



UNIVERSITY OF DALLAS

Student Electronic Personnel Action Form (EPAF)

USER GUIDE FOR BANNER WEB- EMPLOYEE

OFFICE OF HUMAN RESOURCES

REV. 12/2022

Contents

What is an EPAF?	3
When do I create an EPAF?	3
How do I access the EPAF?	3
Creating a New Hire/Rehire Student Worker EPAF	4
If your EPAF is returned	9
Creating a Timecard Supervisor Change EPAF	11
Approving an EPAF	15
Student Employment FAQs	16
Appendix A: Student Position Numbers	18
Appendix B: Placement Codes	19
Appendix C: Job Title Codes	20
Appendix D: Common Error Messages	21
Appendix E: Common Warning Messages	22

What is an EPAF?

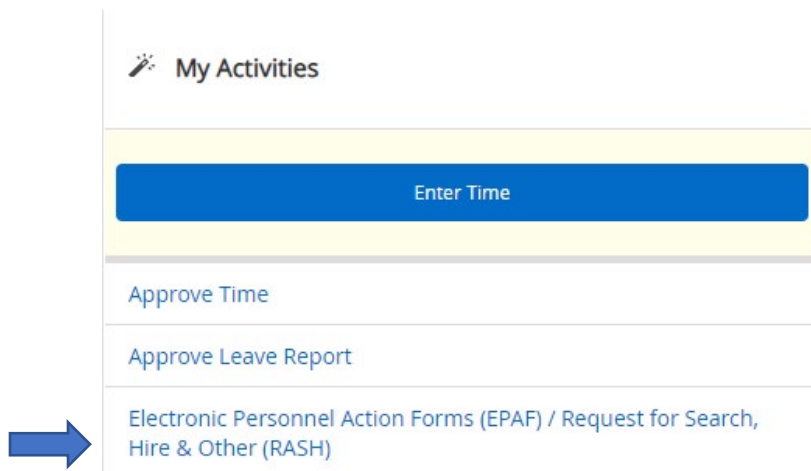
- An EPAF (Electronic Personnel Action Form) is an electronic form used set up a job and place the employee on payroll.

When do I create an EPAF?

- Create an EPAF when you are hiring or re-hiring a student worker.
- An EPAF must be completed for each student worker, **before the first day of employment.**

How do I access the EPAF?

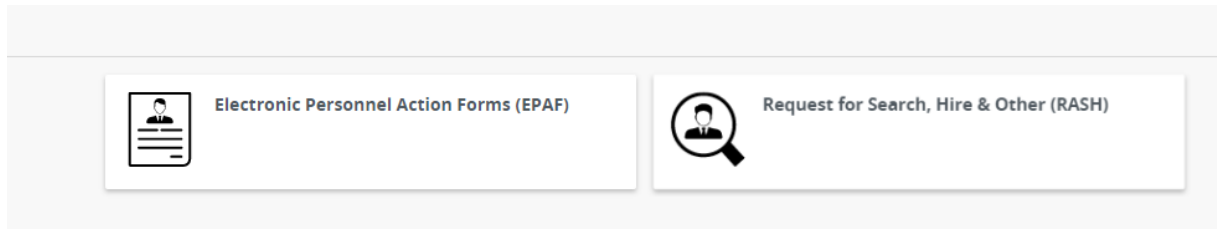
- Go to udallas.edu/bportal
- Select *Banner PROD*. Click on **BannerWeb-Employee**
- Enter your *User ID and Password* to log in to BannerWeb-Employee
**This is the same information used to sign into any UD computer or network **
- Select *Electronic Personnel Action Forms (EPAF)* on the right-hand side under *My Activities*



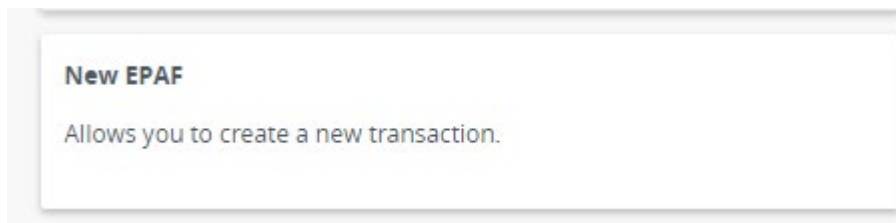
Creating a New Hire/Rehire Student Worker EPAF

1. Select *Electronic Personnel Action Forms (EPAF)*

- If you do not have this feature, please contact HR at hr@udallas.edu



2. Select *New EPAF*



3. New EPAF Person Selection

- Enter *student's ID number*
 - If you do not know your student's ID, it can be found by searching their name.

