

EPAF Error Explanations

***ERROR* Begin date must equal the first Jobs Detail Effective Date**

*The individual on this EPAF has been in this position before. 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* First Jobs Detail Effective Date must equal the Job Begin Date.**

*The individual on this EPAF has not been in this position before. Fill in **Job Begin Date** with the same date as the PAF Effective Date.*

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

Employee has been terminated since the last time he/she taught. Send an email to your HR Partner or ERPHR@bsu.edu with the person's BSU ID and name to reactivate the employee.

***ERROR* Effective Date must be greater than Last Paid Date**

The individual on this EPAF has been paid since this EPAF was originated and before all the approvals were completed. The EPAF needs to be returned for correction to the originator who must void it and re-enter an EPAF with an effective date greater than the date the employee was last paid.

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

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

***ERROR* User ID's Must be Entered for Routing Queue**

At least one individual has not been identified by selecting their BSU ID in the appropriate approval level of the EPAF.

***ERROR* Job Detail Record must Exist to Create a New Job or**

***ERROR* Base Job Record must Exist to Create a New Job**

The EPAF is trying to add earnings to a position that does not have an initial job record. Additional earnings are only valid when the job already exists such as the primary assignment for an individual employee.

***ERROR* This Employee already has a Primary Job**

The employee's primary job is still active for the dates shown on the EPAF. The primary job may need to be ended or this assignment should be Secondary.

All Approval Types must be Committed prior to Submission

The "Add Additional Earnings to Existing Job" section may be incomplete. Fill in the earnings detail and save. Occasionally Banner will lock the EPAF and not allow the section to be altered. If that happens then the EPAF must be deleted and reentered.

The error may also indicate other information on the EPAF is missing or Banner is experiencing an issue saving. Verify there is no other missing information and save the EPAF. If the error does not resolve following the second save, delete the EPAF and start over.

ERROR The Future Dated Job Record must be Deleted before Ending Job

There is already an end date on this job beyond the one this EPAF is trying to add. The future end date must be removed by HR before this EPAF can be submitted.