

# TROUBLESHOOTING EPAF **ERROR** MESSAGES

## ERROR MESSAGE:

! Labor Distribution - Account code is required.

## EXPLANATION:

You have entered the Index fund for the labor distribution and clicked “Default from Index.” Automatically the rest of the funding is populated, *except* for the account code, and you receive this error message. The account code will differ based on the type of employee you are hiring. Simply enter the correct account code for your employee in the “Account” field.

## ERROR MESSAGE:

\*ERROR\* First Labor Dist Effective Date must equal the Job Begin Date.

## EXPLANATION:

The new “Effective Date” in the Labor Distribution section of the EPAF does not match the “Job Begin Date” that you entered (or that auto-populated) in the student or GA’s personnel information. These dates must match. *Note: This error stems from not using the correct query date. Since the query date populates into the EPAF, be sure to use the correct job effective date as the Query Date when you initiate the EPAF.*

## ERROR MESSAGE:

\*ERROR\* Date cannot be prior to the Base Job Begin Date of 13-FEB-2023.

## EXPLANATION:

In this case, the new Labor Distribution effective date was 02/10/2023, while the student’s Job Begin Date was 02/13/2023. The effective date of the funding cannot be prior to the date that the job begins. These dates must match. If you

get this error, review your effective dates. *Note: This error stems from not using the correct query date. Since the query date populates into the EPAF, be sure to use the correct job effective date as the Query Date when you initiate the EPAF.*

**ERROR MESSAGE:**

\*ERROR\* Effective must be greater than Last Paid Date of 20-JAN-2023.

**EXPLANATION:**

In this case, the student is currently employed in a Primary job, and the EPAF Originator is attempting to Reopen the Primary position that the student is already actively employed in. An employee can only have one primary position at a time. Any additional jobs are secondary and require a different position number (or at the very least, a different suffix number)

**ERROR MESSAGE:**

\*ERROR\* New Effective Date must be after 04-AUG-2023.

**EXPLANATION:**

This is another error related to the situation described above. The student is actively employed in a position which doesn't end until, in this case, 08/04/2023, so the Originator cannot effectively hire the student in a position that he is already hired in.