First Name Last Name Is an employee or ID or SSN/SIN/TIN

- Enter *Job begin date*
 - **Change** to the date the student will begin working
 - Select *College Worker- New Hire/Rehire Job* under approval category
 - Select *Go*
- * If you are hiring an F-1 student without a Social Security Number, an EPAF cannot be submitted for them. [Please see F-1 Student Job Information](#) for instructions. ***

4. New EPAF Job Selection

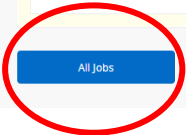
- Type in the *position number*
 - See [Appendix A](#)

Timesheet Organization numbers next to positions are default Orgs. You will have a chance to change the Timesheet Organization number in the following steps

- Select **All Jobs** to find the next suffix for the position number you have entered

College Worker - New Hire/Rehire Job Details, CWJOB

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>						
<input type="checkbox"/>	Secondary	CW9938	02	Student Employee (Dept Paid)	55102, Campus Ministry	08/23/2021	05/20/2022	10/15/2021	Active
<input type="checkbox"/>	Secondary	CW9938	03	Student Employee (Dept Paid)	72101, Human Resources	01/05/2022	01/07/2022		Active
<input type="checkbox"/>	Primary	CW9995	04	FWS Community Service	34102, Library	08/23/2021	05/31/2022	10/15/2021	Active



- Enter suffix

Enter the suffix that has not been previously used for **that position number before. (i.e. If CW9938 00 and CW9938 01 have been used before, the suffix you will enter is 02. The suffix should be in chronological order)**

Check points before moving forward

- If the student has an active job, please note if the job type states Primary or Secondary. This information will be used in selecting Contract Type in the next stage.

College Worker - New Hire/Rehire Job Details, CWJOB

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>						
<input type="checkbox"/>	Secondary	CW9938	02	Student Employee (Dept Paid)	55102, Campus Ministry	08/23/2021	05/20/2022	10/15/2021	Active
<input type="checkbox"/>	Secondary	CW9938	03	Student Employee (Dept Paid)	72101, Human Resources	01/05/2022	01/07/2022		Active
<input type="checkbox"/>	Primary	CW9995	04	FWS Community Service	34102, Library	08/23/2021	05/31/2022	10/15/2021	Active

All Jobs Go

- Please be sure to double check the position number and suffix. **After this stage you will have to start a new EPAF if position number and/or suffix are incorrect.**
- After you have finished reviewing the check points, **select Go.**

5. College Worker Employee Details

- Home Organization (org)
 - If the correct org number is not auto filled in the space, enter the *org number* or use the magnifying glass to select correct org
- Current Hire Date- This is pre-populated from job begin date entered during step 1.
 - This is the first day the student reports to work.
 - If the student was awarded work study, the work study job cannot begin prior to the work study effective date for the academic year.
- Last work date- select *side calendar* to change or input last work date
 - This is the last day the student reports to work
 - This date cannot be beyond 05/31 of the next year

6. College Worker- New Hire/Rehire Job Details

- Job begin date
 - This is pre-populated from job begin date entered during step 1.
- Contract Type
 - If the student does **not** have an active job, select *Primary* from the drop-down menu.
 - If the student has 1 active job that is Primary, select *Secondary* from the drop-down menu.
 - If the student has 1 active job that is Secondary, select *Primary* from the drop-down menu.
 - If the student has 2 active jobs that are Primary and Secondary, select *Secondary* from the drop-down menu.

