

EPAF Trapping/NOPEAMA Errors or Warnings and How to Correct [Last Updated 01.12.2010]

There are various errors that are generated due to EPAF trappings and NOPEAMA runs. Users should consult this matrix to determine the cause of the error and work through the steps to correct. If problems still exist, please contact your campus HR office.

Error/Warning	#	Status	What it Means	How to Correct
A weekend day was used as the Jobs Detail Effective Date	2	A	For exempt/salary appointments with a termination date equal to the day after the hire date (two day appointment), either the hire or termination or both detail effective dates fall on a weekend and will not pay out.	Return to the EPAF and change the dates (Jobs Begin and Jobs Detail Effective Dates) on the hire and/or termination steps of the EPAF, save and resubmit EPAF.
Accrue Leave Indicator not set to Y	24	A	Leave will not accrue for appointments designated to accrue leave if leave indicator is not set to Y	Return to the EPAF, set the leave indicator to Y, save and resubmit the EPAF.
Accrue Leave Indicator not valid for leave category	25	A	If Leave category is equal to IN then the leave indicator must equal N otherwise accruals will occur.	Return to the EPAF correct either the leave category or leave indicator field, save and resubmit the EPAF.
Additional pay EPAF must be used for adjunct appointment	14	A	The employee has a status appointment (PEAEMPL ECLS not IN, 70, 72 or 73) and a new adjunct appointment is being created. An additional hire EPAF - *HAPSS for adjunct salary, *HAPSU for adjunct grant funded supplemental exempt/salary and *HAPHS for adjunct hourly appointments must be used. If the appropriate EPAF is not used, incorrect deductions and benefits will exist on the adjunct appointment.	Delete the existing EPAF by going to Options and selecting the Delete PAF option. Complete an additional hire EPAF to process the appointment.
Begin date must equal the first Jobs Detail Effective Date.	Banner Error		Jobs Begin Date and Jobs Detail Effective Date do not equal. To generate accurate payment these two values must be equal.	Return to the EPAF, correct the date(s), save and resubmit the EPAF.
Complementary termination EPAF must be used	56	A	This is a EPAF is used to terminate Status employees and should not be used for Part-Time/Full-Time Temp/Casual employees	Delete the existing EPAF by going to Options and selecting the Delete PAF option. Complete the *CTERM EPAF to process the termination.
Contract and effective dates do not match	6	A	For adjunct exempt/salary appointments, the Contract Begin Date should equal the Jobs Detail Effective Date on the hire step and the contract end date should equal the Jobs Detail Effective Date on the termination step.	Return to the EPAF and enter the correct dates to satisfy the conditions described in the block to the left. Save and resubmit.
Contract dates exist for this full fiscal year appointment	31	A	For employees who work on a full fiscal year basis pays and factors as well as contract begin and end dates must be left blank on the EPAF. Incorrect contract begin and end dates can have implications for exempt/salary increase processing via the comp mod as well as encumbrances.	Return to the EPAF and delete Contract Begin and End Dates. Save and resubmit the EPAF. If the employee does not work on a full fiscal year basis delete the EPAF (Options > Delete PAF) and initiate a new Part time appointment EPAF.

Contract dates must exist for less than full FY appointment	35	A	For employees who work less than a full fiscal year (pays/factors less than 26 and not null) then contract begin and end dates must exist on EPAF. Not having these dates present will result in incorrect encumbrancing and comp processing issues.	Return to the EPAF and enter the appropriate Contract Begin and End dates. Save and resubmit EPAF. If it is a full fiscal year appointment, return to the EPAF and correct the pays and factors save and resubmit.
Contract End Date must not be later than the Base Job End Date	Banner Error		The contract end date is greater than the termination date. Encumbrances would be greater than the total intended payment amount.	Return to the EPAF, change the Contract End Date, save and resubmit the EPAF.
Contract Number must be equal to total payment to employee	53	A	UNH is using this field to record the total amount of payment to adjunct exempt/salary employees. No other area on the EPAF reflects the total amount paid to the employee.	Return to the EPAF, fill in the total amount of payment to the employee for the appointment in the Contract Number field, save and resubmit EPAF.
