
COMMON EPAF ERRORS

Below contains a list of common errors received when processing EPAFs. This list of errors is not all encompassing. So, if you should come across an error not listed, please contact Human Resources to assist you with resolving the problem.

New EPAF Job Selection Page

❖ Invalid Position Error

❗ Not a valid position.

- **Cause** – Invalid position number entered.
- **Solution** – Enter a valid position number. If position number is unknown, perform a position search and select the correct valid position number.

Electronic Personnel Action Form Page

❖ Missing Required Field

❗ The New Value for Jobs Effective Date must be entered for Approval Type, J00001.

- **Cause** – Did not enter a required field.

***** - indicates a required field.

- **Solution** – Enter the **New Value** in the field indicated in the error message.

❖ Invalid Date Format

Type	Message Type	Description
Terminate Job	ERROR	Invalid Date for Jobs Effective Date. Format is MM/DD/YYYY.

- **Cause** – Date is not in the correct MM/DD/YYYY format.
- **Solution** – Format the date in the MM/DD/YYYY format.

❖ Invalid Value

Type	Message Type	Description
Add Hourly Job	ERROR	Invalid value for Regular Rate. Value entered must be numeric.

- **Cause** – Non-numeric value entered into a numeric field.
- **Solution** – Enter a numeric value.

❖ Primary Job

Type	Message Type	Description
Add Hourly Job	ERROR	*ERROR* This employee already has a primary job.

- **Cause** – **Contract Type** field is set to *Primary* and the employee has already has a primary job.
- **Solution** – Change the **Contract Type** field to *Secondary* or *Overload* based on the instructions for the EPAF you are processes.

❖ Missing User ID in Routing Queue

User Id(s) must be entered for Routing Queue

- **Cause** – **User ID** has not been entered for each **Approval Level** in the **Routing Queue**.
- **Solution** – Enter the **User ID** for the **Approval Level** where the Approver is missing in the **Routing Queue** section.