No student will have an Overload

- Job location- select from drop down menu
 - * *Please note some locations are marked as "do not use" **
- Hours per Day= (Hours per week ***divided by*** 5)
 - This is the average number of hours the student will work per day.
 - * The minimum hours per day is 1. Hours per day can be a decimal point. ****
 - *Max hours per week for all jobs combined cannot be more than 28 hours. You may have to coordinate the number of weekly hours worked with another supervisor to ensure the student does not exceed the maximum per week. *
- Hours per Pay= (Hours per week ***times*** 2)

- Pays (number of pay checks or pay periods)
 - Please view [Hourly Staff/Student Payroll Schedule](#)
 - Count the payroll cycles between the job begin date and end date
 - Begin counting with the payroll cycle of the start date, and end counting on the payroll cycle of the end date.
- Factor- same as Pays
- Regular Rate- For any rate outside the range given below, contact HR at hr@udallas.edu
 - Use numbers and decimals only
 - \$7.50 (Basic, non-skilled) through \$9.00 (skilled work or self-managed)
 - \$10.00 through \$13.00 (high skilled or technical work)
- FTE= (Hours per week ***divided by*** 40)
- Timesheet Orgn- will be same as Home Organization that was previously entered above
- Time Card Supervisor ID
 - This is the ID# of the employee approving the student's timecard
- Workers Comp Code
 - All student workers excluding those listed below will be 8810, Clerical and Office
 - 8868, College: Professionals- Tutors
 - 9101, All Other Employees- Capp Bar Workers & Costume Shop
- Effective Date- This is pre-populated from job begin date entered during step 1.

7. New

- Effective date- This is pre-populated from job begin date entered during step 1.
- You **must** update *organization* and *program code* to match your department's information
 - The fund will remain as listed, however, if paying from a restricted fund you must input the correct fund.
 - The account number will remain as listed.

8. Student Employment Details (Only for Work Study)

Only fill out if position is work study

- Effective Date- This is pre-populated from job begin date entered during step 1.
 - Aid Year- the academic year (i.e academic year 21-22) This is pre-populated
 - Placement Code- See [Appendix B: Placement Codes](#)
 - Job Title Code- See [Appendix C: Job Title Codes](#)
 - Payroll start date
 - This date must be on or before the begin date
 - Payroll End date- *select side calendar*
 - This date must be on or after last work date
- *Please view [Hourly Staff/Student Payroll Schedule](#)*

9. College Worker- Job Termination Details

- Enter the *Effective date*- This will be the same as the last work date entered in step 1

10. Routing Queue

- The EPAF should be routed to all of the required approvers in the following order under User Name;
 - EPAF HR Review- Select *HUMANRESOURCES - Resources, Human*
 - Dept/Dean/Director- Select the ***person who will approve the EPAF***
 - Final EPAF Approver- Select *HUMANRESOURCES - Resources, Human*
 - Payroll & Apply- Select *FMARTIN- Martin, Fanny*
- ** The approval level and required action are pre-populated. Please do not change*****
 - If you are using a restricted fund there is an additional level of approval needed.
 - Select *Add Row*
 - Under the approval level, select *69- (FIN) Accounting Approval*
 - Under User Name select *TGLICK- Glick, Patricia G*
 - Under Required Action select *Approve*

11. Job Description/Comments

- This is **required** for all job submissions.

- If there is additional information that needs to be conveyed to HR (i.e. total amounts to be received), enter that information in the job description box as well.

12. Save and Submit

- Select *Save*
- Select *Submit*
 - If you get an error, see [Appendix D, Common Error Messages](#) for actions to take. Error messages will result in the EPAF not being submitted.
 - Warning Messages will allow an EPAF to be submitted. However, please note Warning Messages may cause the EPAF to be returned for corrections. See [Appendix E for Common Warning Messages](#).

13. What happens once my EPAF is submitted?

- HR will review your job notification to ensure job details and labor request are accurate.
- Your EPAF may be returned to you if one or more of the following occurs:
 - The notification contains significant warning messages and cannot be processed as is.
 - The details/parameters of the job (e.g. number of hours worked) does not comply with federal, state, or UD policy.
 - Position number is incorrect.
 - The employee does not qualify as a student employee.
- If your EPAF is returned, you will receive an email
 - Click the *link located in the email*
 - If you are already logged in to BannerWeb- Employee you will be taken directly to the EPAF. If not, you will be prompted to login and then taken to the EPAF menu. Once there select *EPAF Originator Summary* and select the *return student's name*.

EPAF #19845 - Returned - Please re-submit

Inbox x



noreply@udallas.edu

to me,

12:05 PM (0 mi)

EPAF #19845 is in your queue waiting for action. Please review the EPAF and re-submit.