Contract Number must begin with H	47	A	For KRONOS hourly employees, a home job must exist. The home job is designated by a Contract Number beginning with an H. If the employee does not have an active Home job in NBAJOBS then the EPAF must have a Contract Number beginning with an H. KRONOS will not process the appointment otherwise.	Return to the EPAF, enter the correct Contract Number, save and resubmit the EPAF.
Contract Number must be unique for this position and time sheet org combination	48	A	For KRONOS hourly employees, if the employee has an active job in NBAJOBS with the same position number and time sheet org you are processing the new appointment with then the Contract Number must be different than the one on the active job in NBAJOBS. KRONOS will not process the appointment otherwise.	Return to the EPAF, enter a unique, valid Contract Number, save and resubmit the EPAF.
Current Hire Date and Personnel Date do not equal	11	A	The Current Hire Date value must be equal to the employee's first day of work. The Personnel Date on the hire step of the EPAF also must equal the employee's first day of work. The Current Hire Date exists in PEAEMPL and can affect reporting, longevity calculations, tenure calculations, etc if it is not equal to the employee's first day of work.	Return to the EPAF and correct the appropriate date value. Save and resubmit the EPAF.
Current Hire Date must be later than Original Hire Date.	Banner Error		The date on the PEAEMPL record might be incorrect. The Current Hire Date cannot be prior to the Original Hire Date.	Contact the Campus HR office to correct the PEAEMPL Current Hire or Original Hire date to be the first day of work. (Same date as the Personnel Date). If the EPAF is in process, return to the EPAF, change the Current Hire Date value, save and resubmit the EPAF.
Dates Indicate that a Retro Payment is Needed	55	A	If an EPAF has been initiated for approval categories *HAFSM, *HAJFY, *HAPSS, *HAPSU, *HASSM, *HCEM, *HGRDS with a Personnel Date less than the Effective Date, the user will receive a *WARNING* message that the employee is due retro pay.	The user will need to generate the appropriate paperwork for USNH Payroll. If additional information is needed, please contact your Campus Payroll Office.

Earn Code 130 must exist in EARN step	52	A	All adjunct exempt/salary appointments must have Earn Code 130 present on EARN step otherwise earnings record may not be created and employee would not be paid for current and future pay periods.	Return to the EPAF, add a line to the EARN step with an earnings code of 130 and hours/units value of 10, save and resubmit the EPAF.
Earn Code 418 is only valid for Transition Allowance EPAFs	62	A	The wrong type of EPAF has been entered to pay a Transition Allowance.	Delete the existing EPAF by going to Options and selecting the Delete PAF option. If the employee's status job has not been created, complete a _HCPEX EPAF to process the payment. If the employee's status job has already been created complete a _HAPSS hire EPAF to process the payment.
Effective Date must be greater than Last Paid Date	12	A	A record such as a labor distribution change, hourly change or job change was processed with a date prior to the person's Last Paid Date. Banner HR does not allow insertion of records prior to the employees Last Paid Date.	Return to the EPAF, change the effective date to the first day of the current pay period, save and resubmit. If a labor distribution needs to occur prior to the first day of the pay period, a past labor distribution must be submitted to USNH Payroll.
Employee already has an active primary job	34	A	An employee cannot have two active jobs with a Job Type = Primary. If the employee already has an active Primary job then all other jobs must have a Job Type of S – Secondary or O – Overload.	Return to the EPAF; change the Job Type to S- Secondary for benefits eligible earnings or O-Overload for non-benefits eligible earnings.
Employee already has a Home job	46	A	For KRONOS hourly employees, a home job must exist but only one. The home job is designated by a Contract Number beginning with an H. If the employee already has a Home job then all subsequent appointments must have Contract Numbers beginning with a space.	Return to the EPAF and enter a Contract Number with a space as the first character. Save and resubmit the EPAF.
EPAF can only be used for non CWS hourly appt	44	A	The hourly job change EPAF (UHYCHG) and hourly rate change EPAF (UHJCHG) are only to be used at UNH for adjunct hourly appointments that are not college work study. Job and rate changes to other appointments can lead to payment issues.	Return to the EPAF, and select under Options, Delete PAF. Contact UNH HR to process a job change or rate change for the appointment.
