EPAF FAQ'S

Last Updated: August 15, 2016

1. **If I am the hiring manager and originator, am I required to add myself to the approval routing queue as hiring manager?**
   No, since you are the originator, you do not need to be added to the approval routing queue.

2. **When I have submitted an EPAF, where do I click to start a new EPAF?**
   When starting a new EPAF, always go back to the main page on SNAP and choose New EPAF. Do not click on New EPAF on the bottom of the screen.

3. **Why can't I see the current values?**
   When searching for the employee, always click on "all jobs" to check if they have had a job before.

4. **What is the difference between Job Begin Date and Job Effective Date?**
   The **Job *Begin* Date** should always be the date when the employee first held the position number and suffix. This date can be found in the "Current Value" information column.
   The **Job *Effective* Date** is the date this appointment will begin.

5. **How do I enter an EPAF if the student does not have a Social Security Number yet?**
   Contact Human Resources to get a temporary Social Security Number to use for your EPAF. The student will be required to bring the receipt from the Social Security Administration office showing they have applied for a SSN. Once the student receives the SSN, they will bring their Social Security card to the HR office and the number will be updated in the payroll system.

6. **When searching for the employee name, I can see they have an A number but there are no jobs listed when I click on "All Jobs". Do I need to complete a General Information Form?**
   Yes. Click on "All Jobs" after searching for the employee name. If there are no jobs in the system, the student employee must complete a General Information Form. Use the information from the General Information Form to enter a primary (TEMSL or TEMHR) EPAF.

7. **How do I know if the employee will need to complete payroll paperwork in Human Resources?**
   If the employee has never worked <u>or</u> has not been paid in the last year, they must go to HR to complete payroll paperwork **on or before** their first day of work.

8. **Can the student employee begin working before the EPAF is applied?**
   The student should never begin working before the EPAF has been approved by Human Resources. If Human Resources approves the EPAF between the 18th and the end of the month, the EPAF may not be applied until the 1st of the following month. The student employee may begin working once the EPAF is approved by the final approver (Human Resources).

9. **I received an error stating that the Default Effective Date must be greater than or equal to the Query Date.**
   You will need to start the EPAF over and make sure the Query Date is the same date as the Job Effective Date. When starting a new EPAF, always go back to the main page on SNAP and choose New EPAF. Do not click on New EPAF on the bottom of the screen.

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10. **When I submitted my EPAF, I received a Warning. How do I proceed?**
    You will receive at least one warning with each EPAF that is submitted. The warnings are permitted but if you receive an error, you will need to correct the error and resubmit the EPAF.

11. **I received the error, NORTRAN. How do I proceed?**
    This is a system error and you will need to delete your EPAF and start over.

12. **Why aren't there any options in the Job Default Earnings drop down box?**
    This is a system error and you will need to delete your EPAF and start over. You should be able to choose the Default Earnings code the second time.

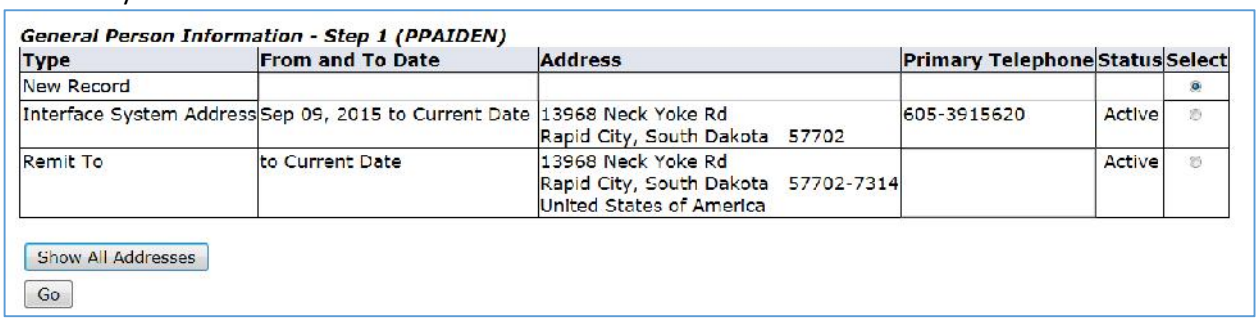
13. **If my EPAF is grant funded, who should be listed in the approval routing queue?**
    The PI, Supervisor (hiring manager), Marsha Kelly (Budget), and Jan Puszynski (Exec Council) must approve the EPAF if it is grant funded.