Click on the link below to access the EPAF Dashboard and go to "EPAF Originator Summary" to re-submit the EPAF.

[EPAF Dashboard](#)

Thanks!

⏪ Reply all ⏪ Reply ⏩ Forward

- Select *update* (located at the bottom of the screen) to make any changes needed.
- View *Job Description/Comment* to see comment for changes needed
- Select *Save* after changes are made
- Select *Submit*
- If your EPAF is disapproved, a new EPAF will need to be created.
- Once the EPAF is approved by HR it will be sent to the rest of the approvers listed in the Routing Queue.
- Once the EPAF has received all approvals and Payroll has processed the EPAF, the student and Timecard Supervisor will receive an email notification stating the student can now report to work

From: <svc_banjobs@elluciancloud.com>
Date: Fri, Oct 29, 2021 at 3:34 PM
Subject: UD Job Notification Timesheet Supervisor
To:

Supervisor Notice:

A college worker has been assigned to you. Details are as follows:

NAME:

ID:

First day of work: 29-OCT-21.

Work Location: Anselm

Please contact HR if you have any questions

[For HR/Payroll use only - Ref: EPAF #18390]

Creating a Timecard Supervisor Change EPAF

- **What is Timecard Supervisor change?** This action is used to change the Timecard Supervisor for current student workers in your department.

1. New EPAF Person Selection

- Enter *student's ID number*
 - If you do not know your student's ID it can be found by searching their name.

First Name	Last Name		ID		SSN/SIN/TIN	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input type="checkbox"/> Is an employee	or	<input style="width: 90%;" type="text"/>	or	<input style="width: 90%;" type="text"/>
						<input type="button" value="Search"/>

- Job Begin Date- Enter the *date* the change will take effect on
- Select *Change Timecard Supervisor, CWTS* under approval category
- Select *Go*

2. College Worker- Change Timecard Supervisor, CWTS”

- Select the box next to the position you would like to make the change to the Timecard Supervisor for.

College Worker -Timecard Supervisor Change, CWTS

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="checkbox"/>	New Job	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>						
<input checked="" type="checkbox"/>	Secondary	CW9938	00	Student Employee (Dept Paid)	72101, Human Resources	11/18/2021	12/10/2021		Active
<input type="checkbox"/>	Secondary	CW9938	01	Student Employee (Dept Paid)	52101, Student Life	11/18/2021	12/12/2021		Active
<input type="checkbox"/>	Secondary	CW9938	02	Student Employee (Dept Paid)	72101, Human Resources	11/13/2021	12/10/2021		Active
<input type="checkbox"/>	Primary	CW9999	04	Federal Work Study	38101, Enrollment	08/16/2021	05/31/2022	10/15/2021	Active

- Select *Go*

3. College Worker -Timecard Supervisor Change

- Effective date- This is pre-populated from job begin date entered during step 1.
- Time Card Supervisor- Enter the *ID number* of the employee approving the student's time
- Job Change Reason- This will be 0032. This is pre-populated.

4. Routing Queue

- The EPAF should be routed to all of the required approvers in the following order under User Name;
 - EPAF HR Review- Select *HUMANRESOURCES - Resources, Human*
 - Dept/Dean/Director- Select the ***person who will approve the EPAF***
 - Final EPAF Approver- Select *HUMANRESOURCES - Resources, Human*
 - Payroll & Apply- Select *FMARTIN- Martin, Fanny*
- ** The approval level and required action are pre-populated. Please do not change****

5. Save and Submit

- Select *Save*
- Select *Submit*
 - If you get an error, see [Appendix D Common Error Messages](#) for actions to take. Error messages will result in the EPAF not being submitted.
 - Warning Messages will allow an EPAF to be submitted. However, please note Warning Messages may cause the EPAF to be returned for corrections. See [Appendix E for Common Warning Messages](#).

Creating a Labor Distribution Change EPAF

- **What is a labor distribution change?** This action is used to change the fund, org, account, and/or program code of a position.

