

## APPENDIX G

### Caution, Warning and Error Messages and What They Mean

Revised 2.27.2025

#### CAUTIONS –

 ***A duplicate transaction (transaction XX), for this person exists for this approval category at (status) status.***

-- This message indicates that this employee already has an ePAF in the pipeline in this category (that specific ePAF type).

 ***User does not have access to view current values.***

--This message indicates that the ePAF user does not have authority to view the current values, which come from the employee's previous position detail, possibly in a home org other than the ePAF user's.

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WARNINGS – will not prevent an ePAF from being submitted to the approval routing queue or from being applied to the Banner system.

***\*WARNING\* Encumbrance Method is Value Input and Salary has Changed.***

-- This warning may be disregarded but the originator should use this message as a reminder to review the encumbrance.

***\*WARNING\* Future changes exist starting MM/DD/YYYY.***

-- This warning indicates that the employee has records in Banner that have a future date. Please call Payroll and have any future-dated records removed, and once this has been done, you can continue with this ePaf.

***\*WARNING\* Rate for this job is outside the Table/Grade range.***

-- This warning may be disregarded because certain positions use one "pooled" position number and cannot be assigned a specific salary grade or range.

***\*Warning\* Total FTE for this position is greater than budgeted FTE.***

-- This warning may be disregarded because certain positions use one "pooled" position number and cannot be assigned a specific FTE equivalent.

***\*WARNING\* Encumbrance has been set to 0, because method is Hours input.***

-- This warning may be disregarded because encumbrances are not used for non-exempt, timesheet employee classes.

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ERRORS – will prevent an ePAF from being submitted to the approval routing queue and must be corrected before it can be submitted and applied to the Banner system.

***\*ERROR\* The Begin Date and Step must be entered for a new job.***

--This error message indicates that the Additional Job ePAF, not the Reactive ePAF, should be used. Please void the Reactive ePAF and originate an Additional Job ePAF.

***\*ERROR\* Begin Date must be equal to first Jobs Detail Effective Date.***

-- This error indicates that the job begin date for this employee does not match the job effective date. You must review the "All Jobs" option on the position search screen and find the earliest/first work date the employee held that position/suffix combination at the University of Hartford and enter that date in the Job Begin Date field.

***\*ERROR\* Cannot null out Jobs Effective Date.***

-- This error indicates that you must enter a valid Jobs Effective Date.

***\*ERROR\* Electronic Approvals send message error.***

--This error indicates a system error. Record the approver's name and the ePAF transaction number, and contact the ITS Help Desk at [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu) or 860.768.4357 to have the approver's status reset to "A". Once this status is reset, the approver will need to approve the ePAF again.

***\*ERROR\* First Jobs Detail Effective Date must be equal to Begin Date.***

-- This error indicates that the job begin date for this employee does not match the job effective date. You must review the "All Jobs" option on the position search screen and find the earliest/first work date the person held that position/suffix combination at the University of Hartford and enter that date in the Job Begin Date field.

***\*ERROR\* First Name, SSN/SIN, Birth Date or Gender incomplete.***

-- This error indicates that a required personnel field in SPAIDEN or PPAIDEN is missing. Please email [hrd@hartford.edu](mailto:hrd@hartford.edu) with the employee's name and email address with "Missing First Name, SSN, DOB, citizen code" in the subject line.

Note: Be sure to verify the employee ID number prior to contacting HRD.

***\*ERROR\* Invalid Action.***

-- This error catches many issues, so it is difficult to tell which you have run into. If it appears that your ePAF did not move forward to the next level in the approval routing queue, contact the ITS Help Desk at [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu) or 860.768.4357 for assistance. If it does appear that your ePAF has moved forward in the approval routing queue, you may disregard the error message.

***\*ERROR\* Invalid Supervisor ID.***

-- This error indicates that the supervisor ID entered on the ePAF is invalid for this position. Please verify the University ID number for the supervisor and re-enter on the ePAF.

***\*ERROR\* Invalid Supervisor Position and Suffix.***

-- This error indicates that the supervisor ID entered on the ePAF is invalid for this position. Please verify the University ID number for the supervisor and re-enter on the ePAF.

***\*ERROR\* New Effective Date cannot be after Employee's Termination Date.***

-- This error indicates that the employee's employee record (on PEAEMPL) is listed as terminated. Please email [hrd@hartford.edu](mailto:hrd@hartford.edu) with the employee's name and email address with "termed employee" in the subject line.

***\*ERROR\* New effective date cannot be after employee's termination date.***

--This error indicates that the employee no longer has active employment status. Please email [hrd@hartford.edu](mailto:hrd@hartford.edu) with the employee's name and email address with "termed employee" in the subject line.

***\*ERROR\* New Effective Date must be after DD/MM/YYYY.***

-- This error indicates that the employee has an employment record dated after the effective date that you are changing. Contact HRD to discuss how to proceed.

***\*ERROR\* Only the job status field may be changed to a "T" on this eff date.***

--This error indicates that the originator did not use the Monday of the next pay cycle. Update the effective date to the Monday of the next pay cycle and resubmit the ePAF.

***\*ERROR\* Pay ID not found on PTRCALN for fiscal year and effective date.***

--This error indicates that the position ...

***\*ERROR\* Premium Pay Category includes invalid Earn Code for Employee Class***

-- This error indicates that the position number chosen does not coincide with the ePAF selected. Refer to Appendix A, Employee Class Code Descriptions for clarification.

***\*ERROR\* Position Status not active; Assignment change or insertion not allowed.***

***\*ERROR\* Salary Encumbrance cannot be entered.***

--This error indicates that the employee class assigned to the position number does not match the ePAF type selected. Review the position number/employee class displayed on the Position Look-up and then determine which ePAF or position should be used. Contact the Budget Office if there are questions regarding position numbers and their assigned employee class codes.

***\*ERROR\* This employee already has a primary job.***

-- This error indicates that the employee has a primary job. Employees can only have one primary position at any given point in time. Please change the contract type to Secondary.

***\*ERROR\* Contract start and end dates must both exist.***

-- Remove the dates in the Contract Start and Contract End Date boxes. These should always be blank for ePafs.

***\*ERROR\* Unable to save NORTRAN record.***

--This error indicates that you have entered something incorrectly in your ePAF. Exit this ePAF, go to the main menu, and begin again. If after entering the ePAF a second time and you still receive this error, email a screen shot to the OTS Help Desk at [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu) or 860.768.4357 for assistance.

