The Date entered in the Contract End Date field is from a previous pay period and the Payroll process for that pay period has already completed.	If the incorrect Contract End Date was entered, return to the Contract End Date field and enter the correct Contract End Date. Then resave and resubmit the transaction. If the assignment truly ended in a previous pay period, DELETE or VOID the transaction. 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.
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.
ERROR Cannot find record using primary or unique key for Job Detail.	The Query Date and/or Effective Date entered are prior to the Job Begin Date for this Position/Suffix.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction using a valid Query Date and/or Effecitve Date.
ERROR Contract End Date must not be later than Base Job End Date.	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/current Position/Suffix.
ERROR Contract Start and End Dates must both exist.	A Contract Begin Date and Contract End Date are required if either Date is entered.	Return to the field with the missing date and enter a date in the field and then resave and resubmit the transaction.
ERROR Contract Start Date must be earlier than Contract End Date.	Contract End Date was either entered incorrectly or not updated.	Return to the Contract End Date field and enter the correct Contract End Date. Then resave and resubmit the transaction.
ERROR Cannot update because the Entity Indicator cannot be changed.	There is an existing "non-person" record under the ID entered	DELETE or VOID the EPAF transaction and Contact ESC. ESC will provide a correct Banner ID. Return to the New EPAF screen and create a new ID transaction using the Banner ID provided by ESC. ESC will work with Finance to clear up the "non-person" record.
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/current Position/Suffix.

Message Received	Meaning of Message	Action to be Taken
ERROR Date cannot be prior to the Base Job Begin Date of DD-MMM-YYYY.	There is no assignment posted on NBAJOBS for the Position/Suffix entered on the EPAF transaction.	If there is a NEWPOS or HR-POS transaction in the queue to be applied prior to this EPAF transaction, wait until that transaction shows on NBAPOS and then submit this transaction. 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.	Last Paid Date was changed before transaction had final Approval.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction.
ERROR Hours Per Day must be between 1 and 24.	Appt Percent less than 14, causing Hours per Day to fall below 1	DELETE or VOID the transaction. ESC will have to enter the transaction. Send as a paper transaction to ESC.
ERROR: ID = SSN IS NOT ALLOWABLE AT THIS TIME OF THE CALENDAR YEAR.	Employees without a valid SSN or ITIN can not be put on the Payroll in the months of November and December.	Wait until the Service Period for the first pay in January of the next year to create the ID transaction. If the employee receives their US SSN or ITIN any time during November or December, the ID can be created for the current service period in which it is received.
ERROR ID is not defined as employee.	Transaction was entered under a Banner ID for someone who does not have a record in Banner as an employee.	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.
ERROR Invalid Action.	1.) Transaction entered on a Position/Suffix that already has TERMINATION posted on NBAJOBS, so position has JOB END DATE. 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.	1.) DELETE or VOID the transaction and create a new transacton under the correct or new Position/Suffix. 2.) The message is more of a WARNING than ERROR. 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	Date was not entered correctly. Format MUST be MM/DD/YYYY, not MM/DD/YY or DD-MMM-YYYY.	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	The E-Class entered is obsolete or not used for NEWPOS or HR-POS transactions.	Return to the Employee Class Code Field and enter the correct E-Class.
ERROR Invalid value for Account. Press LIST for valid codes.	Account did not populate when Index entered. Possibly due to overlaying Higher Index with lower or not waiting for LOADING to finish.	DELETE or VOID the transaction, then clear cookies (following instructions in training guide). Return to the New EPAF screen and create new transaction.

Message Received	Meaning of Message	Action to be Taken
ERROR Job Detail 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 Labor Distribution Percentage must be between .01 and 100.	Percent on a Labor FOAP is less than .01 or greater than 100	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 in 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.	There is already information posted on NBAJOBS with the date listed in the error message	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. Also, check the date of the most recent LABOR information on NBAJOBS. If that date matches the date listed in the error message, send a Change in Labor Distribution/Redistribution form to SPA for the redistribution of any funds in effect prior to the new transaction date.
ERROR No jobs records found for the given dates.	1.) Termination was entered on a Position/Suffix that is already Terminated with a JOB END DATE listed on NBAJOBS for that Position/Suffix. 2.) Termination entered with an effective date in a prior Fiscal Year, Originated and/or Approved to Apply after Position Roll was completed for new Fiscal Year.	1.) DELETE or VOID the transaction. and create a new transacton under the correct or new Position/Suffix. 2.) VOID the previous Fiscal Year transaction and contact ESC to work with them on entering the termination manually into NBAJOBS.
ERROR Not a valid active position.	The Position number for the assignment has been closed or frozen by the Budget Office.	Check to make sure the correct Position number was entered or selected. If so, submit a PAR to Budget to have the Position reopened and resubmit the transaction once the Position Status shows as 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 Pay ID not found on PTRCALN for fiscal year and effective date	The Query & Effective Date entered are outside the date range for the Pay Id	DELETE or VOID the transaction. Return to the New EPAF screen and create a new transaction using a Query Date that is the date range for that Pay ID.
ERROR Position Status not active; Assignment change or insertion not allowed.	Transaction entered on a Position/Suffix that already has TERMINATION posted on NBAJOBS, so has position has JOB END DATE.	DELETE or VOID the transaction and create a new transacton under the correct or new Position/Suffix.