1. New EPAF Person Selection

- Enter *student's ID number*
 - If you do not know your student's ID. It can be found by searching their name

First Name	Last Name	<input type="checkbox"/> Is an employee	or	ID	or	SSN/SIN/TIN	<input type="button" value="Search"/>
<input type="text"/>	<input type="text"/>			<input type="text"/>		<input type="text"/>	

- Job Begin Date- Enter the *date* the change will take effect on
- Select *College Worker - Change FOAPAL/ Labor Distribution, CWFOAP* under approval category
- Select *Go*

2. College Worker - Change FOAPAL / Labor Distribution, CWFOAP

- Select the box next to the position you would like to make changes to

College Worker - FOAPAL / Labor Distribution, CWFOAP

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="checkbox"/>	New job	<input type="text"/>	<input type="text"/>						
<input checked="" type="checkbox"/>	Primary	CW9999	04	Federal Work Study	38101, Enrollment	08/16/2021	05/31/2022	10/15/2021	Active

- Select *Go*

3. College Worker- FOAPAL / Labor Distribution

- Timesheet Orgn- Enter the *new org number* (if applicable)

4. New

- COA- This is pre-populated. Please do not change.
- Effective date- This will be the start date of the new Labor Distribution. This is pre-populated from job begin date entered during step 1.
- Fund- Enter *new fund number* (if applicable)
- Organization- Enter *new organization number* (if applicable)
- Account- Enter *new account number* (if applicable)
- Program- Enter *new program number* (if applicable)

Effective Date MM/DD/YYYY

01/05/2022

COA	Index	Fund	Organization	Account	Program
1		111002	72101	63201	250

5. Routing Queue

- The EPAF should be routed to all of the required approvers in the following order under User Name;
 - EPAF HR Review- Select *HUMANRESOURCES - Resources, Human*
 - Dept/Dean/Director- Select the ***person who will approve the EPAF***
 - Final EPAF Approver- Select *HUMANRESOURCES - Resources, Human*
 - Payroll & Apply- Select *FMartin- Martin, Fanny*
 - ** The approval level and required action are pre-populated.***
 - Please do not change*****
 - If you are using a restricted fund there is an additional level of approval needed.
 - Select *Add Row*
 - Under the approval level, select *69- (FIN) Accounting Approval*
 - Under User Name select *TGLICK- Glick, Patricia G*
 - Under Required Action select *Approve*

6. Save and Submit

- Select *Save*
- Select *Submit*
 - If you get an error, see [Appendix D Common Error Messages](#) for actions to take. Error messages will result in the EPAF not being submitted.
 - Warning Messages will allow an EPAF to be submitted. However, please note Warning Messages may cause the EPAF to be returned for corrections. See [Appendix E for Common Warning Messages](#).

Approving an EPAF

- Each approver will receive an email notification to log into BannerWeb-Employee to review the EPAF.
 - Click the *link located in the email*
 - If you are already logged in to BannerWeb- Employee you will be taken directly to the EPAF. If not, you will be prompted to login and then taken to the EPAF menu. Once there select **EPAF Approver Summary** and select the *student's name*.

EPAF #19825 - Please approve/reject

noreply@udallas.edu
to me,

Human Resources,

submitted an EPAF.

EPAF #19825 is in your queue waiting for action. Please review the EPAF and approve/reject.

Click on the link below to access the EPAF Dashboard and go to "EPAF Approver Summary" to approve/reject the EPAF.

[EPAF Dashboard](#)

Thanks!

- The approver can either *approve, disapprove, or return for corrections*.
 - Approve- EPAF will be sent to the remainder of approvers
 - Disapprove- EPAF will be returned to the Originator
 - The Originator will not be able to make any corrections. A new EPAF will need to be submitted.
 - Return for Corrections- EPAF will be returned to Originator for correction.
 - Before returning an EPAF, please click **Add Job Description or Comment** to leave a comment for changes needed.
 - Select **Save**
 - Select **EPAF Preview**
 - Select **Return for Corrections**

Home » Personnel Actions » EPAF Preview » Job Description / Comments

Job Description / Comments

Enter Job Description or a comment

Name and ID	Transaction
Dolan Joseph Kay, 900867568	19955

Enter Job Description or Comment

Add Job Description or Comments

Remaining Characters : 4000

Save

Student Employment FAQs

When can my student begin working?

- If a new student employee:
 - Your student(s) can begin working once they have provided you with an HR completion slip, with completion stamp (the completion stamp is not shown on image below).

