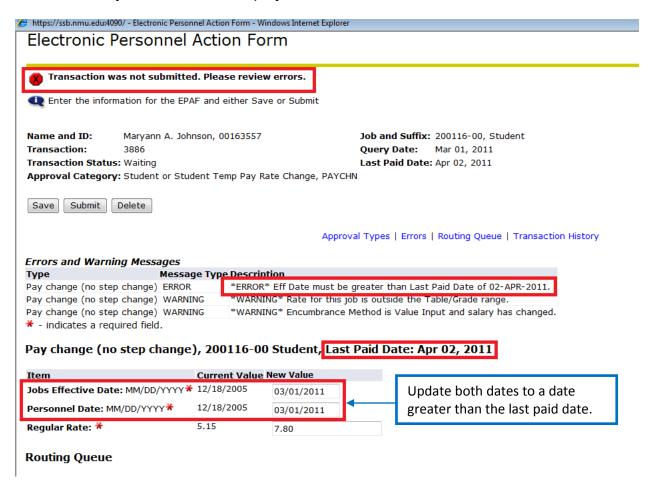# Electronic Personnel Action Forms (EPAF)
Common Student EPAF Errors

ERROR Eff Date must be greater than Last Paid Date of XX-XXX-XXXX.
You are attempting to change a student's pay rate in a pay period that has already been processed. You will need to choose a date that is greater than the last paid date listed. In the example shown below, a date of 4/3/2011 or greater would be acceptable.
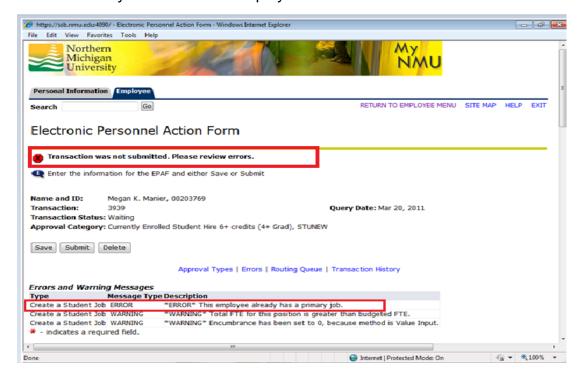
1. Update the Jobs Effective Date with a date greater than the last paid date.
2. Update the Personnel Date with the same date.
3. Click Save to save the changes – "Your change was saved successfully" will display but the error will still appear.
4. Click Submit – the error should disappear and "The transaction has been successfully submitted" will display.

ERROR This employee already has a primary job.
This error message is common since students often have multiple jobs but only one job can be listed in the database as primary.

1. Change the Contract Type from Primary to Secondary.
2. Click Save to save the changes – "Your change was saved successfully" will display but the error will still appear.
3. Click Submit – the error should disappear and "The transaction has been successfully submitted" will display.

Bottom of the screen where the change is made:

ERROR Begin Date must equal the first jobs Detail Effective Date.
This error message will be received anytime you are reactivating a position number.

1. Find the date listed under "Current Value" for the Job Begin Date. The date is 05/08/2005 in the example shown below.
2. Enter that date for the Job Begin Date in the "New Value" field.
3. Click Save to save the changes – "Your change was saved successfully" will display but the error will still appear.
4. Click Submit – the error should disappear and "The transaction has been successfully submitted" will display.
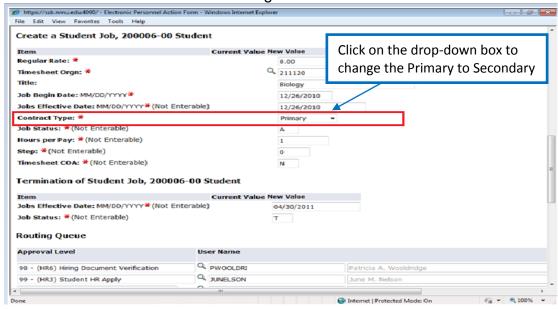
Electronic Personnel Action Form

❌ **Transaction was not submitted. Please review errors.**

ℹ️ Enter the information for the EPAF and either Save or Submit

Name and ID: Maryann A. Johnson, 00163557
Transaction: 3198
Transaction Status: Waiting
Approval Category: Currently Enrolled Student Hire 6+ credits (4+ Grad), STUNEW

Query Date: Apr 15, 2011

[Save] [Submit] [Delete]

Approval Types | Errors | Routing Queue | Transaction History

Errors and Warning Messages

Type	Message Type	Description
Create a Student Job	ERROR	*ERROR* Begin Date must equal the first Jobs Detail Effective Date.
Create a Student Job	ERROR	*ERROR* Begin Date must equal the first Jobs Detail Effective Date.
Create a Student Job	WARNING	*WARNING* Rate for this job is outside the Table/Grade range.
Termination of Student Job	ERROR	*ERROR* Begin Date must equal the first Jobs Detail Effective Date.

* - Indicates a required field.

Bottom of the screen where the change is made:

Distribution Orgn: *(Not Enterable)	272100, Human Resources	272100
District Code: *(Not Enterable)	085, INTERCLGT ATHLETICS/REC SPORTS	330
Current Hire Date: MM/DD/YYYY*	05/08/2005	04/15/2011

Create a Student Job, 400116-00 Temporary Labor, Last Paid Date: Aug 21, 2010

Item	Current Value	New Value
Regular Rate: *	5.35	7.40
Timesheet Orgn: *	271125	🔍 271125
Title:	Temporary Labor	PEIF Instructor
Job Begin Date: MM/DD/YYYY*	05/08/2005	05/01/2011
Jobs Effective Date: MM/DD/YYYY* (Not Enterable)	08/22/2010	05/01/2011
Contract Type: *	Primary	Primary
Job Status: *(Not Enterable)	Terminated	A
Hours per Pay: *(Not Enterable)	1	1
Step: *(Not Enterable)	0	0
Timesheet COA: *(Not Enterable)	N	N

Update the "New Value" column with the date shown in the "Current Value" column. (05/08/2005 should be the date for both columns in this example.)