14. **If the EPAF was applied already, how do I cancel the transaction?**
    You can cancel the EPAF by clicking on "Cancel", however, you *must* notify Payroll **before** cancelling the EPAF. Payroll will manually remove the job from the system.

15. **How do I "void" the transaction?**
    You can void the transaction if the EPAF has not been applied yet. Only use "Void" if no pay has occurred. Access the EPAF and click on "Void".

16. **What is the difference between canceling and voiding a transaction?**
    Use "Void" if the transaction has not been applied yet. Use "Cancel" if the transaction has been applied.

17. **Which address should I choose when starting a new EPAF?**
    Always select **New Record** and click on "Go".



General Person Information - Step 1 (PPAIDEN)

Type	From and To Date	Address	Primary Telephone	Status	Select
New Record					◉
Interface System Address	Sep 09, 2015 to Current Date	13968 Neck Yoke Rd Rapid City, South Dakota 57702	605-3915620	Active	○
Remit To	to Current Date	13968 Neck Yoke Rd Rapid City, South Dakota 57702-7314 United States of America		Active	○

Show All Addresses

Go

18. **My EPAF doesn't have the 149 code assigned. Since it is only an FYI, does it really matter?**
    Yes, this step is very important. Please make the correction to the Approval Routing Queue before the EPAF is approved and applied. To access the EPAF, click on Originator Summary, click on the employee name and Update or Return for Correction.

19. **The position is grant funded and I submitted the EPAF to the State Budget approver instead of the Grants Budget approver. What should I do?**
    Access the EPAF and click on Update to change the routing approval queue. Or, you can request that the EPAF be returned for correction.

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20. **My EPAF has the following error message. My employee has an A number and I started a Secondary EPAF. What should I do now?**
    This error message occurs because, although the student has an A number, they have never been an employee before. You can see this by clicking on "All Jobs" when searching for the employee. You will need to delete your Secondary EPAF and start a Primary EPAF for this person.

Errors and Warning Messages

Type	Message Type	Description
Employee Job Detail Salary - Step 3 (NBAJOBS)	ERROR	*ERROR* ID is not defined as an employee. Establish Employee record.
Employee Job Detail Salary - Step 3 (NBAJOBS)	ERROR	Missing mandatory Citizen Code.

21. **Can I combine a spring and summer position into one EPAF?**
    A new EPAF should be started if the position will extend into the next fiscal year for budget checking purposes. The fiscal year begins on 6/22 and ends on 6/21 of the following year.

22. **Do I need to notify Payroll of a funding change if I already listed it in the Comments section of the EPAF?**
    Yes. Always notify Payroll, via email, for funding changes. The change will need to be Budget checked before it is processed.

23. **I am unable to pick a name in the approval routing queue and I am receiving errors that my Index Code is invalid. How do I proceed?**
    If you have tried to make the changes and still receive these errors, you will want to delete your EPAF and start over. When starting a new EPAF, always go back to the main page on SNAP and choose New EPAF. Do not click on New EPAF on the bottom of the screen.

24. **When entering the job information, should I be concerned if the job title on the previous job is different than the current job title?**
    No, you will be given the opportunity to enter the job title description when entering the job information in Step 3 of the EPAF.

25. **Should I be concerned if the Supervisor ID and ME# in the "Current Value" column does not match the information that I enter in the "New Value" column?**
    No, the "Current Value" column reflects the previous supervisor's information. The information entered in the "New Value" column will replace the "Current Value" information.

26. **Why are the funding changes not accepted in Step 4?**
    Always highlight the funding information and delete it before typing in your new index number (never backspace over the current information). Type in the new index code and click on "Default from Index". Then, enter your account code and percent.

27. **I am unable to Save the EPAF and cannot add rows to the Routing Queue.**
    This is a system error and you will need to delete the EPAF and start over. When starting a new EPAF, always go back to the main page on SNAP and choose New EPAF. Do not click on New EPAF on the bottom of the screen.