This receipt verifies that the student listed below has completed all required new hire paperwork with the Office of Human Resources and is authorized to begin working.

Student Name: _____ ID#: _____

HR Completion Stamp:

- If the student has worked on campus before:
 - They can begin working once an EPAF has been **completed** for them.
 - Students may or may not be able to see their timecard in Banner Web- Employee at this time. Once their position has been set up by Payroll, their timecard will appear.

What if my student does not have a Social Security number?

- An EPAF must be submitted before your student can begin the process of obtaining a Social Security number.
- HR will reach out to your student with the information needed to obtain their Social Security number.
 - * **Your student cannot begin working until HR has notified you***

What if my student does not have the appropriate identification document(s) to complete their I-9 form?

- The Department of Homeland Security requires all employees to have a completed I-9 to prove they are eligible to work in the United States.

- A student **cannot** begin working until the I-9 form is completed and submitted with the acceptable I-9 document(s) to the HR office.

What if my student does not have an account for direct deposit?

- Direct deposit is the method of payment by the University of Dallas. If a student does not have a bank account, they should choose a bank and open a checking or savings account.
- Until a bank account is opened, Payroll will issue manual checks. Checks will be held in the Business Office for pick up.

Appendix A: Student Position Numbers

Position	Title
CW9937	Tutor (Dept Paid)
CW9938	Student Employee (Dept Paid)
CW9941	Student Award Recipient
CW9948	IT Student Employee
CW9949	Library Student Employee
CW9959	Student Government
CW9965	Advancement Call Center
CW9966	Cap Bar Student Employee
CW9967	UDPD Student Employee
CW9968	Advancement Student Employee
CW9969	Enrollment Student Employee
CW9979	RHA / RA Staff
CW9980	Recreation Progs Student Employee
CW9987	Newspaper Writer
CW9988	Newspaper Staff
CW9989	Yearbook Staff
CW9991	Institutional Work Study *Applies to Fund IUDW Only
CW9995	
	FWS Community Service *Applies to Art Gallery, Fitness Center, UD Police, Library ONLY
CW9996	FWS Non-Profit/Public Prgm *Applies to Campus Ministry ONLY
CW9997	FWS Math Tutor
CW9998	FWS Literacy (off campus tutor) *Applies to Enrollment ONLY
CW9999	FWS General Funds *Applies to Fund FCWS & FWS1 Only
GA9946	Braniff Graduate Assistant
GA9947	Gupta COB Graduate Assistant
GA9948	Neuhoff SOM Graduate Assistant
GA9998	Testing Proctor
GA9999	Graduate Assistant

Appendix B: Placement Codes

Code	Department
ADMISS	Undergraduate Admissions
ADVANC	Advancement
ART	Art Department
ARTGAL	Art Gallery
ASUCC	Academic Success
ATHLET	Athletics
BIOLOG	Biology
BRANIF	Braniff Graduate School
BUSINE	Business Office
CAMINI	Campus Ministry
CAPP	Cappuccino Bar
CASERV	Career Services
CHEM	Chemistry
CLASS	Classics
COB	Gupta College of Business
CONST	Constantin Dean's Office
CONSV	Conference Services
CORPRE	Corporate Relations
CTRMT	Center for Thomas More
DRAMA	Drama
ECOPSY	Economics & Psychology
EDUCAT	Education
ENGLIS	English
FINAID	Financial Aid
FITNES	Fitness Center
HEALTH	Health Center
HR	Human Resources
HUSC	Human Science
HXTHEO	History & Theology
IS	Information System
IT	Information Technology
LIBRAR	Library
MATHOF	Math
MATHTU	Math Tutor
MLFREN	Modern Language- French Tutor
MLGERM	Modern Language- German Tutor
MLITAL	Modern Language- Italian Tutor
MLOFF	Modern Language- Office Assistant
MLSPAN	Modern Language- Spanish Tutor

Code	Department
MUSIC	Music Department
NEWS	Student Newspaper
NIME	Neuhoff Institute
PHILOS	Philosophy
PHYSTU	Physics
POLITI	Politics
POST	Printing & Postal
PRES	President's Office
PROVOS	Provost
RECSPT	Recreational Sports
REGIST	Registrar's Office
ROCOOR	Rome & Summer Programs
ROME	Rome Campus
SACTIV	Student Activities
SLIFE	Student Affairs
ST GOV	Student Government
TELECO	Telecommunications
THEATE	Theater
UDPD	UD Police Department

