

## EPAF Errors & Solutions Page

- Review all dates for the correct format MM/DD/YYYY
- Amounts should not contain '\$' or ','
- Remember to save after each section this will help you trouble-shoot if there is an error
- Select the Submit button if available and more detailed error messages will appear.

**Below are some common error messages and solutions:** select a link to go to the solution or scroll to browse.

[Warning-User does not have access to view current values](#)

[Error : Begin Date must equal the first Jobs Detail Effective Date](#)

[Error: Cannot submit. Person with Apply privilege must be the highest level](#)

[Error: New Effective Date cannot be after Employee's Termination Date](#)

[Error: First Name, SSN, Birth Date, Sex Code or Ethnic Code Incomplete](#)

[Error: ID is not defined as an employee. Establish Employee record](#)

[Error: Effective Date must be greater than Last Paid Date of...](#)

[Error: First Labor Dist Effective Date must Equal the Jobs Begin Date](#)

[Error: New Effective Date must be greater than last date of.....](#)

**Warning** - User does not have access to view current values.

The screenshot shows a web form for entering EPAF information. At the top, there is an information icon and the text "Enter the information for the EPAF and either Save or Submit". Below this is a yellow warning icon followed by the message "User does not have access to view current values." A blue arrow points to this message. The form contains several fields: "Name and ID:" with the value "Mumfred Moose -99999999", "Job and Suffix:" with "456464-S1, STU - College of", "Transaction:" with "0056", "Query Date:" with "Jan 01, 2000", "Transaction Status:" with "Wa", and "Approval Category:" with "Student AY". At the bottom, there are three buttons: "Save", "Submit", and "Delete". A speech bubble points to the warning message with the text: "This is a Warning only and doesn't prevent the user from submitting the EPAF".

**Solution** – this warning refers to the originator’s org security, you may not be able to see the existing values. It does not prevent the originator from submitting the EPAF

1. Is the 4 digit position number used in the EPAF correct for your department?
  - a. No
    - i. Delete existing EPAF
    - ii. Create new EPAF with correct position number
  - b. Yes
    - i. The budgeted org attached to the position does not match your org security
    - ii. **This does not prevent you from submitting the EPAF, you may not be able to see existing records.**

**NOTE:** If you are unsure of your position number, they can be found, by using the following methods:

2. First, Search for the position by clicking the eye glass next to the *Position* text field on the **New EPAF Job Selection** page.

**New Job**

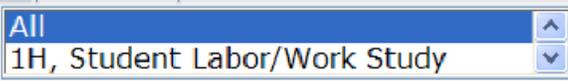
**Position:**   

**Suffix:**

Next, select the 1H **Employee Class**, 1 **COA** (Chart of Accounts), and your department's **Budget Organization**

**Search Criteria**

**Position Number:**

**Employee Class:** 

**COA:** 

**Budget Organization:** 

Then select **Go**

3. Go to the following web link to access the HR Customer Service Team file which lists each department's *Pooled Position*.

<http://www.montana.edu/pps/ImportantAnnouncements&Misc/HR-PPCustomerServiceTeams.xls>

**Error Message:** Begin Date must equal the first Jobs Detail Effective Date

**Error Messages**

Type	Message Type	Description
Job detail (Active record)	ERROR	*ERROR* Begin Date must equal the first Jobs Detail Effective Date.
Job detail (Active record)	ERROR	*ERROR* Begin Date must equal the first Jobs Detail Effective Date.
Job Ends (effective date no later than 5/31)	ERROR	*ERROR* Begin Date must equal the first Jobs Detail Effective Date.

Please see instruction number 1 under Job Detail

**Job detail (Active record)**

Instructions: (fields in gray cannot be changed)

1. Enter Job begin date. This should be the same as the "Current Value" or if no "Current Value" the same as the Effective Date
2. Enter Job Effective Date. This is the date of job change or addition (for Student jobs it is the 1st day of the pay period)
3. Select Contract Type - "Primary" or "Secondary" (1st or only job is "Primary", all other jobs are "Secondary")
4. Enter Regular Rate. This is the hourly wage
5. Enter Title. Non-student temp hourly jobs must match the [classification chart](#)
6. Enter Timesheet Orgn. This is the org number where the timesheet/card is delivered for this job.
7. Select Job Change Reason from pull down menu (New Hire, Rehire, Salary increase, etc.)

Job Element	Current Value	New Value
Job Begin Date: MM/DD/YYYY	09/01/2008	02/01/2009
Contract Type:		
Jobs Effective Date: MM/DD/YYYY	09/01/2008	02/01/2009

**Error Message – Cannot submit. Person with Apply privilege must be the highest level**

Cannot Submit. Person with Apply privilege must be the highest level.