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28. I originated an EPAF and now need to change something. I clicked on Return for Correction to make the change. Do I need to add a Comment to the EPAF?
Always add a comment when changing information in an EPAF after it has been submitted. This will alert the other approvers with the reason the EPAF is in their approval queue again.

29. If an EPAF has been approved and applied but I now need to "cancel" the job because the student will not be working, how do I proceed?
You MUST notify Payroll to cancel a position that has already been approved and applied. Once Payroll has been notified, you can cancel the EPAF.

30. My position is funded with a Foundation account and the system is not accepting the account number.
When using a Foundation account to fund your EPAF, you must use the Clearing Account Index # connected to the Foundation account. In addition, you will need to enter the Foundation account number and account name in the "Comments" section at the bottom of the EPAF.

31. I received an error stating that the Effective Date cannot be after the Termination Date. How do I proceed?

Errors and Warning Messages

Type	Message Type	Description
Employee Job Detail Salary - Step 3 (NBAJOBS)	ERROR	*ERROR* New Effective Date cannot be after Employee's Termination Date.
Employee Job Detail Salary - Step 3 (NBAJOBS)	ERROR	*ERROR* Job Begin Date cannot be after Employee's Termination Date.

Contact HR to reactivate the student employee in Banner. You will be able to create and save but not submit the EPAF until the employee is active.

32. I received an error stating "unable to complete edit execution (Oracle Error)." How do I proceed?
Verify that the Factor and Pays sections are correct in Step 3 (NBAJOBS). These must equal the number of monthly paychecks the student employee will receive.

33. What should I do with the completed General Information Form?
After the student employee has completed the General Information form and you have submitted the EPAF, this form must be sent to HR; via inter-campus mail or hand delivered. Due to security purposes (contains the SSN), it cannot be emailed.

34. How do I enter names in the Routing Queue?
Make sure the appropriate Approval Level is selected then click on the magnifying glass. This will open a new Internet Explorer window; if you do not see this new window, check all of your open windows. Then search for the correct approver name and click select, the user name will populate to the routing queue. You cannot type in the user name.

35. How do I check the status of an EPAF?
While on the EPAF Approver Summary Page, click on the Search button. You can search by name, A# or Transaction #. Click Go and all EPAFs connected to the given information will be listed. Click on the student's name. Scroll to the Routing Queue section, at bottom of the EPAF, to see where the EPAF is currently pending approval.

36. When EPAF is returned for corrections and upon second submission the first approvers' gets a second notice?
Yes. When returned, the EPAF is being resubmitted. This means the approval process is starting over and the approver will receive a second notice of the pending EPAF. EPAFs have to be resubmitted for approval when any information has been updated.

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37. What does it mean when I receive the error code, "All Approval Types must be committed prior to submission"?

Typically, this error occurs because nothing is filled out in the Default Earnings section. If the system does not allow you to enter something in this section, you may need to re-start your EPAF. When restarting, make sure to click on "Return to EPAF Menu". NEVER click on "New EPAF" at the bottom of the screen.

38. What does it mean when I receive the error code, "Effective must be greater than Last Paid Date"?

This error occurs when the Query Date is earlier than the Effective Date. For hourly students, the Query Date must be the first day of work. For salaried students, the Query Date must start on a payroll date.

Errors and Warning Messages

Type	Message Type	Description
Employee Job Detail Hourly - Step 3 (NBAJOBS)	WARNING	*WARNING* Encumbrance Method is Value Input and salary has changed.
Employee Job Labor Distribution - Step 4 (NBAJOBS)	ERROR	*ERROR* Effective must be greater than Last Paid Date of 21-DEC-2015.

* - indicates a required field.

39. What does it mean when I receive the error code, "Date cannot be after the Base Job Date"?

Errors and Warning Messages

Type	Message Type	Description
Employee Job Detail Hourly - Step 3 (NBAJOBS)	WARNING	*WARNING* Encumbrance Method is Value Input and salary has changed.
Employee Job Default Earnings - Step 5 (NBAJOBS)	ERROR	*ERROR* Date cannot be after the Base Job End Date of 21-JUN-2016.

* - indicates a required field.

40. If you receive the error: "The New Value for Jobs Effective Date must be entered for Approval Type, JBTERM" - Check that you have entered <u>ALL</u> your dates (specifically Step 5) in the correct format of: MM/DD/YYYY.