Federal FOAPAL incorrect and/or % incorrect	5	A	The College Workstudy Federal match FOAPAL is either missing or incorrect or the percentage is incorrect. Please review the attached chart to determine the appropriate FY04 Federal FOAPAL and %. If the FOAPAL or % is not correct we will incorrectly expense to the Federal government.	Return to the EPAF and correct the labor distribution on the LABFUL step if a hire EPAF or the *LDCHG step if a labor distribution EPAF. Save and resubmit the EPAF.
FTE does not match job ECLS	64	A	The FTE associated with Adjunct Job ECLS must fall within the appropriate ranges as indicated. Job ECLS is JH or JE then the FTE must be < 0.101 Job ECLS is CH or CE then the FTE must be between 0.101 and 0.749 Job ECLS is DH or DE then the FTE must be between 0.750 and 1.000	If the FTE value is correct, and the ECLS on the Position doesn't match, Return to the EPAF, and select under Options, Delete PAF. Enter a new EPAF using a Position with the appropriate ECLS.

FTE must be greater than zero	19	A	The FTE value on the EPAF must be greater than zero or null. This will cause inaccuracies in FTE reporting.	Return to the EPAF and input the appropriate FTE value for the appointment. Save and resubmit the EPAF.
FTE value must be 1 or less	39	A	The FTE value on the EPAF must be 1 or less or null. This will cause inaccuracies in FTE reporting.	Return to the EPAF and input the appropriate FTE value for the appointment. Save and resubmit the EPAF.
FYI for CAROLP required for Banner HR Users	67	A	This employee has a Banner HR account and is coded in PTRUSER. Their Banner HR account setup needs to be reviewed to determine if their access should be modified or terminated.	Return to the EPAF and select Routing Information from the Options menu. Add new line with a Level Code of SYSHRO, USER ID of CAROLP and Required Action of FYI. Resubmit the EPAF.
Hire KSCAA Additional Pay EPAF [*HAPHK OR *HAPSK] must be used for KSCAA Union Employees	57	A	A PEAEMPL ECLS of '56' or '57' was entered and an ACAT code of 'KHAJFY' or 'KHAJFG' was not used. This EPAF trapping prevents users from inadvertently changing the PEAEMPL ECLS of employees coded as KSCAA Union employees.	This may require deleting the existing EPAF (Options Delete PAF) and initiating a new one.
Hire step must use CYA position number	29	A	All Current Year Adjustment (CYA) appointments must be using a position number with a second character of A to designate the CYA appointment on the hire step of the EPAF.	Return to the EPAF and enter in the appropriate CYA position number on the hire step of the EPAF. Go to the next block and re-enter the appropriate hire information. Save and resubmit the EPAF.
Home org begins with X	23	A	Home org should begin with campus designator – U, F, K, etc not X for status employees (PEAEMPL ECLS value not equal to 70, 72, 73, IN, 80 or 90). Incorrect orgs can cause security/access issues, comp mod extraction issues as well as reporting issues.	Return to the EPAF, correct the home org (should be equal to the position org) save and resubmit the EPAF.
Home unit notification required for appt outside unit	49	A	The adjunct appointment (additional payment) is for an employee whose home unit/campus is different than the adjunct appointment. In this case, the responsible BSC Director (if UNH) or HR Director if PSU, KSC, GSC or SYSTEM must be notified.	Return to the EPAF and select Routing Information from the Options menu. Add new line with a Level Code of BSCMAN if UNH or CAMHRO if PSU, KSC, GSC and System. The Required Action must be set to FYI (Approve if home unit is GSC) and you must include the appropriate USER ID from the home unit (BSC manager if UNH and Campus HR director if other). See Home Unit Notification... cheat sheet at http://www.usnh.edu/banner/cheat-sheets/active/HomeBSCDirectorNotifofNonStatusAppoint.pdf
Hours/Day is incorrect	32	A	For OS appointments less than full time, Hours/Pay and Hours/Day values must be provided on the EPAF. Hours/Day must equal Hours/Pay divided by 10. If not encumbrances and annual exempt/salary calculations may be incorrect.	Return to the EPAF and enter the correct value in Hours/Day field. Save and resubmit the EPAF.

