

EPAF Trapping/NOPEAMA Errors and How to Correct (November 21, 2003)

There are a 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 | What it Means | How to Correct |
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| A weekend day was used as the Jobs detail effective date | For exempt 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 | 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 | 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 non status appointment | The employee has a status appointment (PEAEMPL eclis not IN, 70, 72 or 73) and a new non status appointment is being created. An additional hire epaf - *HAPSS for non status salary, *HAPSU for non status grant funded supplemental salary and *HAPHS for non status hourly appointments must be used. If the appropriate EPAF is not used, incorrect deductions and benefits will exist on the non status 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. | 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. |
| Contract and effective dates do not match | For non status exempt 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 | 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 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 and Delete PAF) and initiate a new Part time appointment EPAF. |
| Contract dates must exist for less than full FY appointment | 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 encumbering 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 | 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. |

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| Contract number must begin with H | 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 | 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 | 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. | The date used on the PEAEMPL record might be incorrect. The current hire date can not be prior to the original hire date. | Contact the campus HR office to correct the PEAEMPL current hire or original hire date to 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. |
| Effective Date must be greater than last paid date | 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 a Home job | 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 | The hourly job change EPAF (UHYCHG) and hourly rate change EPAF (UHJCHG) are only to be used at UNH for non status 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 | 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 must be greater than zero | 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. |

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| Hire step must use CYA position number | 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 | 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 must be notified of the additional pay appointment | For additional pay situations involving an employee from a different home unit, an FYI needs to be sent to the home unit BSC Director (at UNH) or campus HR representative (at KSC, PSU, CLL and System) informing them of the appointment. | Return to the EPAF and select Routing Information under the Options menu. Add a approval level of CAMHRO if home unit is CLL, PSU, KSC or System and BSCMAN if UNH. Enter in the appropriate username and enter FYI as Required Action. Save and resubmit the EPAF. |
| Hours/Day is incorrect | 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 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 | For non status exempt 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 check distribution org | 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, CLL 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 | For third party (KRONOS and FAMIS) 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. |
| Invalid JOBS/Position ecls value | 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. |

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| Invalid PEAEMPL ecl's value | The PEAEMPL ecl's that you enter on the PEACRE step of the EPAF must be between 00 and 99. Please see the attached PEAEMPL ecl's chart for valid values. Invalid values will lead to incorrect benefits on the appointment. | Return to the EPAF and correct the PEAEMPL ecl's value. Save and resubmit the EPAF. |
| Job entry and termination dates must be equal | 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 < original hire date | 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 | For all status employees (PEAEMPL ecl's values not equal to 70, 72, 73, 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 change the FTE value for the position. Once this is done, go back to the EPAF, save and resubmit. |
| Labor distribution effective date must be 7/1 | For UNH summer college workstudy 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) | 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% | Labor distribution does not total to 100%. This will cause an incorrect distribution of 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 | 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 | 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 enter the correct overtime waiver value into the EPAF. Save and resubmit. |
| Pays and factors do not equal | 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. |

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| PEAEMPL ecl's incorrect match with Jobs/Position ecl's | Each jobs or position ecl's value has specific PEAEMPL ecl's matches. Please review the attached chart to determine the appropriate match. | Return to the EPAF and correct either the PEAEMPL ecl's, the Jobs ecl's or both. In most cases, the Jobs ecl's defaults from the position ecl's (NBAPOSN). If the position ecl's is incorrect, either select another position number or have the campus HR office correct the position ecl's in NBAPOSN. After this is done, save and resubmit the EPAF. |
| Position and suffix combination previously used for this employee | 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 ecl's is incompatible with jobs ecl's | An hourly position is being used for hiring on a salary EPAF or visa versa. Payment would not be processed for mixed ecl's values. | If the incorrect position number was used, delete the EPAF (Options, Delete PAF) and start over. If the incorrect ecl's was entered into the EPAF, return and re-enter. If the incorrect EPAF was selected, delete the EPAF (Options, Delete PAF). |
| Previous deductions invalid for the new benefit cat. | 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 |
| Special rate must be entered for earn code 155 | 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 | 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 | 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 | For all hourly KRONOS appointments a valid STRS assignment code must exist (equal to a value on the PTVASSN) 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. |
| Termination date must be greater than hire date | 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 | 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 | 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. |

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| This employee already has a primary job | 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 only one job be designated as the Primary job. | Return to the EPAF, change the job type value to S, save and resubmit the EPAF. |
| Time sheet org from different unit than position org | 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) | 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 | For all non status except 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. |
| Workschedule code must be null for this appointment | OS appointments using a third party system (KRONOS and FAMIS) must not have any workschedule value entered on NBAPOSN. If a workschedule value exists, the employee will not be paid properly. | Please contact your HR office to have the workschedule code removed from NBAPOSN for the position number. After this has been completed, return to the EPAF, save and resubmit. |
| Workschedule code not valid | Workschedule code on NBAPOSN is all or in part lower case and does not match valid values listed on NTVWKSH. If the workschedule is incorrect, the employee will not be paid properly. | Please contact your HR office to have the workschedule code corrected in NBAPOSN for the position number. After this has been completed, return to the EPAF, save and resubmit. |
| Workschedule must exist for non 3 rd party feed appointment | Any OS appointment not being processed through Kronos or FAMIS must have a workschedule code assigned to the position number in the NBAPOSN form. No workschedule will generate no payment for OS employees. | After reviewing NBAPOSN you determine that no workschedule code exists, contact USNH Payroll to establish a workschedule for this position. After the workschedule 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) |
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