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.

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, Seach for the position by clicking the eye glass next to the *Position* text field on the ***New EPAF Job Selection*** page.
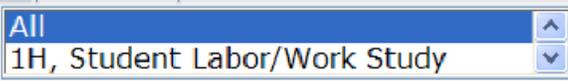
Next, select the 1H *Employee Class*, 1 *COA* (Chart of Accounts), and your department's *Budget Organization*

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 Active Date.

Please see intruction 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/YY	09/01/2008	02/01/2009
Contract Type:	Primary	
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

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.

❌ 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 -99999999	**Job and Suffix:**	4S6464-S1, STU - College of EHHD
Transaction:	38056	**Query Date:**	Jan 01, 2000
Transaction Status:	Waiting	**Last Paid Date:**	May 31, 2001
Approval Category:	Student AY Job -6 credits or more, BZSTJB		

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

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

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
   a. To access the New Hire Form, please click the link below.

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.

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
   a. To access the New Hire Form, please click the link below.

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…

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)		BZ
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	

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.