Incorrect dates on EARN step	38	A	For adjunct exempt/salary appointments with retroactive payment, an Earn Code of 155 (retroactive pay) must be entered on the EARN step of the EPAF. The Effective Date for Earn Code 155 must be equal to the first day of the current pay period and the Ended as of Date must be equal to the first day of the next pay period otherwise overpayment or partial payment could occur.	Return to the EPAF and enter the correct date values. Refer to PTRCALN for the correct B1 dates. Save and resubmit the EPAF.
Invalid Birth Date	61	A	The Birth Date on the PPAIDEN record makes the employee more than 110 years old.	Contact Campus HR to correct the Birth Date value in PPAIDEN.
Invalid check distribution org	16	A	The check distribution org directs the employees check to the appropriate address. In all cases, the org must be configured as follows: first character X, next three should be campus – UNH, PSU, KSC, GSC and SYS, last two characters should be mail address type – PM for permanent address, CM for campus address and CK for check address (other). If this org is not correct, check will not be delivered to the employee directly.	Return to the EPAF and correct the check distribution org. Save and resubmit the EPAF.
Invalid Contract Number	26	A	For KRONOS appointments, the Contract Number must either start with a space or an H and the last four characters must be numeric. Please contact USNH Payroll for valid codes. If the Contract Numbers are not coded properly, the employees will not be paid correctly or at all.	Return to the EPAF and correct the Contract Number, save and resubmit the EPAF. If you are not processing a KRONOS appointment, you should not be using an EPAF beginning with '3'.
Invalid JOBS/Position ECLS value	17	A	The Position ECLS that defaults on the hire step of the EPAF that posts to NBAJOBS must be alpha numeric – first character alpha. The second character must not be zero except for Retirees (X0). Please see the attached JOBS/NBAPOSN ECLS chart for valid values.	Contact Campus HR to correct the ECLS value in NBAPOSN for the position number. This may require deleting the existing EPAF (Options > Delete PAF) and initiating a new one.
Invalid PEAEMPL ECLS value	7a	A	The PEAEMPL ECLS that you enter on the PEACRE step of the EPAF must be between 00 and 99. Please see the attached PEAEMPL ECLS chart for valid values. Invalid values will lead to incorrect benefits on the appointment.	Return to the EPAF and correct the PEAEMPL ECLS value. Save and resubmit the EPAF.
Job entry and leave dates must be equal	18	A	For all Current Year Adjustment (CYA) appointments, the Jobs Detail Effective Date on the leave and hire steps must be equal. If they are not, underpayment can occur.	Return to the EPAF and correct the date on the appropriate step. Save and resubmit the EPAF.
Jobs Detail Effective Date on term step is incorrect	50	A	Adjunct exempt/salary payments that have a retroactive component will be truncated if termination Jobs Detail Effective Date on the EPAF not greater than or equal to the first day of the next pay period. Full retroactive payment will not be generated.	Return to the EPAF and correct the Jobs Detail Effective Date on the termination step (contract end date may need correction as well). Save and resubmit the EPAF.

Jobs Detail Effective Date < original hire date	22	A	The PEAEMPL original hire date is greater than or equal to the Jobs Detail Effective Date entered on the EPAF. An employee can not have activity prior to their original hire date so either the EPAF is incorrect or the original hire date is incorrect.	Contact your HR office to correct the PEAEMPL date to reflect the appropriate original hire date for the employee. If the Jobs Detail Effective Date is incorrect, return to the EPAF, correct the date, save and resubmit the EPAF.
Jobs FTE does not equal Position FTE	33	A	For all status employees (PEAEMPL ECLS values not equal to 55, 56, 70, 72, 73, 74, 75, 80, 90 or IN), Jobs FTE and Position FTE values must be equal. If not, budget rolls will be incorrect.	If the Jobs FTE is incorrect, return to the EPAF and correct the FTE value entered on the EPAF. Save and resubmit the EPAF. If the Position FTE is incorrect, someone with access to NBAPBUD must update the FTE value for the position. Once this is done, go back to the EPAF, save and resubmit.
