

EPAF Common Errors

Review all dates for the correct format - MM/DD/YYYY

Amounts should **not** contain '\$' or ','

Remember to save after each section. This will help you troubleshoot errors. Always **Save** prior to hitting **Submit** after making any updates.

Select the **submit** button if available and more detailed error messages will appear.

Common error messages and solutions:

***ERROR* Begin Date must equal the first Jobs Detail Effective Date.**

The **Job Begin Date** was updated and should not have been. Click the button to reset to the old value.

***ERROR* This employee already has a primary job.**

The employee has multiple jobs. Update the **Contract Type** to Secondary.

Query Date:

The **Query Date** should be the effective date of your action. If you don't enter a query date, it will pre-fill with today's date, causing a start date error if the hire date is before today's date.

Warning: User does not have access to view current values

This is a Warning only and doesn't prevent the user from submitting the EPAF.

Error: Begin Date must equal the first Jobs Detail Effective Date

If there is a job in "Current Value", leave this blank. If there is no "Current Value", use the same date as the Effective Date.

Error: First Name, SSN, Birth Date, Sex Code or Ethnic Code Incomplete

Usually in this case the social security number is missing from the record. Contact Human Resources for a fix.

Error: Effective Date must be greater than Last Paid Date of...

Change the effective date to the first day of the next pay period. In the Comments field, note the actual start date. Contact Human Resources for follow up.

Error: First Labor Dist Effective Date Must Equal Jobs Begin Date

Change the Labor distribution effective date to match effective date. This is where an incorrect query date can be an issue.

Error: The future dated Job record must be deleted before ending job

This occurs in research funded and restricted positions where an end date was established in the New Hire EPAF. The end date must be removed prior to making a change. Contact Human Resources.

Webpage not found

This error is a result of the page refreshing before the suffix can be stored. When you proceed to the next page, no suffix shows and the “webpage not found” edit appears, along with a blank screen. To fix: Tab out of the suffix field after entering the Position and Suffix, before pressing “Go”. You may have to delete current epaf and start again)

My supervisor went in to the Approver Queue to approve my EPAFs and she can't see them.

Check your Originator Summary and be sure your EPAFs have a “Pending” status. If the EPAF(s) say “Waiting”, you may not have submitted them. Click on the student name, click “Update”, Save and Submit. Then the EPAF(s) should be visible in the Approver Queue.