Error Explanation Document

*ERROR* Begin date must equal the first Jobs Detail Effective Date - *The individual on this EPAF has been in this position before. So, the job begin date in the new value column must equal the job begin date in the current value column.*

*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 on the FOAPS to which this assignment is being charged must be 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. Either end the primary job with another EPAF or make this job secondary.*

All Approval Types must be Committed prior to Submission – *This means that not all of the fields in the EPAF have truly been saved before trying to submit it. This sometimes occurs if you are working on an EPAF, do something else, and then come back to submit it without saving first. However, it can also occur when you did everything correctly, but the Banner tables did not accept the information. In this case if you receive this message a second time after clicking on the Save button and trying to Submit the EPAF, you will need to delete the transaction and begin a new transaction.*

*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.*