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EPAF Error Messages and Warnings

While creating a transaction in EPAF, originators could encounter error messages and/or warnings that occur during the save and submit operations of the transaction. Until now there was no definitive source for what these messages meant or whether there was user action to be taken.

This job aid provides you with the meaning of the message and the action to be taken (if any) when error and warning messages appear.

Error Messages

Error messaged will prevent a transaction from being submitted successfully.

If an Error message is received, the transaction **CANNOT** be completed (submitted) as is. The originator must make the necessary correction(s) as identified in this job aid. Once the error has been corrected, the originator should be able to SAVE and SUBMIT the transaction successfully.

Warning Messages

Warning messages will not prevent a transaction from being submitted.

If a Warning message is received, the transaction CAN be completed (submitted) as is. However, after submitting the transaction, additional action by the originator may be necessary.

Using This Table
Find the Error or Warning message in the table. The description of the message is provided to help you understand the action to be taken. Perform the action (if any) to correct the error, save, and submit the transaction. Originator actions on Warning messages can be performed after the transaction has been submitted if necessary action is needed.

Error Messages:

Message Received	Meaning of Message	Action to be Taken
"LOADING"	There is action processing in the background.	Wait until "LOADING" disappears or is completed. If "LOADING" does not disappear after 3 minutes, check bottom of the open browser window for the words "Error on Page", double click on the words "Error on Page" and the actual error message should appear. Take a screenshot of the actual error message and send it to HR System Support to investigate.
ERROR Address of this type exists.	Originator did not select the Active address for someone who already has an address listed on line.	DELETE or VOID the transaction. Return to the New EPAF screen and create a new ID transaction selecting the "Active" address record.

Message Received	Meaning of Message	Action to be Taken
ERROR Base Job cannot begin before the position. Check position dates.	1.) The assignment begin date is earlier than the Position Roll date of October 1 for the new Fiscal Year. 2.) The Position number for the assignment was either created by the Budget Office with a date greater than the assignment begin date.	1.) DELETE or VOID the transaction. 2.) Check to make sure the correct Position number was entered or selected. If so, contact Budget to see if they can correct the Position Begin Date and resubmit the transaction once the corrected Position Begin Date shows on NBAPOSN. 3.) If the Position number is incorrect, DELETE or VOID the transaction and create a new transaction under the correct Position number.
ERROR Base Job record must exist to create a new job.	Originator entered a new Position/Suffix, instead of selecting the active Position/Suffix on a JOBDTL transaction, therefore there is no assignment posted on NBAJOBS for the Position/Suffix entered on the EPAF transaction.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction selecting the correct Position and/or Suffix for a JOBDTL transaction or create a NEWPOS transaction, if creating a new Position and or Suffix.
ERROR Begin Date cannot be later than Jobs Effective Date.	There is no assignment posted on NBAJOBS for the Position/Suffix entered on the EPAF transaction.	If there is a NEWPOS or HR-POS transaction in the queue to be applied prior to this EPAF transaction, wait until that transaction shows on NBAPOS and then submit this transaction. If the transaction has already been submitted or has the incorrect Position/Suffix, DELETE or VOID the transaction. Return to the New EPAF screen and create a new transaction under correct/current Position/Suffix.
ERROR Begin Date must equal the first Jobs Detail Effective Date.	A transaction for this Position/Suffix already exists.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction under the correct Position or new Suffix.
ERROR : CANCELLATION FEES MUST BE ONE-TIME PAYMENTS.	The Contract Dates entered on the PTCAN or USCAN transaction are not for entire current service period.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction using the Start of the current pay period as the Effective and Contract Begin Date and the end of the current pay period as the Contract End Date.
ERROR Cannot be terminated. All jobs have to be ended.	The EPAF transaction was entered as a Separation (TERMEM), but the employee has more than one open assignment on NBAJOBS.	DELETE or VOID the transaction. Return to the New EPAF screen and create a End of Job Assignment (TERM-JB) transaction.
ERROR: CANNOT CREATE EPAF WHERE CONTRACT TERMINATES BEFORE THE CURRENT PAY PERIOD.	The Date entered in the Contract End Date field is from a previous pay period and the Payroll process for that pay period has already completed.	If the incorrect Contract End Date was entered, return to the Contract End Date field and enter the correct Contract End Date. Then resave and resubmit the transaction. If the assignment truly ended in a previous pay period, DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction using the Start of the current pay period as the Effective and Contract Begin Date and the end of the current pay period as the Contract End Date.
ERROR: CANNOT CREATE ONE-TIME PAYMENT FOR PAST PAY PERIOD.	The Dates entered for the One-Time Payment all fall in a previous pay period and the Payroll process for that pay period has already completed.	Return to the New EPAF screen and create new transaction using the Start of the current pay period as the Effective Date.
ERROR Cannot find record using primary or unique key for Job Detail.	The Query Date and/or Effective Date entered are prior to the Job Begin Date for this Position/Suffix.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction using a valid Query Date and/or Effective Date.

