HOW TO CORRECT STUDENT ePAF ERRORS

1. Annual Salary

Approval Type	Error	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.

	Default Earnings	Job Labor Distribution Routing C	Other Information and Comments
Applied Status	Field Name	Current Value	New Value
P Jobs Effect	tive Date*		01-MAR-2018
P Job Status			
P Title*			Student Clerical Aid
P Step			
P Job Chang	e Reason		00013
P Factor*			6
P Pays*			6
P Hours per I	Pay		
P Regular Ra	ite*		10
P Annual Sala	ary		
Transaction	Default Earnings	Job Labor Distribution Routing C	Other Information and Comments
Transaction Created Date: Originator ID:	Default Earnings 02-FEB-2018 PTTA	Job Labor Distribution Routing C Submitted Date: Submitter ID:	Application Date:
Transaction Created Date: Originator ID: Comment:	Default Earnings 02-FEB-2018 PTTA THE FUNDING ON THIS THE ENTERED ON THE LABOR THE NEW FUNDING	Job Labor Distribution Routing Submitted Date: Submitter ID: Submitter I	Other Information and Comments Application Date: Applied to Database By: ODE OF Date and Time: 02-FEB-2018 12:14:04 Made By:

- 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.

pplie Statu:	ed s Fi	eld Name	Current Value		New Value	
Р	Jobs Effective Date	*			01-MAR-2018	
Ρ	Job Status				A	
Ρ	Title*				Student Clerical Aid	
Ρ	Step				0	
Ρ	Job Change Reaso	n			00013	
Ρ	Factor*				6	
Р	Pays*				6	
Ρ	Hours per Pay				-	
Р	Regular Rate*				10	
P	Annual Salary			\sim	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	Error	
Туре	Туре	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.

Transa	action Default Earnings	Job Labor Distribution	Routing	Other Information and Commer	nts	
Applied Status	Field Name		Current Value		New Value	
PJ	ob Begin Date	07-SEP-2015		07-SEP-2015		1
PC	Contract Type*	P				
ΡJ	obs Effective Date*	23-JAN-2017		23-JAN-2017		

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

Trar	nsaction	Default Earnings	Job Labor Distribution	Routing	Other Information	n and Comments		
Applie Status	ed S	Field Name		Current Value	$\overline{}$		New Value	$\overline{}$
Р	Job Begin Date		07-SEP-2015					
P	Contract Type*							
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.

Pending Change	Proxy For:				
c .	900			Generate ID:	
ansaction:	47791	Waiting		Query Date:	23-JAN-2017 Last Paid Date: 25-MAR-2017
proval Category:	NWHIRE	Student New Hire		Position:	XE9737 TITLE III GRADUATE 2016-17
proval Type:	START	Student Job Start Date Record	đ	Suffix:	00 💌
Transaction	Default Earnings	Job Labor Distribution	Routing	Other Informatic	on and Comments
Transaction pplied tatus Fi	Default Earnings eld Name	Job Labor Distribution	Routing Current Value	Other Informatio	on and Comments
Transaction pplied tatus Fi	Default Earnings eld Name	Job Labor Distribution	Routing Current Value	Other Informatio	on and Comments New Value
Transaction pplied tatus Fi P Job Begin Date P Contract Type*	Default Earnings eld Name	Job Labor Distribution	Routing Current Value	Other Informatio	on and Comments