Error message is generated once save button is clicked. Message is noted at the top of the EPAF

Cannot Submit. Person with Apply privilege must be the highest level.

User does not have access to view current values.

**Name and ID:** Mumfred Moose -88888888  
**Transaction:** 38056  
**Transaction Status:** Waiting  
**Approval Category:** Student AY job -6 credits or more, BZSTJB

**Job and Suffix:** 456464-S1, STU - College of EHHD  
**Query Date:** Jan 01, 2000  
**Last Paid Date:** May 31, 2001

Approval Level	User Name	Required Action
95 - (BZPERT) Bozeman Personnel Technicians	MAXT Max Alan Thompson	Apply
97 - (BZBENT) Bozeman Benefit Technician		FYI
99 - (BZPAYT) Payroll Technician		Approve
Not Selected		Not Selected

Save and Add New Rows

Please make sure that the final Required Action in the Routing Queue is set to Apply. The final approval level in the queue can be determined two ways:  
 1. Approval Level is 99 as indicated on the left.  
 2. The Apply action should always be performed by a payroll technician

**Solution** – Please check the Approvers list at the bottom of the EPAF. Please note the Approval level and the required action. On the left hand side of the screen you will notice a numerical value next to the approval level. Please change the BZPAYT benefit required action to apply. If this does not work please contact your local payroll office for assistance.

**NOTE:** only one approver can be set up with Apply; If receiving this error be sure that all approver levels prior to BZPAYT are either FYI, or Approve.

**Error Message - \*ERROR\* New Effective Date cannot be after Employee’s Termination Date**

Errors and Warning Messages		
Type	Message Type	Description
Add/Change student AY job- Active record	ERROR	*ERROR* New Effective Date cannot be after Employee's Termination Date.
Add/Change student AY job- Active record	ERROR	*ERROR* New Effective Date cannot be after Employee's Termination Date.
Add/Change student AY job- Active record		Employee's Term Date and Reason should be removed from PEAEMPL.
Add/Change student AY job- Active record		Employee is terminated on the Employee Form.
Terminating record for student AY jobs		Effective Date cannot be after Employee's Termination Date.

Please submit BZEMPL EPAF so payroll can reactivate employee's Employee Form; PEAEMPL

**Solution** – This message refers to an employee’s terminated employment status in the Employee Form PEAEMPL.

1. Return to New EPAF Person Selection page.
2. Please submit a BZEMPL EPAF to reactivate employee’s PEAEMPL record.
3. When BZEMPL EPAF is **applied** (completed) re-submit the appropriate appointment EPAF

**Error Message - \*ERROR\* First Name, SSN, Birth Date, Sex Code or Ethnic Code Incomplete**

Errors and Warning Messages		
Type	Message Type	Description
Activate or Change Employee Job	ERROR	*ERROR* First Name, SSN, Birth Date, Sex Code or Ethnic Code incomplete.
Activate or Change Employee Job	ERROR	*ERROR* First Name, SSN, Birth Date, Sex Code or Ethnic Code incomplete.
Activate or Change Employee Job	ERROR	*ERROR* ID is not defined as an employee. Establish Employee record.
Activate or Change Employee Job	WAR	Allowance has been set to 0, because method is Hours Input.
Activate or Change Employee Job	WAR	FTE for this position is greater than budgeted FTE.
Activate or Change Employee Job	WAR	Allowance has been set to 0, because method is Hours Input.
Terminate Employee Job	ERROR	*ERROR* ID is not defined as an employee. Establish Employee record.

This error is recieved when the individual has not been set up as an employee.

**Solution** – This message refers to an individual’s personal information in PEAEMPL which must be entered prior to them being defined as an employee in the Employee Form PEAEMPL. Anyone receiving

this message is a new employee. Please submit a **New Hire Form** in order to activate complete the individual's PPAIDEN and PEAEMPL forms.

1. Save and close the current EPAF
2. Please submit New Hire Form to the following email address; [newhires@montana.edu](mailto:newhires@montana.edu)
  - a. To access the New Hire Form, please click the link below.

[http://www.montana.edu/hr/New-TerminatingEmployee/New%20hire%20form\\_departments.doc](http://www.montana.edu/hr/New-TerminatingEmployee/New%20hire%20form_departments.doc)

3. An HR representative will contact you, (usually within 24 hours) to request the SSN and birthdate of the employee. Once this call is complete the representative will activate the individual's employment status.
4. Following the call, submit the saved EPAF.