Message Received	Meaning of Message	Action to be Taken
ERROR Contract End Date must not be later than Base Job End Date.	Transaction entered on a Position/Suffix that is already Terminated with a JOB END DATE listed on NBAJOBS for that Position/Suffix.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction under the correct/current Position/Suffix.
ERROR Contract Start and End Dates must both exist.	A Contract Begin Date and Contract End Date are required if either Date is entered.	Return to the field with the missing date and enter a date in the field and then resave and resubmit the transaction.
ERROR Contract Start Date must be earlier than Contract End Date.	Contract End Date was either entered incorrectly or not updated.	Return to the Contract End Date field and enter the correct Contract End Date. Then resave and resubmit the transaction.
ERROR Cannot update because the Entity Indicator cannot be changed.	There is an existing "non-person" record under the ID entered	DELETE or VOID the EPAF transaction and email HR. HR will provide a LU ID. Return to the New EPAF screen and create a new transaction using the LU ID provided by HR.
ERROR Date cannot be after the Base Job End Date of DD-MMM-YYYY.	Transaction entered on a Position/Suffix that is already Terminated with a JOB END DATE listed on NBAJOBS for that Position/Suffix.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction under the correct/current Position/Suffix.
ERROR Date cannot be prior to the Base Job Begin Date of DD-MMM-YYYY.	There is no assignment posted on NBAJOBS for the Position/Suffix entered on the EPAF transaction.	If there is a NEWPOS or HR-POS transaction in the queue to be applied prior to this EPAF transaction, wait until that transaction shows on NBAPOS and then submit this transaction. If the transaction has already been submitted or has the incorrect Position/Suffix, DELETE or VOID the transaction. Then return to the New EPAF screen and create a new transaction under correct/current Position/Suffix.
ERROR Eff Date must be greater than Last Paid Date of DD-MMM-YYYY.	Last Paid Date was changed before transaction had final Approval.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction.
ERROR Hours Per Day must be between 1 and 24.	Appt Percent less than 14, causing Hours per Day to fall below 1	DELETE or VOID the transaction. Contact Payroll on how to proceed with EPAF.
ERROR ID is not defined as employee.	Transaction was entered with LU ID for someone who does not have a record in Banner as an employee.	Return to the New EPAF screen. Check to make sure correct LU ID was entered. If the correct ID was entered, contact HR to change status from non-employee to employee. Then return to the New EPAF screen and create a new transaction.on status is changed.
ERROR Invalid Action.	1.) Transaction entered on a Position/Suffix that already has TERMINATION posted on NBAJOBS, so position has JOB END DATE. 2.) Behind the scenes calculations are not valid for type of transaction but due to the edits put in place, those calculations are not necessary.	1.) DELETE or VOID the transaction and create a new transaction under the correct or new Position/Suffix. 2.) The message is more of a WARNING than ERROR. Continue with the transaction as it will save, submit, approve and apply correctly.
ERROR Invalid Date for Current Hire Date. Format is MM/DD/YYYY	Date was not entered correctly. Format MUST be MM/DD/YYYY, not MM/DD/YY or DD-MMM-YYYY.	Return to incorrect date and reenter in correct format, then tab through all fields to ensure any other dates that have edits based on that date field default correctly and resave and resubmit the transaction.
ERROR Job Detail record must exist to create a new job.	Originator entered a new Position/Suffix, instead of selecting the active Position/Suffix on a JOBDTL transaction, therefore there is no assignment posted on NBAJOBS for the Position/Suffix entered on the EPAF transaction.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction selecting the correct Position and/or Suffix for a JOBDTL transaction or create a NEWPOS transaction, if creating a new Position and or Suffix.

