EPAF Errors

A Primary job has not been defined for this employee.
Contact the Payroll department for assistance. If the employee has job history, one job must be designated as the Primary job and Payroll can make this change manually in NBAJOBS. Once the change has been made, the EPAF can be re-submitted. To re-submit, open the EPAF and click on the Update button. Then, save and submit the EPAF.

Base Job record must exist to create a new job.
This error will occur on EPAF's for new hires never before worked at UNC. When the job number selected for the EPAF does not match the Employee Class Code associated with the job number, the system is unable to assign the correct job number to the EPAF transaction. This difference occurs between work study and non-work study positions. The EPAF must be deleted or voided and a new EPAF completed with the correct job number and matching Employee Class Code.

Begin Date must equal the first Jobs Detail Effective Date.
WARNING Future changes exist – starting on XX-XXX-XXXX
This error means that the job number and suffix are currently assigned to an active job (they are already in use); therefore, the effective date already exists and for this job and suffix. This error occurs when an approval category to "Add another job record" has been selected instead of the approval category to "Reactivate an existing job record." To correct: Void or Delete the EPAF and select an approval category to "Reactivate an existing job record."

Cannot find record using primary or unique key for Job Detail
WARNING Future changes exist – starting on XX-XXX-XXXX
This error/warning combination occurs when a "New Hire" Approval Category is used but the employee has job history and is not a brand new hire. If there are values in the "Current Values" column, it means that the "New Hire" Approval Category cannot be used because the employee is not a new hire. Use Approval Category to "Add another job record" or "Reactivate an existing job record."

Eff Date must be greater than Last Paid Date of XX-XXX-XXXX.
This message occurs when an EPAF is submitted to reactivate a job or change a job with an incorrect effective date. To reactivate a job, the new effective date of the EPAF must be AFTER the last termination date on the job that was selected for reactivation. To make a change to an existing job, the effective date of the EPAF must be AFTER the last paid date on the job.

First Labor Dist Effective Date must equal the Job Begin Date.
This error will occur if the beginning date of the EPAF is different than the FOAP Effective Date. All effective dates MUST be the same and should be equal to the job start date, with the exception of the Job Ending Effective Date. Delete or Void the EPAF and start over with the correct effective date in the very first date field.

First Name, SSN, Birth Date, or Gender incomplete.
This error message occurs most often with international student employees when their Social Security number or other demographic information is missing on the PPAIDEN record. Call Human Resources at 1-2718 or Student Employment at 1-2628 to request setup of a record in PPAIDEN. Student Employment will identify the needed information and update the PPAIDEN record. (This message does not usually occur on faculty EPAFs.)

ID is not defined as an employee. Establish Employee record.
A Primary job has not been defined for this employee.
No PEAEMPL record exists. The employee is a brand new hire and does not yet have employee information set up in PEAEMPL. Delete or Void the EPAF and start over using an Approval Category for a "New Hire" employee who has not worked at UNC.

Invalid Date for Jobs Effective Date. Format is MM/DD/YYYY.
Invalid Date for Personnel Date. Format is MM/DD/YYYY.
The message, or a similar date-field message, means that one or more dates were entered in a format other than the required MM/DD/YYYY. Identify the date and re-type it in the matching format. Then, Save the EPAF.

New Effective Date cannot be after Employee's Termination Date.
Job Begin Date cannot be after Employee's Termination Date.
WARNING The Employee's Term Date and Reason should be removed from PEAEMPL.
WARNING This employee is terminated on the Employee form.
When both of these Error messages appear with both of these Warning messages, it means that the employee has not worked recently and their employee record has been inactivated. This Error message occurs when the Approval Category to "Reactivate" a job is selected. A new I-9 will be needed if the employee has not been paid within the past 12 months.

Student Employment will activate PEAEMPL or will let the EPAF originator know that a new I-9 is needed. Check for a comment added to the EPAF by Student Employment and follow the instructions noted in the Comment.
For Faculty, Originator needs to email Julie Nava in HR to check on receipt of hiring paperwork.

New Effective Date cannot be after Employee's Termination Date.
Job Begin Date cannot be after Employee's Termination Date.
These two Error messages will appear together when the Approval Category to "Add" an hourly or salary job was used and indicate one of two possible situations: The student's employee record is at a "Terminated" status because they have not worked in some time OR the job number and suffix combination is already in use for another job.

If the student's employee record is at a "Terminated" status, Student Employment will advise on whether a new I-9 is needed. Check for a Comment added to the EPAF by Student Employment and follow the instructions noted in the Comment.

If the position and suffix number combination is already in use for an active job, Void or Delete the EPAF and either choose a new position number and suffix or use an Approval Category to "Reactivate an existing job record."

No address information exists.
Upper level demographic information is missing on the PPAIDEN record. Call HR at 1-2718 or Student Employment at 1-2628 to request the address be set up in PPAIDEN (see above).

Only the job status field may be changed to 'T' on this eff date.
This error means that the effective date is incorrect. If you look in NBAJOBS you will probably find that there is a last paid date with this same effective date. Use an effective date equal to the day after the date that was originally used and the record change will be allowed.

This employee already has a primary job.
At least one job record exists that is designated as a Primary job. This means the employee is not a new hire to UNC and the wrong Approval Category was selected. Use an Approval Category to "Add another job record" or "Reactivate an existing job record."

Unable to complete edit execution (Oracle Error – 1).
Indicates a system failure. Delete the EPAF and start over.

When Deferred Pay is entered the Factor cannot equal the Pays.
This error will only appear on faculty hire EPAFs. This means that the job record was last used for a deferred pay position. Originator cannot reactivate this job record with an EPAF until the deferred pay codes are removed from the job record. A payroll data form will need to be submitted in order to reactivate the position. Contact the payroll department for assistance. A second option is to "Add another job record" with the next available suffix for the position.