Keene Federal FOAPAL incorrect and/or % incorrect	5a	A	The College Workstudy Federal match FOAPAL is either missing or incorrect or the percentage is incorrect. Please review the attached chart to determine the appropriate FYYY Federal FOAPAL and %. If the FOAPAL or % is not correct we will incorrectly expense to the Federal government.	Return to the EPAF and correct the labor distribution on the LABFUL, or LABPER step if a hire EPAF. Save and resubmit the EPAF.
Labor distribution effective date must be 7/1	42	A	For UNH summer college work study appointments a labor distribution step exists to allow FOAPALS to be changed effective 7/1 otherwise, Federal funds may be incorrectly charged.	Return to the EPAF and change the effective date on the 2LDCHG step to 7/1. Save and resubmit the EPAF.
Labor distribution incorrect (FOAPAL information)	9	A	The fund or org on the labor distribution of the EPAF is using an invalid org to expense against – it contains the characters PPB.	Return to the EPAF labor distribution step and correct the FOAPAL. Save and resubmit EPAF.
Labor distribution must equal 100%	20	A	Labor distribution does not total to 100%. This will cause an incorrect distribution of exempt/salary and fringe expenditures.	Return to the EPAF and correct the percentages so that they total to 100%. Save and resubmit the EPAF.
No address exists in PPAIDEN for this distribution org	30	A	A valid check distribution org was selected but no address value has been entered in PPAIDEN for this org. The check will not be delivered to the correct location.	If the incorrect check distribution org was entered on the EPAF, return to the EPAF, enter the correct check distribution org, save and resubmit. If the correct check distribution org was entered, contact the campus HR office to update the PPAIDEN record with the correct address. After this has been done, save and resubmit the EPAF.
Overtime waiver code must equal PEAEMPL	15	A	User must enter overtime waiver code equal to the default value showing on the left hand side of the EPAF - if blank, EPAF value must equal ALT. If these values are not equal or if null ALT is not entered on the EPAF, the employee will be incorrectly paid when an overtime situation occurs.	Return to the EPAF and enter in the overtime waiver code that appears on the left hand side of the EPAF. If no value exists in PEAEMPL, enter ALT into the EPAF. Once this has been done, return to the EPAF and enter the correct overtime waiver value into the EPAF. Save and resubmit.
Pays and factors do not equal	3	A	All pays and factors values must be equal. Only USNH Payroll has the authority to change Pays values to process spread pay. Any differences in values could cause incorrect/delayed payment.	Return to the EPAF and change the pays or factors value so that pays and factors are equal, save and resubmit EPAF.

PEAEMPL ECLS incorrect match with Jobs/Position ECLS	7	A	Each jobs or position ECLS value has specific PEAEMPL ECLS matches. Please review the attached chart to determine the appropriate match.	Return to the EPAF and correct the PEAEMPL ECLS, the Jobs ECLS or both. In most cases, the Jobs ECLS defaults from the position ECLS (NBAPOSN). If the position ECLS is incorrect, either select another position number or have the campus HR office correct the position ECLS in NBAPOSN. After this is done, save and resubmit the EPAF.
Person is Time Entry Approver – find a replacement immediately	58	A	The approver is a time entry Approver and a replacement must be identified and assigned as soon as is possible to prevent any payroll production problems.	Determine who will replace the current approver for the time sheet org. Provide STHRs with the position number for the new approver for the time sheet org. STHRs will update NTRRQUE with this information.
Position and suffix combination previously used for this employee	13	A	An EPAF was initiated using a position and suffix that has previously been used (job history) for this employee. Using the same position/suffix would overwrite some employment history information.	Return to the EPAF and delete the EPAF (Options, Delete PAF). A new EPAF will need to be initiated with the next available suffix.
Position ECLS is incompatible with jobs ECLS	1	A	An hourly position is being used for hiring on an exempt/salary EPAF or visa versa. Payment would not be processed for mixed ECLS values.	If the incorrect position number was used, delete the EPAF (Options, Delete PAF) and start over. If the incorrect ECLS was entered into the EPAF, return and re-enter. If the incorrect EPAF was selected, delete the EPAF (Options, Delete PAF).
