

## Common Errors Received in ePAF System and their remedies

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***All Approval Types must be committed prior to submission***

Approval types are the specific parts of the ePAF construction. Approval Types are generally the sectioned data parts within the PAF and are generally separated with a titles similar to General Person, Employment, Job, Default Earnings, Account Distribution, etc.

Typically the error occurs because nothing is filled out in the Create or Change Default Earnings section. In this section, you must enter the Effective Date (consistent with other effective dates), an Earning Code of HLD (longevity eligible) or HLN (not longevity eligible), and 1 Unit Per Pay Period. For part-time exempt employees, there should also be a second line with the same Effective Date and RGS earnings with the Hours per Pay Period of 173.33 multiplied by the FTE of the part-timer's job.

*Note:* in the Banner database, FT Exempt employees have a Default Earnings of RGS of 173.33. Since the ePAF system automatically applies this Default Earnings to full-time exempt employee class records when the PAF is applied into the database, this line is NOT required on the FT Exempt hire's ePAF. The employee class default earnings vary for PT Exempts since they are different FTEs and thus work different hours within the pay period hence entering RGS with the appropriate hours on PT Exempt ePAFs is essential.

***Remedy:*** Ensure all approval types are filled out, particularly the Default Earnings section. See screen shots below... Be sure to save and resubmit.

**Longevity Eligible**

Create or Change Default Earnings

New Value					
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shif
01/11/2009	HLD, Hazard or Longevity Eligible	1.00			
	Not Selected				
	Not Selected				
	Not Selected				
	Not Selected				

Save and Add New Rows

**Not Longevity Eligible**

Create or Change Default Earnings

New Value					
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shif
01/11/2009	HLN, Hazard or Longevity NonEligibl	1.00			
	Not Selected				
	Not Selected				
	Not Selected				
	Not Selected				

Save and Add New Rows

**PT Exempt of .5 FTE**

Create or Change Default Earnings

New Value					
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shif
01/11/2009	HLN, Hazard or Longevity NonEligibl	1.00			
01/11/2009	RGS, Regular Salaried	86.67			
	Not Selected				
	Not Selected				
	Not Selected				

Save and Add New Rows

***Address of this type exists***

This likely occurs when submitting a Transfer Gaining PAF. The ePAF originator likely chose to add a new WK address record instead of selecting the current WK address record and changing it within the PAF.

**Remedy:** Either start a new PAF and select the current WK address and NOT new record. Then, within the PAF, the current values will display the old address, and you can enter the new address in the new values column. Then, delete the old PAF. Or, you can contact HSC Records with your PAF information; we can deactivate the prior address one day before the effective date of your PAF, so your PAF will submit successfully.

**Select Active Address not New Record**

**ID:** Gina Ketcherside, R00760815  
**Query Date:** Dec 01, 2008  
**Approval Category:** TTUHSC Trsfr - Gaining Exempt, HTRFGE

**Work Address Update**

Type	From and To Date	Address	Primary Telephone	Status	Select
New Record					<input type="radio"/>
Texas Tech Work	Oct 01, 2008 to Current Date	3601 4th Street Stop 8100 Lubbock, Texas 79430	806-7432865 257	Active	<input checked="" type="radio"/>

Address Type defaulted from Electronic Approval Category Form (NTRACAT).

Show All Addresses

Go

***Invalid Leave Category Code for this Employee Class***

This error occurs because the wrong employee class is listed on the ePAF based on the position information.

**Remedy:** Change the employee class on the ePAF to match the employee class associated with the position. Typically, this is a typing error. Sometimes, a position number might need to be reclassified from a FT position to a PT position.

***Assignment Salary Divided by Rate doe not equal hours per pay***

This error is related to how our data was converted from TechHRIS and occasionally occurs on nonexempt Termination PAFs. This error is NOT related to the ePAF originator in any way.

**Remedy:** Contact HSC Records with PAF information. They will change the rate from multiple decimal digits to only two decimal digits on the Hourly rate. For instance, change 11.56465 to 11.56. Once they update the hourly rate, the error will go away, and the ePAF originator should be able to submit successfully.

***Eff Date must be greater than Last Paid Date***

In order to submit a PAF, the Effective Date must be greater than the Last Paid Date, or the PAF will not submit. If the Last Paid Date changes due to payroll processing during the life of a PAF (before it is applied into the database) and the Effective Date is no longer greater than the Last Paid Date, then the PAF will not apply.

The exception occurs on Job Change – End and Termination PAFs; these PAFs can actually use the same Effective Date as the Last Paid Date and apply without error.

