HOW TO CORRECT STUDENT ePAF ERRORS

1. Annual Salary

Approval Type	Error Type	Errors and Warnings Information
START	ERROR	*ERROR* Rate times factor times hours per pay does not equal annual salary.
START	ERROR	*ERROR* Rate times factor times hours per pay does not equal annual salary.

There are two ways to correct this error.

1) - Take out the amount that is in *Annual Salary*.
   - Enter a comment to specify the amount there.
   - If there are no blank box for you to state your comment, choose *Record/Insert* (from the horizontal menu on top that starts with "*File*").
   - Save.
   - Submit transaction.

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments

Applied Status | **Field Name** | **Current Value** | **New Value**

	Field Name		New Value
P	Jobs Effective Date*		01-MAR-2018
P	Job Status		A
P	Title*		Student Clerical Aid
P	Step		0
P	Job Change Reason		00013
P	Factor*		6
P	Pays*		6
P	Hours per Pay		
P	Regular Rate*		10
P	Annual Salary		

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments

Created Date:	02-FEB-2018	Submitted Date:		Application Date:	
Originator ID:	PTTA	Submitter ID:		Applied to Database By:	

Comment: THE FUNDING ON THIS TRANSACTION HAS BEEN UPDATED BASED ON FUND CODE ENTERED ON THE LABOR DISTRIBUTION TAB. PLEASE VERIFY THE ACCURACY OF THE NEW FUNDING

Date and Time: 02-FEB-2018 12:14:04
Made By:

Comment: Annual Salary is $2000.

Date and Time: 06-FEB-2018 10:43:28
Made By: PTTA

2) Recalculate the Annual Salary amount to the exact decimal point.
   - Take the *Annual Salary* amount ($2000) ÷ Regular Rate (10/hr) ÷ Factor (6) = 33.333333
   - Cut the result down to 2 decimal places (33.33) x Regular Rate (10/hr) x Factor (6) = 1999.8
   - Replace the Annual Salary of 2000 with 1999.8
   - Save.
   - Submit transaction.

	Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments

Applied Status | **Field Name** | **Current Value** | **New Value** |

Applied Status	Field Name	Current Value	New Value ▼
P	Jobs Effective Date*		01-MAR-2018
P	Job Status		A
P	Title*		Student Clerical Aid
P	Step		0
P	Job Change Reason		00013
P	Factor*		6
P	Pays*		6
P	Hours per Pay		
P	Regular Rate*		10
P	Annual Salary		1999.8

2. Primary Job

Approval Type	Error Type	Errors and Warnings Information
START	ERROR	*ERROR* This employee already has a primary job.

This student has another primary job that is active. Contact the HR-Student Compensation Analyst at ext. 5738. S/he will check to make sure that the student does not have an active Federal Work-Study job. S/he will work with you to clear the error as deemed appropriate.

3. Job Begin Date

Approval Type	Error Type	Errors and Warnings Information
START	ERROR	*ERROR* Begin Date must equal the first Jobs Detail Effective Date.

The student has had a job with this Position number before. Therefore, the *Job Begin Date* must match the date that is on the *Current Value* column. There are two ways to correct this error.

1) - Input the date that is presently on the *Current Value* column.
   - Save.
   - Submit transaction.

	Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments

Applied

Status	Field Name	Current Value	New Value
P	Job Begin Date	07-SEP-2015	07-SEP-2015
P	Contract Type*	P	P
P	Jobs Effective Date*	23-JAN-2017	23-JAN-2017

2) - Take out *Job Begin Date* and leave it blank.
   - Save.
   - Submit transaction.

	Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments

Applied

Status	Field Name	Current Value	New Value
P	Job Begin Date	07-SEP-2015	
P	Contract Type*	P	P
P	Jobs Effective Date*	23-JAN-2017	23-JAN-2017

4. Job Effective Date

Approval Type	Error Type	Errors and Warnings Information
START	ERROR	*ERROR* Effective must be greater than Last Paid Date of 25-MAR-2017.

Because the student has had a job with this position before (i.e. Approval Category = rehire) and was paid for the Pay Period ending date that's being specified on the *Last Paid Date*, the student cannot have a start date that is on or before the *Last Paid Date*. To correct the error,

- Change the Effective Date to the day after the *Last Paid Date*.
- Save.
- Submit transaction.