Position incumbent exists on EFF DT or Pers Dt	60	A	For the Effective Date or Personnel Date provided, there exists an active job using this position.	Go to NBIPINC and identify the current incumbent. If a different effective date is required for the EPAF, return to the EPAF and delete the EPAF (Options, Delete PAF) and re-enter using new effective date.
Previous deductions invalid for the new benefit cat.	Banner Error		The wrong EPAF was used. The person should have been hired using an additional pay EPAF because the person had a status appointment. All additional payments to status employees must have a job type of O to assign the appropriate benefits to the appointment.	Delete the existing EPAF by going to Options and selecting the Delete PAF option. Complete an additional hire EPAF to process the appointment
Query Date in Different FY than Labor Effective Date	59a	I	The EPAF is crossing FYs and at one point Banner was assigning the wrong encumbrance #s to the job. This defect has been corrected.	This Trapping is no longer Active.
Query Date in Different FY than Position Effective Date	59b	I	The EPAF is crossing FYs and at one point Banner was assigning the wrong encumbrance #s to the job. This defect has been corrected.	This Trapping is no longer Active.
Rate is above the Range High or Rate is below the Range Low	54r	A	The Regular Rate entered is above or below the range for the job Sub-Classification	Return to the EPAF and correct the Regular Rate. After this has been done, save and resubmit the EPAF.
Regular rate must be zero for retroactive appointment	51	A	Adjunct exempt/salary appointments with a retroactive component that end during the current pay period or earlier must have a regular rate of 0. The total payment – past and current pay periods are considered retroactive.	Return to the EPAF and enter 0 in the regular rate field and revisit the EARN step to ensure that the Special Rate is reflective of the total amount due the employee – retro and current pay periods. Adjust if necessary, save and resubmit the EPAF.

Special Rate must be entered for Earn Code 155	40	A	For retroactive payments (designated by the use of Earn Code 155) the amount of retroactive pay must be entered in the Special Rate field otherwise no retroactive payment will occur.	Return to the EPAF and enter the amount of retroactive pay in the Special Rate field of the EARN step. Save and resubmit the EPAF.
Special Rate must be null for Earn Code 130	41	A	For non retroactive payments (designated by the use of Earn Code 130) the amount of payment will be defined using the daily rate and pays/factors in the hire step of the EPAF. A value entered here would result in incorrect payment.	Return to the EPAF and delete any amount entered into the Special Rate field of the EARN step. Save and resubmit the EPAF.
Status termination EPAF must be used	43	A	In order to terminate a status appointment the *STERM EPAF must be used to ensure that the appropriate approvals occur. This set of approvals ensures that the person was appropriately terminated on the correct date and that benefits issues are resolved.	Return to the EPAF and select Delete PAF from the Options menu. Process a new EPAF using the *STERM EPAF.
STRS assignment code must exist	45	A	For all hourly KRONOS appointments a valid STRS assignment code must exist (equal to a value on the PTVASSN) on the table. Employee will not be processed properly if this value does not exist.	Return to the EPAF and enter the correct STRS Assignment Code value. Save and resubmit the EPAF.
Sub-classification code not valid for ECLS *OR* Rate: is below the Range Low *OR* Rate: is above the Range High	54a	A	Adjunct appointments must be made to the proper sub-classification and within the range minimum/maximum of those sub-classifications.	Refer to the Coding EPAF Sub-classifications... document [http://www.usnh.edu/banner/cheat-sheets/active/Coding%20EPAF%20Sub-Classifications%20for%20PartTime%20FullTime%20Temp%20Casual%20Jobs.pdf] for the sub-classification definitions and range minimum/maximums and adjust the EPAF accordingly. Please contact your campus HR office if you have any questions.
Term Effective Date must not equal Last Paid Date	66	A	The EPAF termination step for a deferred pay employee has been entered with an Effective Date = employee's Last Paid Date on the job. This will trap the employees deferred pay payout balance.	Return to the EPAF and delete the EPAF (Options, Delete PAF). Re-enter the EPAF with a Query Date/Effective Date greater than the employee's Last Paid Date on the job.