Message Received	Meaning of Message	Action to be Taken
ERROR Previous deductions invalid for the new Benefit Cat. must be term'd	There are deductions still open from the previous E- Class listed on PEAEMPL.	1.) If the transaction is an Additional Service Assignment or an assignment in the Spring/Summer for an employee with a 9 Month assignment that just ended, the E-Class SHOULD NOT be updated. Return to the EPAF transaction and enter the E-Class listed as the Current Value. 2.) If the E-Class in the Current Value is XB (Retiree) or CB (Cobra) and the employee's new assignment is not in a E-Class that receives Benefits, the E-Class SHOULD NOT be updated. Return to the EPAF transaction and enter the E-Class listed as the Current Value. 2.) If the E-Class in the Current Value is XB (Retiree) or CB (Cobra) and the employee's new assignment is not in a E-Class that receives Benefits, the E-Class SHOULD NOT be updated. Return to the EPAF transaction and enter the E-Class listed as the Current Value.2.) If the E-Class in the Current Value is XB (Retiree) or CB (Cobra) and the employee's new assignment is not in a E-Class that receives Benefits, the E-Class SHOULD NOT be updated. Return to the EPAF transaction and enter the E-Class listed as the Current Value. 3.) In any other instance, contact ESC. They will work with TCW and Payroll to have the previous deductions closed, if applicable, and will notify the Originator whether to DELETE or VOID the transaction, to resubmit the transaction or if further steps need to be taken.
ERROR The future dated Job record must be deleted before ending Job.	There is a transaction already posted on NBAJOBS with a date greater than the Personnel and Effective Dates on the EPAF Termination.	Contact ESC. ESC will either remove the future transaction on NBAJOBS and notifiy the Originator to DELETE or VOID the EPAF transaction and reenter as an new transaction or ESC will notify the Originator that ESC has to enter the transaction and a paper transaction will need to be sent to ESC.
ERROR This employee already has a primary job.	Employee has a Primary assignment in effect as of the Personnel Date entered on the new transaction.	Return to Primary/Secondary field and change to Secondary and then resave and resubmit the transaction. If this is to become the Primary assignment based on the E- Class on PEAEMPL, the change to Primary will be done Programmatically.
All Approval Types must be committed prior to submission.	A new Position Number/Suffix was entered on a JOBDTL or HR-DTL transaction instead of selecting the active Position Number/Suffix.	DELETE or VOID the transaction. Return to the New EPAF screen and create a new transaction. If entering a new Position Number/Suffix, make sure the Approval Category selected is NEWPOS or HR-POS. If updating a current Position Number/Suffix, make sure the Approval Category selected is JOBDTL or HR-DTL.

Message Received	Meaning of Message	Action to be Taken
Cannot create a new record. This would cause the Current ID being updated to be identical to an existing alternate ID record for this person/non-person	There is identical First, Middle and Last Name information and Change Type already existing as an Alternate Identification for either the name the Originator is trying to enter OR the name that is listed in the Current Value.	Contact ESC to have them remove the necessary entry from the Alternate Identification screen.
ERROR: TRANSACTION NOT ALLOWED - MARITAL CODE MUST BE M OR S.	Marital Status was not entered	Return to Marital Status field and select M, Married or S, Single from the drop down menu and then resave and resubmit the transaction.
Invalid Position for Job Assignment; Salary Budget does not exist.	The Position number for the assignment has been closed by the Budget Office.	Check to make sure the correct Position number was entered or selected. If so, submit a PAR to Budget to have the Position reopened and resubmit the transaction once the Position Status shows as reopened on NBAPOSN. If the Position number is incorrect, DELETE or VOID the transaction and create a new transaction under the correct Position number.
Missing required fields: Contract Begin Date, Contract End Date	Contract Dates are required for the E-Class or Job Change Reason.	Return to the fields and enter the Contract Begin and End Dates in the respective fields and then resave and resubmit the transaction.
Must update at least ID, Name, or Name Type.	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.	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.
New Job Labor Distribution Date should be >= query effective date.	Effective Date on LABOR portion of NEWPOS or HR- POS was changed from the date that defaulted in the field from the Query Date.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction using the correct Query Date.
NO EMPLOYEE RECORD FOUND FOR THIS BANNER ID	The Banner ID for this person was created for records in another module (Student, Finance, Financial Aid, Alumni) and the person does not have any prior employment records established in Banner.	Return to the New EPAF screen and create an ID transaction and enter data in all fields that have no information or invalid information listed in the Current Value for the new employee. Once the ID transaction is completed, the new hire transaction can be created.
ORIGINATOR CANNOT BE DESIGNATED AS AN APPROVER, PLEASE CHANGE	The Routing Queue lists the Originator's ID and Name with a Required Action type of "Approve".	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".

