**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 remove the regular earnings code from the Earnings column in the Add Additional Earnings section before entering and saving a special earnings code in that section. 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. E-mail ERPHR@bsu.edu if you need further assistance.*

*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.*
*ERROR* Unable to complete default execution (Oracle Error -1476) – *This error pertains to the “Factor” and “Number of Pays” fields, and will occur if a 0 (zero) is entered in these fields. You must enter the correct number of pays and factors or a number other than zero if the wages are to be paid from the additional earnings section of the EPAF.*

Add Additional Earnings to Existing Job  *ERROR* First Jobs Detail Effective Date must equal the Job Begin Date
Job Information – Salaried NBAJOBS  *ERROR* The begin Date and Step must be entered for a new job
Labor Distribution  *ERROR* First Jobs Detail Effective Date must equal the Job Begin Date
End a Job Assignment  *ERROR* First Jobs Detail Effective Date must equal the Job Begin Date

All of these errors may appear on one EPAF that does not have anything in the Job Begin Date field on the New Value column of the Job Information section when this is the first time the position has been assigned to this employee. (In other words, there is nothing appearing in the Current Value column on the Job Information section.) When you enter the appropriate date in this field and save the errors will not disappear, but you will find that you can submit the EPAF and the errors will disappear upon submission.

2/3/2014