Termination date must be greater than hire date	8	A	For all EPAFs except for CYA and Move EPAFs, the termination date must be at least the day following the hire date; otherwise employee may not receive full payment.	Change the Jobs Detail Effective Date either on the hire or termination step of the EPAF. Save and resubmit EPAF.
Termination date must be less than hire date	8a	A	For all Move EPAFs (moving from one position/suffix to another) the termination date must be at least the day before the hire date, otherwise employee may not receive full payment.	Change the Jobs Detail Effective Date either on the hire or termination step of the EPAF. Save and resubmit EPAF.
The future dated Job record must be deleted before ending the Job	Banner Error		An EPAF was initiated using a position and suffix that has already been used for this employee. The employment history would be lost if we overwrote the position and suffix for the same employee.	Return to the EPAF and delete the EPAF (Options, Delete PAF). A new EPAF will need to be initiated with the next available suffix.
3 rd Party EPAF must be used for KRONOS appointment	36a	A	For KRONOS appointments, hiring or move EPAFs must be used that begin with '3'.	Delete the EPAF and select the appropriate 3 rd Party EPAF approval category beginning with '3'.

This employee already has an active primary job	Banner Error		An EPAF was initiated with Job Type of P (for primary) and the person already had a primary job in the past or currently. The primary job is the driver for benefits so it is important that there is only one active job designated as the Primary job.	Return to the EPAF, change the job type value to S, save and resubmit the EPAF.
Time fields should only be coded for Web Time Entry Jobs	65	A	The Time Entry Method, Time Entry Type and Time In/Out Ind fields have been coded with an invalid combination of values. These fields should be blank for non Web Time Entry jobs and should be coded with W, T & Y for Web Time Entry jobs.	If the job is a non Web Time Entry job delete the values in the Time Entry Method, Time Entry Type and Time In/Out Ind fields. If the job is a Web Time Entry Job enter the correct values [W, T & Y] in the fields as defined on the cheat sheet.
Time sheet org from different unit than position org	4	A	Position org does not match up to time sheet org – at UNH, second character of these orgs should be equal. At other campuses, the first characters should be equal. The appointment might not be pulled into the correct grouping for comp processing, time entry or reporting.	If the incorrect position number was used, delete the EPAF (Options, Delete PAF). If the incorrect time sheet org was entered, return to the EPAF and re-enter the time sheet org. Save and resubmit EPAF.
Units entered must equal (value) for Earn Code (value)	21	A	For the Earn Code selected the appropriate units' value was not entered. Please see the attached chart for these values. If units are incorrect, incorrect payment will occur.	Return to the EPAF, correct the Earn Code or units' value, save and resubmit the EPAF.
Valid Earn Code values are 155 and 130 for this ACAT	37	A	For all adjunct exempt/salary EPAFs, the only valid values for Earn Codes on the EARN step are 130 (normal earnings) and 155 (retroactive pay). Any other Earn Code may result in incorrect payment.	Return to the EPAF, correct the Earn Code, save and resubmit the EPAF.
Work schedule code must be null for this appointment	27	A	OS appointments using a third party system (KRONOS and FAMIS) must not have any work schedule value entered on NBAPOSN. If a work schedule value exists, the employee will not be paid properly.	Please contact your HR office to have the work schedule code removed from NBAPOSN for the position number. After this has been completed, return to the EPAF, save and resubmit.
Work schedule code not valid	28	A	Work schedule code on NBAPOSN is all or in part lower case and does not match valid values listed on NTVWKSH. If the work schedule is incorrect, the employee will not be paid properly.	Please contact your HR office to have the work schedule code corrected in NBAPOSN for the position number. After this has been completed, return to the EPAF, save and resubmit.
Work schedule must exist for non 3 rd party feed appointment	36	A	Any OS appointment not being processed through KRONOS or FAMIS must have a work schedule code assigned to the position number in the NBAPOSN form. No work schedule will generate a non payment for OS employees.	After reviewing NBAPOSN you determine that no work schedule code exists, contact USNH Payroll to establish a work schedule for this position. After the work schedule has been established, return to the EPAF and resubmit. If this is an appointment that will be processed through the KRONOS or FAMIS systems, delete the EPAF and select the appropriate third party EPAF (beginning with 3)