

EPAF ERRORS and SOLUTIONS

Completing/Submitting an EPAF

1. Use the training manual: Steps to Creating an EPAF
2. Important info to know as you complete this: dates, pay rate, your POSN and suffix, budget number, save AND submit notifications
3. Please call and send screenshots if you have **any** questions.
4. Errors:

Create Employee Record	ERROR	First Name, SSN/SIN or Birth Date are incomplete, or Sex Code is invalid. Valid Values M(ale), F(emale) or N(ot available).
Solution		Enter SSN/missing data into PEAEMPL
Create Student Hourly Job Record	WARNING	*WARNING* Rate for this job is outside the Table/Grade range.
Solution		This error will show up every time--disregard
Create Student Hourly Job Record	ERROR	*ERROR* ID is not defined as an Employee. Establish Employee record.
Solution		Check Peaempl, likely employee has a terminated status. Check approval Category and make sure you selected "Never paid by Bethel before".
Create Student Hourly Job Record	ERROR	*ERROR* Already has a primary job.
Solution		Switch Contract type to secondary.
Create Employee Record	ERROR	*ERROR* Begin Date must Equal the first Jobs Effective date.
Solution		This likely means you added to an already existing job(look for last paid date) and you need to create a new job(different suffix)
Routing Queue	Error	User Id(s) must be entered for Routing Queue
Solution		Enter KIN45939 into the routing queue under User Name
###	ERROR	Unable to save NORTRAN record.
Solution		No Idea! Try again the next day or start over.