Appendix C: Job Title Codes

Code	Job Title
AMBASS	Ambassador
ARTAST	Art Assistant
GALAST	Art Gallery Asst
ATASST	Athletics Assistant
BIOLAB	Biology Lab Assistant
CAPBAR	Cappuccino Bar Barista
DISPAT	Campus Safety Dispatcher
CHELAB	Chemistry Lab Assistant
CLATUT	Classics Tutor
COMLAB	Computer Lab Assistant
COSTUM	Costume's Assistant
FINAID	Financial Aid Assistant
FITCEN	Fitness Center Attendant
FRETUT	French Tutor
GERTUT	German Tutor
INTERN	Intern
ITATUT	Italian Tutor
LIASST	Library Assistant
LIFEGU	Lifeguard
MKTINT	Marketing Intern
MATUT	Math Tutor
NEWSPA	Newspaper Staff
OFFAST	Office Assistant
OPERAT	Switchboard Operator
PHYLAB	Physics Lab Assistant
POSTAL	Postal Assistant
READ	Reading Tutor
ROMESW	Rome Student Worker
RSRCH	Research Assistant
SPATUT	Spanish Tutor
ST GOV	Student Government
TUTOR	Tutor

Appendix D: Common Error Messages

Additional Error Messages may be received, please contact HR if not listed

**** Be sure to save your progress after fixing error****

Error Message	Action to Take
Begin Date must be equal to first Jobs Detail Effective Date.	Suffix is incorrect. A new EPAF will need to be submitted. To fix the Suffix
First Name, SSN/SIN or Birth Date are incomplete, or Sex Code is invalid. Valid Values M(ale), F(emale) or N(ot available).	Your student employee does not have a Social Security number. See F-1 Job Information .
Invalid Supervisor ID	Verify the Employee ID# for the Time Card Supervisor is correct
New Effective Date cannot be after Employee's Termination Date	Make sure all current hire & job begin date are before the termination date
New Effective Date must be after DD/MM/YYYY	Make sure the termination date is after the current hire and job begin date
This employee already has a primary job	Change Contract Type to Secondary
Invalid Supervisor for Job Detail; supervisor has no active jobs as of the effective date	Timecard Supervisor will need to be changed
This employee (Student/ Timecard Supervisor) is not active	Student has to complete New Hire Paperwork or Timecard Supervisor is not an active employee. Contact hr@udallas.edu
FAILURE <message>	Contact support@udallas.edu
User ID's Must be Entered for Routing Queue	Be sure to select an approver for all Routing Queue options under User Name
Termination Effective date must be later than Job Begin Date	Correct Effective Date under Termination Details section so that the date is after the Job Begin Date

Appendix E: Common Warning Messages
Warning Messages may cause the EPAF to be returned for corrections

Warning Message	Causes	Actions to Take
A PEAEMPL record does not exist for this person (Student / Timecard Supervisor)	This message indicates that employee record doesn't exist yet for the person.	Student will need to complete New Hire Paperwork
A duplicate transaction (transaction XX), for this person exists for this approval category at (status) status.	This message indicates that this employee already has an EPAF in the pipeline in this category (that specific EPAF type).	Select <i>Originator Summary</i> to update or delete duplicate EPAF
Encumbrance has been set to 0, because method is Hours Input	Transaction is for hourly assignment	No action required
The Student Worker will exceed allowed hours (> .70 FTE). Total FTE from all jobs is (fte number).	FTE is (Hours per week/40). The total FTE of the employee from all active jobs, pending jobs and the FTE from this transaction exceeds 0.70.	A student cannot work more than 28 hours per week for all jobs combined. Check the FTE for this position and active other jobs.
No FWS Awards available for the aid year <aidyear code>	This message indicates that the student does not have any FWS awards available.	A new EPAF will have to be submitted to change the position number to non-work study.
Work Study Award (<fund code>) not accepted for the aid year <aid year code>. Award Fund Status:<fund status code>	This informs that the work study award for the student is not yet accepted.	Student will need to log into BannerWeb to accept Work Study Award.