**Error Message** - \*ERROR\* ID is not defined as an employee. Establish Employee record.

Errors and Warning Messages		
Type	Message Type	Description
Activate or Ch		*ERROR* ID is not defined as an employee. Establish Employee record.
Activate or Ch		*WARNING* Encumbrance has been set to 0, because method is Hours Input.
Activate or Ch		*WARNING* Total FTE for this position is greater than budgeted FTE.
Activate or Ch		*WARNING* Encumbrance has been set to 0, because method is Hours Input.
Terminate Em		*ERROR* ID is not defined as an employee. Establish Employee record.
Terminate Employee Job	WARNING	*WARNING* Encumbrance has been set to 0, because method is Hours Input.

**Solution** – This message is notifying the user that the individual being appointed has never been defined as an employee in Banner. It refers to an employee's employment status in the Employee Form PEAEMPL. Since they are a new employee to MSU a **New Hire Form** must be submitted in order to activate the PEAEMPL form

5. Save and close the current EPAF
6. Please submit New Hire Form to the following email address; [newhires@montana.edu](mailto:newhires@montana.edu)
  - a. To access the New Hire Form, please click the link below.

[http://www.montana.edu/hr/New-TerminatingEmployee/New%20hire%20form\\_departments.doc](http://www.montana.edu/hr/New-TerminatingEmployee/New%20hire%20form_departments.doc)

7. An HR representative will contact you, (usually within 24 hours) to request the SSN and birthdate of the employee. Once this call is complete the representative will activate the individual's employment status.
8. Following the call, submit the saved EPAF.

**Error Message** - \*ERROR\* Effective Date must be greater than Last Paid Date of...

**Errors and Warning Messages**

Type	Message Type	Description
Change labor distribution INDEX and ACCT required	ERROR	*ERROR* Effective must be greater than Last Paid Date of 31-MAY-2008.

**Change labor distribution INDEX and ACCT required**

Current  
Effective Date: 07/01/2007

COA	Index	Fund	Organization	Account	Program	Activity	Location
1	415820	411201	415820	61125	01		

New  
Effective Dates: MM/DD/YYYY 09/01/2007

COA	Index	Fund	Organization	Account	Program	Activity	Location	Remove
1	442300	411201	432300	61125	06			100.00

*Last Paid Date refers to the last time an employee was paid on the job associated with the EPAF the user is submitting. If the Labor Distribution Effective Date is listed prior to that date this error message*

**Solution** – This message refers to the effective date of an employee’s proposed labor distribution in the Add/Change Job and Labor Distribution Change EPAFs.

1. Change the labor distribution *Effective Date* to the first day of the next pay period. In the example above this date should be changed to 06/01/2008.
2. Re-verify all other information on the EPAF
3. Click *Save*
4. Click *Submit*

**Error Message:** \*ERROR\* First Labor Dist Effective Date must Equal the Jobs Begin Date

**Solution:** Change the Labor Distribution Effective date to match the Job Begin date and the Job Effective Date

Job Element	Current Value	New Value
Job Begin Date: MM/DD/YYYY		02/01/2009
Contract Type:		Primary
Jobs Effective Date: MM/DD/YYYY		02/01/2009
Regular Rate:		8.00
Title:		TH-
Timesheet Orgn:		432300
Job Change Reason:		NEWHR, New Hire
Job Status: (Not Overrideable)		A
Employer Code: (Not Overrideable)		PZ
Factor: (Not Overrideable)		12
Step: (Not Overrideable)		0
Salary Group: (Not Overrideable)		2009

**Job Labor Distribution**

- Instructions:
1. To change labor distribution enter Index and Account
  2. Press 'Save'
  3. Banner validates index
  4. Re-enter account and save
  5. To remove a row click 'Remove' box and click 'Save'
- \*COA must = 1

A labor distribution must be effective the same date as the job begins. (Jobs may not be submitted without funding)

**Current Labor Distribution**

Effective Date: 02/01/2009  
 COA Index Fund Organization Account Program Activity Location Project Cost Percent

**New Labor Distribution**

Effective Date: MM/DD/YYYY 02/03/2009

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Remove
1	4A2300	411201	432300	61224	06					100.00	<input type="checkbox"/>

**Error Message:** \*ERROR\* New Effective Date must be greater than last date of.....

**ERROR Messages**

Type	Message Type	Description
Job Detail	*date format mm/dd/yyyy * no \$ or ,	ERROR *ERROR* New effective date must be greater than last date of 01-APR-2009.

**Job Detail \*date format mm/dd/yyyy \* no \$ or**

A future dated record must be deleted. Contact the payroll technician for your department.