Common EPAF Errors

Type	Message Type	Description
Begin Date for a New Job Assignment	ERROR	*ERROR* Begin Date must equal the first Job Detail Effective Date

- Position Begin Date is incorrect, change to the Current Value date listed on the EPAF. If you do not see a date under Current Value, try saving the EPAF or change this date to match your Payroll Date.

Type	Message Type	Description
Labor Distribution Assignment	ERROR	*ERROR* LD Effective Date cannot be prior to Job Begin Date

- Labor Distribution Effective Date is incorrect and must be changed to match the Payroll Date.

Type	Message Type	Description
Labor Distribution Assignment	ERROR	New Job Labor Distribution Date should be >= query effective date

- Labor Distribution Effective Date is incorrect and must be changed to match the Query Date.

Type	Message Type	Description
Begin Date for a New Job Assignment	ERROR	*ERROR* This employee already has a primary job

- The employee already has a primary job in Banner, change to Secondary. *This will be changed by the HR applier once the EPAF is applied*

Type	Message Type	Description
Begin Date for a New Job Assignment	ERROR	*ERROR* Eff Date must be greater than Last Paid Date of
Labor Distribution Assignment	ERROR	*ERROR* Effective Date must be greater than Last Paid Date of

- Payroll date is incorrect, this will need to be changed to the first day of the next available payroll for the employee.
- Labor Distribution Effective Date will also need to be changed to match the Payroll Date.

Type	Message Type	Description
Labor Distribution Assignment	ERROR	Organization is not defined as data entry. Press LIST for valid codes

- Select the Default from Index button on the EPAF, this will take you back to the top of the EPAF with an error message. Scroll back down to the Labor Distribution and enter the appropriate Account number then save the EPAF.

Type	Message Type	Description
End Date for Job Assignment	ERROR	*ERROR* The Begin Date and Step must be entered for a new Job
End Date for Job Assignment	ERROR	*ERROR* Base Job record must exist to create a new job.

- This error will occur if the employee is not currently in the position number on the EPAF.
- This could also be an internal error with how the position is set up in Banner. Contact HR to resolve.

Type	Message Type	Description
On Leave Status Information	ERROR	*ERROR* Leave of Absence End Date must be >= to the Begin Date

- Previous leave data exists in Banner. Contact HR to have this resolved.

Type	Message Type	Description
On Leave Status Information	ERROR	*ERROR* Update Job(s) Status before entering leave information

- Employee has a stipend, cell allowance or other secondary job active in Banner. Contact HR to have this resolved.

Type	Message Type	Description
End Date for Job Assignment	ERROR	*ERROR* The future dated Job record must be deleted before ending job.

- Employee has a future dated record in Banner. Contact HR to have this resolved.

Type	Message Type	Description
End Date for Job Assignment	ERROR	*ERROR* Termination Date has to be >= Jobs End Date
End Date for Job Assignment	ERROR	*ERROR* Cannot be terminated. All jobs have to be ended

- Employee has a stipend, cell or other secondary position active in Banner. Contact HR to have this resolved.

Type	Message Type	Description
End Date for Job Assignment	ERROR	*ERROR* Date cannot be after the Base Job End Date

- The position has an end date in Banner. Contact HR to resolve

Type	Message Type	Description
Employee Information	ERROR	Missing mandatory Citizen Code
Employee Information	ERROR	First Name, SSN/SIN or Birth Date are incomplete, or Sex Code is invalid. Valid Values M(ale), F(emale) or N(not available).

- The employee's required demographic information has not been entered into Banner. This will occur once the background check is completed. If the employee's background check is completed, contact HR to resolve.

Type	Message Type	Description
Begin Date for a New Job Assignment	ERROR	*ERROR* Job Effective Date is not within a defined fiscal year
End Date for Job Assignment	ERROR	*ERROR* Job Effective Date is not within a defined fiscal year

- A date on the EPAF is not within a fiscal year currently defined in Banner. Change date to match current fiscal year.

Type	Message Type	Description
Routing Queue	ERROR	Required Action must be entered.

- Routing Queue error. Select Approve or FYI for all approval levels.

Message Type	Description

ERROR	Unable to save NORTRAN record

- This is the error of no return. Log out of TopNet, log back in and start a new EPAF.