While creating a transa1a0 9 60.8non(g)0.6 (s)]TJ0 T8930 Tw 1.78 0 Td(1 Tf0.005 Tc -Td( )Tj0.2in8 0 T (s)]TJ0 (i730 Tw 3.56 0 Td( )Tj0.23.52 Tm[(EP,(EPA)2 8930 Tw 1.78 0 Td()

Message	Meaning	Action to Take
ERROR Base Job cannot begin before the position. Check position dates.	1.) The assignment begin date is earlier than the Position Roll date of October 1 for the new Fiscal Year. 2.) The Position number for the assignment was either created by the Budget Office with a date greater than the assignment begin date.	1.) DELETE or VOID the transaction. 2.) Check to make sure the correct Position number was entered or selected. If so, contact Budget to see if they can correct the Position Begin Date and resubmit the transaction once the corrected Position Begin Date shows on NBAPOSN. 3.) If the Position number is incorrect, DELETE or VOID the transaction and create a new transaction under the correct Position number.

ERROR Base Job record must exist to create a new job.   Originator entered

ERROR Contract End Date must not be later than Base Job End Date.	Transaction entered on a Position/Suffix that is already Terminated with a JOB END DATE listed on NBAJOBS for that Position/Suffix.	DELETE or VOID the transaction. Return to the New EPAF screen and create new transaction under the correct/current Position/Suffix.
ERROR Contract Start and End Dates must both exist.	A Contract Begin Date and Contract End Date are required if either Date is entered.	Return to the field with the missing date

Message		
ERROR This employee already has a primary job.	Employee has a Primary assignment in effect as of the Personnel Date entered on the new transaction.	Return to

of)Tj0 Tc 0 Tw 0.825 0 Td( ) 433.68 58.82 re8 46J519.72

PERSONNEL DATE MUST BE A START DATE OF W9 PAY PERIOD.	The Personnel and Effective Dates for Part-Time Faculty assignments can only be the beginning of a service period within the Pay ID for the assignment	DELETE or VOID the transaction. Return to the New EPAF screen and create a new transaction using a Query Date that is at the beginning of a Service Period for that Pay ID.
The Approval Category selected is invalid for this position	The incorrect Approval Category was selected.	Click on the OK button. Return to the New EPAF screen and reenter the employee's ID, the Query Date and select the correct Approval Category from the Drop Down menu.
Unfortunately the EPAF transaction for [Banner ID#] [Employee Name] [Transaction #] is in violation of security because the final approver cannot be the originator	The Originator of the transaction tried to act as the Proxy for the final Approver.	VOID the transaction. Return to the New EPAF screen and create a new transaction entering an Approver name and ID in the Routing Queue that is not the same as the Originator's information and have either that Approver or a Proxy different from the Originator Approve the transaction.

WARNING Total FTE for this position is greater than budgeted FTE.	This message appears when: 1. The transaction is for an assignment on a POOLED position 2. The FTE entered on the transaction is greater that what is the Budget Office has listed on NBAPBUD as the FTE for the Position on the EPAF Transaction	1. If the EPAF transaction is for an assignment on a POOLED position, there is no additional action for the Originator to take. 2. If the EPAF transaction is for an assignment that is on a non-POOLED position, submit a PAR to Budget to have the FTE on the Position changed to the correct FTE.
User does not have access to view current values.	The Originator is creating a transaction for an employee who's Home Org information on PEAEMPL is outside the Originator's Org Security Access.	THERE IS NO ADDITIONAL ACTION FOR THE ORGINATOR TO TAKE. The Originator can still complete the transaction, but will not be able to view the current values that are listed on line.