Message Received	Meaning of Message	Action to be Taken
ERROR New effective date must be greater than last date of DD-MMM-YYYY.	There is already information posted on NBAJOBS with the date listed in the error message	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction using a Query Date after the date listed in the error message. If you still get this error contact HR.
ERROR No jobs records found for the given dates.	1.) Termination was entered on a Position/Suffix that is already Terminated with a JOB END DATE listed on NBAJOBS for that Position/Suffix. 2.) Termination entered with an effective date in a prior Fiscal Year, Originated and/or Approved to Apply after Position Roll was completed for new Fiscal Year.	1.) DELETE or VOID the transaction. and create a new transaction under the correct or new Position/Suffix. 2.) Contact HR for further assistants if you still get this error.
ERROR Not a valid active position.	The Position number for the assignment has been closed or frozen by the Budget Office.	Check to make sure the correct Position number was entered or selected. If the Position number is incorrect, DELETE or VOID the transaction and create a new transaction under the correct Position number.
ERROR Pay ID not found on PTRCALN for fiscal year and effective date	The Query & Effective Date entered are outside the date range for the Pay Id	DELETE or VOID the transaction. Return to the New EPAF screen and create a new transaction using a Query Date that is the date range for that Pay ID.
ERROR Position Status not active; Assignment change or insertion not allowed.	Transaction entered on a Position/Suffix that already has TERMINATION posted on NBAJOBS, so has position has JOB END DATE.	DELETE or VOID the transaction and create a new transacton under the correct or new Position/Suffix.
ERROR Previous deductions invalid for the new Benefit Cat. must be term'd	There are deductions still open from the previous E-Class listed on PEAEMPL.	Contact HR for help with fixing issues on PEAEMPL screen.
ERROR The future dated Job record must be deleted before ending Job.	There is a transaction already posted on NBAJOBS with a date greater than the Personnel and Effective Dates on the EPAF Termination.	Contact HR. HR will either remove the future transaction on NBAJOBS and notify the Originator to DELETE or VOID the EPAF transaction and reenter as an new transaction.

Message Received	Meaning of Message	Action to be Taken
ERROR This employee already has a primary job.	Employee has a Primary assignment in effect as of the Personnel Date entered on the new transaction.	Return to Primary/Secondary field and change to Secondary and then re save and resubmit the transaction. If this is to become the Primary assignment based on changing job to another department. The department in which the employee is still under will need to do a End of Job assignment first before this EPAF can be done and submitted.
All Approval Types must be committed prior to submission.	A new Position Number/Suffix was entered on a JOBDTL or HR-DTL transaction instead of selecting the active Position Number/Suffix.	DELETE or VOID the transaction. Return to the New EPAF screen and create a new transaction. If entering a new Position Number/Suffix, make sure the Approval Category selected is NEWPOS or HR-POS. If updating a current Position Number/Suffix, make sure the Approval Category selected is JOBDTL or HR-DTL.
Invalid Position for Job Assignment; Salary Budget does not exist.	The Position number for the assignment has been closed by the Budget Office.	Check to make sure the correct Position number was entered or selected. If the Position number is incorrect, DELETE or VOID the transaction and create a new transaction under the correct Position number. If position is correct contact the Budget Office.
Missing required fields: Contract Begin Date, Contract End Date	Contract Dates are required for the E-Class or Job Change Reason.	Return to the fields and enter the Contract Begin and End Dates in the respective fields and then resave and resubmit the transaction.
New Job Labor Distribution Date should be >= query effective date.	Effective Date on LABOR portion of NEWPOS or HR-POS was changed from the date that defaulted in the field from the Query Date.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction using the correct Query Date.
ORIGINATOR CANNOT BE DESIGNATED AS AN APPROVER, PLEASE CHANGE	The Routing Queue lists the Originator's ID and Name with a Required Action type of "Approve".	Return to the Routing Queue and enter an Approver name and ID with the Required Action type of "Approve" that is not the same as the Originator's information. Also make sure that the Default Routing for all Approval Categories do not have the Originator's Name and ID listed in the Routing Queues with a Required Action of "Approve".

Message Received	Meaning of Message	Action to be Taken
PERSONNEL DATE MUST BE A START DATE OF W9 PAY PERIOD.	The Personnel and Effective Dates for Part-Time Faculty assignments can only be the beginning of a service period within the Pay ID for the assignment	DELETE or VOID the transaction. Return to the New EPAF screen and create a new transaction using a Query Date that is at the beginning of a Service Period for that Pay ID.
The Approval Category selected is invalid for this position	The incorrect Approval Category was selected.	Click on the OK button. Return to the New EPAF screen and reenter the employee's ID, the Query Date and select the correct Approval Category from the Drop Down menu.
Unfortunately the EPAF transaction for [Banner ID#] [Employee Name] [Transaction #] is in violation of security because the final approver cannot be the originator	The Originator of the transaction tried to act as the Proxy for the final Approver.	VOID the transaction. Return to the New EPAF screen and create a new transaction entering an Approver name and ID in the Routing Queue that is not the same as the Originator's information and have either that Approver or a Proxy different from the Originator Approve the transaction.

