Common EPAF ERRORS and WARNINGS

Error messages prevent the submission of an ePAF and must be corrected prior to submitting the ePAF.

Warning message simply deliver information, and still allow the ePAF to process successfully.

*Note: If you receive an error message and proceed to make the correction you must first SAVE to capture your corrections and then select Submit to see if the error has been corrected.

Tip to Remember: SAVE. Continuously SAVE your ePAF.

ERROR MESSAGE	Explanation
New Effective Date cannot be after Employee's Termination Date	This employee's record has been inactivated. Contact HR for assistance.
Begin Date must equal the first Jobs Detail Effective Date	This error means that the job number and suffix are currently assigned to an active job (they are already in use); therefore, the effective date already exists and for this job and suffix.
Effective Date must be greater than Last Paid Date	This message occurs when an EPAF is submitted to reactivate a job or change a job with an incorrect effective date. To reactivate a job, 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.
First Labor Dist Effective Date must Equal the Jobs Begin Date	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.
New Job Labor Distribution Date should be >= query effective date	Change the query date to be >= effective date
First Labor Dist Effective Date must Equal the Jobs Begin Date	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
A Primary job has not been defined for this employee	Contact the HRIS unit for assistance. Once the change has been made, the ePAF can be re-submitted.
Invalid Date for Jobs Effective Date. Format is MM/DD/YYYY.	The message, or a similar date-field message, means that one or more dates were entered in a format other than the required MM/DD/YYYY. Identify the date and re-type it in the matching format.
This employee already has a primary job.	An active job is already in place. Select Secondary as your contract type when submitting your ePAF to remove this error.
Labor Distribution Percentage must equal 100%	The total of all the percentages on the FOAPs to which this assignment is being charged must equal 100%

User ID's Must be Entered for Routing Queue	Enter the appropriate ID in the appropriate approval level of the ePAF.
WARNING MESSAGE	
You do not have access to view current values	This message occurs if someone does not have access to that organization code. If you need access to an organization verify with Human Resources
Annual Salary is outside the Table/Grade range	*No action is needed*
Net change in Salary encumbrance for Job Base is greater than Position Available Budget	*No action is needed*