**Remedy:** Note a good effective date based on the Last Paid Date. Typically, you will need to start a new PAF. Enter the effective date into the Query Date field, so it will populate your effective date fields on the PAF. Save and submit.

***First Name must be filled in for Approval Type PERSON***

This error occurs typically on a New Hire PAF when the new hire already has a Tech ID and the ePAF originator has searched and is using the ID accordingly. The name values, SSN, etc. may appear in the Current Values column, but the PAF originator still needs to record the new values in the New Value column. Since these fields are listed as required, they generate an error when they are blank even though the current value may be correct.

**Remedy:** Enter the First Name, Last Name, etc. in the New Value column. Save and resubmit the PAF.

***The future dated job record must be deleted before ending job***

This error occasionally occurs due to a future dated record associated with the job often due to the end of funding. Contact HSC Records or Budget depending on what the record is funding end or something else (pay change, job end, etc.), they will be able to look up the record, research it, contact other functional groups as needed, and delete the record if the situation warrants it.

**Remedy:** Contact HSC Records or Budget with the PAF information depending on what the record is funding end or something else (pay change, job end, etc.), they will be able to look up the record, research it, contact other functional groups as needed, and delete the record if the situation warrants it. Once the record is removed, the ePAF originator should be able to successfully submit the PAF.

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This error likely occurs due to inadequate ePAF originator or approver setup or no ePAF originator or approver security.

**Remedy:** Contact your ORGN manager. The ORGN manager can use the TEAM APP at team.texastech.edu to setup ePAF originator or ePAF approver access. Or, the ORGN manager can contact the HR security coordinator of Gina Ketcherside or Janet Coquelin as a backup.

**Note:** How do I know who the Orgn Manager is? Visit Cognos and locate the Rpt Orgn 001 – Organization Listing under the Budget and Budget Financial Reports folders. Find your organization on this report, and the ORGN manager will be listed on the same line.

***Personnel Date must be filled in for Approval Type PAYCHE***

Personnel Date is always a required field on an ePAF. Most date fields are defaulted into the PAF based on what was entered in the Query Date field from the first PAF screen – Employee Selection screen.

[PAF constructivists attempted to make PAF dating easier by defaulting from the Query Date since the Query Date field automatically populates the Labor/Account Distribution Effective Date. Hence, they defaulted the Query Date to other dates that typically need to be the same as the Effective Date such as Job Begin Date, Job Effective Date, etc. The only Effective Date that does NOT default is in the Default Earnings section.]

The Personnel Date is the date that can be retroactive, current, or future REGARDLESS of what the Last Paid Date is. {In most PAFs, the Effective Date has to be greater than the Last Paid Date, so the PAF record can be applied into the database. For Job Change End Jobs and Termination PAFs, we have found that the Last Date Paid and the Effective Date can be the same and still be successfully submitted and applied into the database. }

**Remedy:** Fill in the Personnel Date with the true transaction date, which would be either the same day as the Effective Date fields or would be a retroactive date (differing from the effective date fields because of the Last Paid Date requirement).

***Termination Date has to be  $\geq$  Jobs Ends Date***

This error can occur on a Termination PAF when the ePAF originators does not enter the effective date in the Query Date field or changes the defaulted dates on the PAF. Personnel Date and Last Work Date field can be different from the Effective Date fields hence are not defaulted from the Query Date.

*Remedy:* Ensure that Termination Date is the same as or greater than the Jobs Effective Date and Job End Date. The Personnel Date and Last Work Date are dates that can be retroactive if the termination should have been applied into the database prior to a recent Last Paid Date.

***Warning - Annual Salary is outside Table/Grade range***

This usually always occurs on Job Overload and Recurring Special Pay PAFs and can occur on other PAFs when the rate or annual salary falls outside of the pay plan range.

**Remedy:** Ignore is Job Overload or Recurring Special Pay PAF. Double-check the rate or annual salary as needed on other PAFs.

***Break in attempt Detected***

This likely occurs because the portal or Self-Service Banner timed out.

Remedy: Typically, you will need to reaccess [webraider.ttuhs.edu](http://webraider.ttuhs.edu). This is why it is helpful to save frequently within a PAF.

***Employee Class not recognized***

Typically this error occurs due to a type or by not capitalizing a letter within a code

**Remedy:** Return to the Employee Class field. If the field has a lower case letter, capitalize the letter such as e1 to E1. Or, use the magnifying glass to select the appropriate employee class. Save and resubmit.