Message Received	Meaning of Message	Action to be Taken
ORGN SECURITY ACCESS NOT ALLOWED FOR ORGINATOR	Originator does not have access to the Home Org listed for the employee on PEAEMPL.	Each School/College/Division Business Office should have at least one person that can access and process transactions across Home Orgs. Contact the Business Office to have a person with that access create the transaction.
PERSONNEL DATE MUST BE A START DATE OF W9 PAY PERIOD.	The Personnel and Effective Dates for Part-Time Faculty assignments can only be the beginning of a service period within the Pay ID for the assignment	DELETE or VOID the transaction. Return to the New EPAF screen and create a new transaction using a Query Date that is at the beginning of a Service Period for that Pay ID.
Phone number or International access is required	An area code and phone number are required.	Return to the fields and enter the Area Code and Phone number in the respective fields. If the employee does not have a phone number or did not supply one, enter the employee's Department phone number. Then resave and resubmit the transaction.
Sequence number cannot be used unless finance rules are active.	A sequence number populated in the Address Sequence No or Telephone Seq. No.	DELETE or VOID the transaction. Return to the Employee Tab and restart the EPAF process. Do not enter another ID transaction before completing the ID transaction for this employee.
The Approval Category selected is invalid for this position	The incorrect Approval Category was selected.	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.
Unfortunately the EPAF transaction for [Banner ID#] [Employee Name] [Transaction #] is in violation of security because the final approver cannot be the originator	The Originator of the transaction tried to act as the Proxy for the final Approver.	VOID the transaction. Return to the New EPAF screen and create a new transaction entering an Approver name and ID in the Routing Queue that is not the same as the Originator's information and have either that Approver or a Proxy different from the Originator Approve the transaction.

WARNING MESSAGES:

Message Received	Meaning of Message	Action 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.

Message Received	Meaning of Message	Action to be Taken
WARNING Conflicting job factors found. Job will not be reported on IPEDS.	The employee has two assignments open on E- Classes that get reported to IPEDS.	THERE IS NO ADDITIONAL ACTION FOR THE ORGINATOR TO TAKE. When an transaction is entered as a Secondary assignment and/or is to become the Primary assignment based on the E-Class on PEAEMPL activating the programmatic change to Primary, only the Primary assignment gets reported to IPEDS.
WARNING Encumbrance has been set to 0, because method is Hours Input	Transaction is for a Positive Hourly Assignment.	THERE IS NO ADDITIONAL ACTION FOR THE ORGINATOR TO TAKE. Positive Hourly pay is not encumbranced at WSU.
WARNING Future changes exist - starting on DD-MMM-YYYY.	There is an assignment already posted on NBAJOBS with a date later than the Personnel Date on the EPAF transaction.	Review the information already posted on NBAJOBS to ensure that it the EPAF transaction does not supersede the future information on NBAJOBS. If It does not, there is no additional action for the Originator to take. If it does create a new transaction with the same effective date as the future transaction to update the information of the future transaction.
WARNING Net change in Salary Encumbrance for Job Base is greater than Position Available Budget.	This message refers to salary encumbrancing feature that is not used at WSU	THERE IS NO ADDITIONAL ACTION FOR THE ORGINATOR TO TAKE. Salary is not encumbranced at WSU.
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.
WARNING This job EEO Contract Group Code is IPEDS reportable.	Transaction is on an E-Class that gets reported to IPEDS.	THERE IS NO ADDITIONAL ACTION FOR THE ORGINATOR TO TAKE.
WARNING This job EEO Contract Group Code is not IPEDS reportable.	Transaction is on an E-Class that does not get reported to IPEDS.	THERE IS NO ADDITIONAL ACTION FOR THE ORGINATOR TO TAKE.
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 equalling 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.	Check to make sure the employee is or should still be reporting hours or receiving pay for all open assignments. If so, there is no additional action for the Originator to take. If the employee no longer reports hours or receives payment on any of the assignments, a transaction should be submitted to terminate those assignments.
WARNING Total FTE for this position is greater than budgeted FTE.	This message appears when: 1. The transaction is for an assignment on a POOLED position. 2. The FTE entered on the transaction is greater that what is the Budget Office has listed on NBAPBUD as the FTE for the Position on the EPAF Transaction.	1. If the EPAF transaction is for an assignment on a POOLED position, there is no additional action for the Originator to take. 2. If the EPAF transaction is for an assignment that is on a non-POOLED position, submit a PAR to Budget to have the FTE on the Position changed to the correct FTE.

Message Received	Meaning of Message	Action to be Taken
User does not have access to view current values	The Originator is creating a transaction for an employee who's Home Org information on PEAEMPL is outside the Originator's Org Security Access.	THERE IS NO ADDITIONAL ACTION FOR THE ORGINATOR TO TAKE. The Originator can still complete the transaction, but will not be able to view the current values that are listed on line.