Retroactive Epaf Error Instructions

When submitting an action late use the following steps if you receive the following error:

Errors and Warning Messages		
Type	**Message Type**	**Description**
Enter Default Earnings	ERROR	*ERROR* Effective Date must be greater than Last Paid Date
Faculty Job Detail with Annual Salary	ERROR	*ERROR* Eff Date must be greater than Last Paid Date of 31-
* - indicates a required field.		

The Jobs Effective Date

Faculty Job Detail with Annual Salary, F91970-00 Assistant Professor, Last Paid Date: Oct 31, 2022

Enter Changes	Current Value	New Value
Jobs Effective Date: *	08/01/2022	11/01/2022
Personnel Date: *	08/01/2022	08/22/2022
Job Status: *	Active	Active
Job Change Reason: *	CONTR	ADDJB
Appointment Percent: *	100	41.67
Annual Salary: *	57081.58	17168.52
Hours per Pay: *	173.33	72.22

The Jobs Effective Date must be the day after the faculty member was last paid. Use the Last paid Date to identify the date, in the example above the last paid date is October 31. The Jobs Effective Date should be 11/01.

The Personnel Date should be the first day of the transaction. In the example above the faculty member started teaching an overload on 08/22, the Personnel date should be 08/22.

The Default Earning Date must match the Jobs Effective Date from above. In this example the Jobs Effect Date is 11/01, the Default Earning Effective Date should be 11/01

Enter Default Earnings, F91970-00 Assistant Professor, Last Paid Date: Oct 31, 2022

Current						
Effective Date	**Earnings**	**Hours or Units Per Pay**	**Deemed Hours**	**Special Rate**	**Shift**	**End Date**
08/01/2022	010, Regular Base Pay	173.33			1	

New						
Effective Date	**Earnings**	**Hours or Units Per Pay**	**Deemed Hours**	**Special Rate**	**Shift**	**End Date**
Nov 01, 2022	010, Regular Base Pay	173.33			1	Dec 18, 2022