

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 *ERROR* 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
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.

Common EPAF errors (Continued)

10. Error: Title must be filled in for Approval Type, JOBHR
 - Reason: **TITLE** field was not entered
 - **Solution:** Enter TITLE 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** was not entered
 - **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** was not entered
 - **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** was not entered
 - **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.

*** If you have Warnings, no action is necessary. The warnings will not prevent the EPAF submission