

## Common EPAF Data Entry Errors

About 90% of EPAFs submitted in the first 8 weeks of Banner HR were completed successfully in terms of delivering the expected results from the action initiated. There were approximately 500 EPAFs submitted that went through the approval routing queues successfully and in many cases posted successfully to NBAJOBS. However, these 500 EPAFS generated incorrect payment, incorrect benefits, incorrect expense distributions or incorrect encumbrances.

At that time there were very limited built-in data checks within Banner to validate data being entered. Automated checks have been developed for many of the items, however, regular review of MR Reports and NBAJOBS records continues to be a critical function to ensure that appointments are correct and will pay out appropriately.

EPAF submitted after deadline	EPAF's completed with an effective date within the current pay period but completed after Monday 8am deadline will not be processed in any pay run.	Review the <b>Payroll Deadline calendar</b> .
Jobs ECLS and Position ECLS do not match	Incorrect position and EPAF combination was used to process appointment. [E.g. student labor hire EPAF was used with a graduate position. Banner will expect payroll data entry. A salary payment will not be issued.	Check to ensure that the ECLS and position types match before processing. Refer to the <b>ECLS chart</b> .
Incorrect PEAEMPL ECLS entered on Status EPAF	An incorrect PEAEMPL ECLS (incorrect category or a JOBS ECLS) will result in incorrect benefits or no benefits at all.	Review <b>ECLS Chart</b> to ensure appropriate PEAEMPL ECLS is used.
Salaried appointments using weekend days	Banner HR does not recognize weekend days/dates as pay days. If you have a two-day appointment and use weekend days/dates for begin or end dates, payment will not be made.	Use weekdays/dates for two-day salaried appointments.
Pays and Factors are incorrect for appointments less than a full fiscal year.	For salaried appointments, this information must be accurate to generate correct payment(s) throughout the year. Inaccurate payment(s) will be issued.	Use daily rate conversion tool to arrive at pays and factors using regular appointment period.
Personnel date is not the first day of work for USNH	Payroll relies on these dates being correct to generate a retroactive payment.	Ensure that the personnel date is always the first day of work for the retroactive pay appointment.
Daily rate is incorrect for Part-Time/Full-Time Temp/Casual salaried appointments	Future payments and any retroactive payment will not be correct.	Daily rate should be calculated using the person's first day of work and last day of work. Use the daily rate conversion tool.

No termination record exists for Part-Time/Full-Time Temp/Casual salaried appointment	Payment will continue to be made until a termination record is inserted in the JOBS record.	Ensure correct termination dates are entered on the EPAF.
Incorrect time sheet org entered	Appointment will not be pulled into the correct grouping for time entry, reporting and comp processing.	Review <b>Time Sheet ORG chart</b> to ensure that correct one is used for the appointment.
Contract Begin/End dates do not exist (or do not match those of a salaried appointments)	Encumbrances will not be correct and will distort reporting and available balances in Banner Finance.	Contract dates should match the begin date and end date of the contract period. For appointments that are full fiscal year appointments these fields should be left blank.
Begin date and termination date are the same	Only a termination record will be created and the payment will not be for the correct amount.	Ensure that begin dates and end dates are at least one day apart.
Part-Time/Full-Time Temp/Casual or grant funded status appointment charged to dummy FOAPAL	Appointment will still pay out but a paper DCN must be initiated to clean up past charges and labor distributions	EPAF must be initiated to clean up future charges. Double check labor distribution to ensure that 95ZPPB or 1DUPPB funds and YZMPPB org are not used.
CWS Federal FOAPAL incorrectly charged	Incorrect drawdown from the Federal government will occur	Review the <b>EPAF Trappings</b> worksheet for the correct Federal FOAPAL # and % for the FY
CWS appointment extends beyond deadline for summer or AY	Appointment will not be able to drawdown from the Federal government if beyond the deadline.	Be aware of the summer and AY deadlines and ensure that appropriate summer or AY CWS EPAFs are used.
End date and start date are the same for status employees moving from one position to another	Employee will be paid an extra day - once for the end date and once for the begin date.	Ensure that the begin date of the new position and the end date of the old position are at least one day apart.