



Common Errors – ePAF Payment Processing

Many of these issues involve system terms or actions that appear similar but function differently, such as **Save vs. Submit**, **Warnings vs. Errors**, and **Waiting vs. Pending**. Understanding these distinctions can help ensure your ePAF moves smoothly through the approval process and reduces the need for follow-up or corrections. This guide is intended to provide clarity and support throughout the submission process.

Save vs. Submit

What to know:

Saving and submitting perform different actions in the system.

- **Save** records your changes must be clicked before submitting and after any changes. Can be used as often as needed while you are working.
- **Submit** sends the ePAF forward for approval once all edits are complete.
 - **Key:** If an ePAF is submitted without being saved first, recent changes may not be retained.

Warnings vs. Errors

What to know:

Not all system messages stop your ePAF from moving forward.

- **Warnings** are informational and do not prevent submission. You may proceed after reviewing them.
 - Common one “User does not have access to Continue) click ok and keep going you do have the access.
- **Errors** must be corrected before the ePAF can be submitted and routed for approval. Refer to Errors list or contact HR.

Waiting vs. Pending

What to know:

Status labels indicate where the ePAF is in the process.



- **Waiting** means the ePAF has not yet been submitted and is still in the originator's queue.
- **Pending** means the ePAF has been successfully submitted and is awaiting the next level of approval.

ADEARNs (Additional Earnings):

1. *ERROR* End Date must be later than Begin Date

Why does this happen?

- This error occurs when the dates entered do not follow Banner's required date logic.

How to fix it:

- The Query Date must be the 1st of the month in which the employee should be paid.
- On the ADEARN ePAF, the same date must be entered in 2 locations:
 - Query Date (Use Calendar)
 - New Value Effective Date (Use Calendar)
- The End Date should reflect the end of the month they should be paid in.
 - End One Time Earning Job effective date (Use Calendar)

2. *ERROR* Date cannot be after the Base Job End Date of

Why does this happen?

- A Suffix is being reused after it has already been used.

How to fix it:

- Click on All Jobs tab to see last suffix used

3. *ERROR* This employee does not have a primary job

Why does this happen?

- ADEARN is intended for additional earnings and requires an existing primary job

How to fix it:

- Confirm that the individual has an active primary job in Banner.
- If this is the individual's only role, contact HR.

Separations (Termination):



4. ***ERROR*** Termination Date has to be \geq Jobs End date

Why does this happen?



- Separation ePAFs require two dates that must match the actual separation date across all sections.
 - Termination of Job
 - Termination of Employment

How to fix it:


Ensure the Begin Date in the first section matches the Job Detail Effective Date in the next section.

Termination of Job, [REDACTED], Last Paid Date: [REDACTED]

Jobs Effective Date *

04/01/2026  Remove  Old Value: 10/10/2025

Job Status (Not Enterable)


T  Old Value: Active

Job Change Reason



[REDACTED] ▼

Termination of Employment

Employee Status (Not Enterable)

T  Old Value: Active

Termination Date

04/01/2026   Old Value:

Term Reason Code

Not Selected ▼

5. ***ERROR*** Future termination records exist in Banner.

Why does this happen?

- Some positions are preloaded with end dates, including:
 - Graduate Assistants (GAs)
 - Adjuncts
 - Secondary assignments

How to fix it:

- Review the existing termination date in Banner.



- If the date needs to be updated or extended, contact HR.
- If the date is correct, submit the separation ePAF with the same date to confirm the termination of Job and Employment.

Routing Queue Errors:

6. ***ERROR*** Mandatory Levels and Required Action Indicator Must Match NTRACAT.

Why does this happen?

- Routing Queue must align with the type of transaction.

How to fix it:

- Verify the routing queue matches the action type:
 - ADEARN → Routing Queue → 40-Approval, 60-Approval, 90-Apply
 - Termination → Routing Queue → 40-Approval, 50-Approval, 90-Apply
 - Grants is always Level 70-Approval
- Incorrect routing will delay processing and may require resubmission.
- Always refer back to user guide

Common Warnings:

7. ***Warning*** Duplicate transaction exists waiting for approval

Why does this happen?

- Same type of transaction for the same person

How to fix it:

- Can review ePAF Originator summary