Warning Messages:

Message Received	Meaning of Message	Action to be Taken
WARNING Annual Salary is outside the Table/Grade range.	The Salary entered is outside the Salary Grade Low/High range.	Check to make sure the salary entered is correct. If so, there is no additional action for the Originator to take. If the salary entered is incorrect, return to the Annual Salary field, enter the correct Salary and then save and resubmit the transaction.
WARNING Conflicting job factors found. Job will not be reported on IPEDS.	The employee has two assignments open on E-Classes that get reported to IPEDS.	THERE IS NO ADDITIONAL ACTION FOR THE ORGINATOR TO TAKE. When an transaction is entered as a Secondary assignment and/or is to become the Primary assignment based on the E-Class on PEAEMPL activating the programmatic change to Primary, only the Primary assignment gets reported to IPEDS.
WARNING Encumbrance has been set to 0, because method is Hours Input	Transaction is for a Positive Hourly Assignment.	THERE IS NO ADDITIONAL ACTION FOR THE ORGINATOR TO TAKE. Positive Hourly pay is not encumbranced at WSU.
WARNING Future changes exist - starting on DD-MMM-YYYY.	There is an assignment already posted on NBAJOBS with a date later than the Personnel Date on the EPAF transaction.	Review the information already posted on NBAJOBS to ensure that it the EPAF transaction does not supersede the future information on NBAJOBS. If It does not, there is no additional action for the Originator to take. If it does, create a new transaction with the same effective date as the future transaction to update the information of the furture transaction.
WARNING Net change in Salary Encumbrance for Job Base is greater than Position Available Budget.	This message refers to salary encumbrancing feature that is not used at WSU.	THERE IS NO ADDITIONAL ACTION FOR THE ORGINATOR TO TAKE. Salary is not encumbranced at WSU.
WARNING Rate for this job is outside the Table/Grade range.	The Hourly Rate entered is outside the Salary Grade Low/High range.	Check to make sure the salary entered is correct. If so, there is no additional action for the Originator to take. If the salary entered is incorrect, return to the Regular Rate field, enter the correct Hourly Rate and then save and resubmit the transaction.
WARNING This job EEO Contract Group Code is IPEDS reportable.	Transaction is on an E-Class that gets reported to IPEDS.	THERE IS NO ADDITIONAL ACTION FOR THE ORGINATOR TO TAKE.
WARNING This job EEO Contract Group Code is not IPEDS reportable.	Transaction is on an E-Class that does not get reported to IPEDS.	THERE IS NO ADDITIONAL ACTION FOR THE ORGINATOR TO TAKE.
WARNING Total FTE for this employee exceeds one as of the eff date	Employee has more than one open assignment with the total FTE of ALL the assignments equalling more than 1. This message will appear whenever a Full-Time employee has or receives an Additional Service Assignment or someone receives a Stipend award with another open transaction/Stipend.	Check to make sure the employee is or should still be reporting hours or receiving pay for all open assignments. If so, there is no additional action for the Originator to take. If the employee no longer reports hours or receives payment on any of the assignments, a transaction should be submitted to terminate those assignments.

Message Received	Meaning of Message	Action to be Taken
WARNING Total FTE for this position is greater than budgeted FTE.	This message appears when: 1. The transaction is for an assignment on a POOLED position 2. The FTE entered on the transaction is greater that what is the Budget Office has listed on NBAPBUD as the FTE for the Position on the EPAF Transaction	1. If the EPAF transaction is for an assignment on a POOLED position, there is no additional action for the Originator to take. 2. If the EPAF transaction is for an assignment that is on a non-POOLED position, submit a PAR to Budget to have the FTE on the Position changed to the correct FTE.
User does not have access to view current values.	The Originator is creating a transaction for an employee who's Home Org information on PEAEMPL is outside the Originator's Org Security Access.	THERE IS NO ADDITIONAL ACTION FOR THE ORGINATOR TO TAKE. The Originator can still complete the transaction, but will not be able to view the current values that are listed on line.