

**epaf troubleshooting job aid**

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| **ERROR:** Error messages will not allow the EPAF to process to the approval level. Errors must be corrected prior to submitting the EPAF.**WARNING:** Warning messages simply deliver information, and still allow the EPAF to process successfully.Below is a list of errors/warnings that you may encounter when submitting an EPAF. Consult the given solution in the column to the right. If you receive an error message that is not listed, please contact the appropriate employment area for assistance:Staff: HRPR@unm.eduStudent: stuemp@unm.eduFaculty (Main): Faculty@unm.edu Faculty Contracts (HSC): HSCFCO@salud.unm.edu\*\* Please note that the error messages will appear after you attempt to submit the EPAF. You may also receive the Warning message after saving without submitting. |
| **Error Message** | **Solution** |
| Approval Level must be first selected | In the Routing Queue section of the EPAF, the Approval Level and User ID (Net ID) must be selected prior to submitting an EPAF |
| The future dated job record must be deleted before ending job | The future dated job record must be removed prior to submitting a job change EPAF. Please send an email to the appropriate Employment Area for assistance. Please include the following:**Subject: Remove future dated record****Body: Name, Banner ID, and separation date**Staff: HRPR@unm.eduStudent: stuemp@unm.eduFaculty (Main): Faculty@unm.edu Faculty (Main): Faculty@unm.edu Faculty Contracts (HSC): HSCFCO@salud.unm.edu |
| Effective date must be greater than last paid date | The effective date cannot be prior to the last paid date. If you encounter this error please adjust your effective date. |
| User Id(s) must be entered for Routing Queue | Enter the appropriate ID for routing. **Note: Remember to always select EAAPPLIER as the final approval level.** |
| Only the job status field may be changed to T on this effective date | Only separation EPAF’s can be submitted with an effective date same as last paid date. All other EPAF’s the effective date must be greater than the last paid date. |
|  Percent has not been entered. Please add | Enter the appropriate percentage for the distribution. |
| Job Labor Distribution Total Percentages must be exactly 100% | Confirm that the appropriate distributions that are entered total 100%. |
| Account code is required. | Enter the account code.  |
| New Job Labor Distribution Date should be >= query effective date | Change the query date to be >= effective date. |
| **Warning** **Message** |  |
| No active Job Assignment or Contract found within the active fiscal year for calculating salary encumbrance | **\*No HR action is needed\*** Check with your Fiscal Agent. |
| You do not have access to view current values | This message occurs IF someone does not have access to that org.. \*\*NOTE-if you need org access please request the BAR role. |
| Net change in Salary encumbrance for Job Base is greater than Position Available Budget | **\*No HR action is needed\*** Check with your Fiscal Agent. |
| Annual Salary is outside the Table/Grade range | **\*No action is needed\*** Salary appears to be below minimum of the grade due to the appointment percent being below 100%. |
| Fund terminated in the current fiscal year for 3Q101D effective 30-JUN-2015 | Check with your Fiscal Agent. |
| Future changes exist - starting on 30-JUN-2015 | **\*No action needed by department\*** HR will make necessary updates. |