# Common EPAF Errors

Below are common problems encountered with EPAF processing which could result in your EPAF being returned for correction.

- **Not using payroll dates on payroll documents –** In order to keep Banner from prorating pay, we use full payroll processing dates on payroll documents instead of the first and last day of classes. For instance, classes may start on 8-24 and end 12-17 for the fall term. However, we use the corresponding payroll dates (example 8-16 to 12-31) to avoid Banner prorating salaries and to ensure the employee gets paid the full adjunct rate. If 8-24 and 12-17 are used, Banner will try to prorate for the number of days for the 8-16 to 8-31 payroll (8 out of 16 days) and the 12-16 to 12-31 payroll (2 out of 16 days). Page 7 of the adjunct training guide explains the dates to use for payroll documents for the terms including first part of term and second part of term. If you put 8-24 and 12-17 on an EPAF, it will be returned for correction.

- **Query date, Current Hire date, Jobs Effective dates do not match** – All of these dates should be the same for Banner processing. Please note, once you proceed past the query date, it cannot be edited. It has to be voided and another EPAF created.

- **Inappropriate approval category from the drop down box** – An example would be using an approval category of "Hourly Student" when the employee is an "Hourly Non-Student" worker. Be sure you are using the correct EPAF for the correct category of employment status. When this happens, the EPAF has to be voided and re-entered because this screen is not able to be edited once an approval category is selected.

- **Incorrect Annual Salary for adjuncts –** Banner looks at adjuncts as 9 month part-time teaching faculty and as a result looks at a 9 month equivalent salary in Banner paid over 18 pay periods. Page 7 of the adjunct initiator guide explains in detail how to convert to an annual salary for adjuncts. If an adjunct is to be paid $2,000 for a class from 8-16 to 12-31, you cannot put $2,000 in the annual salary or the employee will only get paid $1,000 ($2,000 annual salary divided by 18 pay periods X 9 pay periods for the fall term). The annual equivalent salary has to be $4,000 so they get paid the appropriate amount of $2,000 ($4,000 divided by 18 pay periods X 9 pay periods for the fall term). Please review page 7 to make sure the annual salary for an adjunct is converted correctly.

- **Incorrect Fund Organization Account Program** – Please know which FOAPs to use for traditional classes, AOS classes, or degree center classes. Know which account code to use for each category of employee GAs (615400, 615410, or 615420), part-time students (615200), non-students (615100), etc. Also, try to avoid program mismatches on FOAPs which later cause a FOAP change to be processed to correct it.

- **Incorrect Timesheet Org** – You will need to understand the difference between a Finance org and Timesheet Org. The department finance org is what you might see in the budget book and should never be listed as the timesheet org. The timesheet org is an org associated with a supervisor that approves other employee's time. A timesheet org on continuing employees can be found in NBAJOBS in Banner 9 on the "Payroll default" tab and the supervisor's approver ID can be found on the "miscellaneous" tab for the employee.

- **Terminated Employee Job Records Section End Dates –** There is a termination section on the EPAF that has two dates. One is the job end date and the other is the job effective date. Both of these dates deal with the termination of the employee's job. The job effective date in this section does not mean the start date, it means the job effective **termination** date. The training guides stress in a bright yellow box "The Job End Date and Job Effective Dates in this section are the last day of the appointment. This is crucial it will end their appointment on this date. **Both dates will be the same end date."** If you put on an adjunct EPAF a job end date of 12-31-21 and a job effective date in this section as 8-16-21, it will be returned to you for correction because both termination dates in this section should be 12-31-21.

- **EPAFs with Inaccurate Approval Routings** – Each EPAF defaults with a preset approval routing. However, there are a few instances when people need to be added because they cannot be on every EPAF for approval. These exceptions are explained in each Initiator guide under approval routings. For instance, Sponsored Programs has to be added on any FOAP with a fund that starts with 2XXXXX and International added to the routing for any employee with an international status. GAs should always have the Graduate School in the routing and AOS should always have Online Services in the routing. Please make sure you have the correct routing for anything that applies to that employment status and add these noted individuals in the routing or an EPAF may be returned to you for correction.

- **No course, section, or CRN notes with amount to be paid or justification for hire -** As noted on page 5 of the adjunct training manual in a yellow text box, please add Course #, section, and CRN with amount to be paid in the comments field. This is added for auditing purposes to document what the employee is being paid for. The section is vital because it tells whether the class is traditional (001, 002) or AOS (10A, 20A) and if the FOAP used is correct. Documenting the amount to be paid helps determine whether the annual salary has been calculated correctly for what is intended to be paid. Students, work study, and nonstudent hourly should also have comments as to duties to be performed especially on grant funded employees as noted on page 7 of the training guide.

- **Employees cannot be processed in multiple positions** – Employees should only be in one position in Banner. If a student is working in one department and is also doing work for another department, they should not be processed with two different position numbers. They should be processed in one position number with an additional assignment in the initial position with a suffix on 01 on the additional assignment EPAF. Time should be placed on each assignment accordingly in TimeClock Plus.

- **Dates that do not match the employee's schedule** – EPAFs may be returned because the EPAF did not reflect the dates on the schedule. For instance, putting 10-16 to 12-15 for a class that should have been processed for 8-16 to 10-15 which would have caused a delay in payment for the employee or running 3 classes from 8-16 to 12-31 when one class was on the schedule for 10-16 to 12-15, which means they would have been paid in advance for a class they were not teaching yet.

Please review the training guides as you process EPAFs to avoid these common errors.