

K2 SYSTEM



# REFERENCE GUIDE: REWORK COMMENTS & NEXT STEPS

UNDERSTANDING SYSTEM GENERATED REWORK



## SYSTEM GENERATED REWORK COMMENTS

This list includes some of the more common rework issues detected by the automated process related to the FOAP fields.

For questions on other system generated rework issues, please contact Payroll.

FUNDING RELATED REWORK COMMENTS	
<b>ERROR FUND_1: must be 5 numeric digits (whole numbers).</b>	
ACTION:	The information entered in the FOAP field does not have 5 numeric digits for characters 1-5 for the Fund Number. Correct FOAP in ePA form.
<b>ERROR ORG_1: must be 6 numeric digits (whole numbers).</b>	
ACTION:	The information entered in the FOAP field does not have 6 numeric digits for characters 7-12 for the Org Number. Correct FOAP in ePA form.
<b>ERROR ACCOUNT_1: must be 6 numeric digits (whole numbers).</b>	
ACTION:	The information entered in the FOAP field does not have 6 numeric digits for characters 14-19 for the Account Number. Correct FOAP in ePA form.
<b>ERROR PROGRAM_1: must be 3 numeric digits (whole numbers).</b>	
ACTION:	The information entered in the FOAP field does not have 3 numeric digits for characters 21-23 for the Program Number. Correct FOAP in ePA form.
<b>ERROR PERCENTAGE_4: 0 is less than the minimum allowed 0.01.</b>	
ACTION:	The information entered in the Percentage field does not equal 100% or was formatted incorrectly on Offer Card. Correct FOAP Dist. in ePA form.



## SYSTEM GENERATED REWORK COMMENTS (CONTINUED)

This list includes some of the more common rework issues detected by the automated process related to the pay fields.

For questions on other system generated rework issues, please contact Payroll.

### PAY RATE RELATED REWORK COMMENTS

**ERROR ANNUAL\_SALARY: is NOT divisible by 12 (months). This is necessary to prevent fractions of cents on monthly paychecks.**

**ACTION:** The annual salary is not divisible by 12. Recalculate annual salary and correct in ePA form.

**ERROR HOURLY\_RATE: \$53.87/hour is NOT a valid currency/money value.**

**ACTION:** The hourly rate entered is not formatted correctly in the offer card. The field should include ONLY the hourly rate to 2 decimal places and a dollar sign (\$). No additional text can be included. Correct the hourly rate in the ePA form confirming it matches what was sent in the offer letter.

**ERROR HOURLY\_OR\_YEARLY: This is a monthly position (HOURLY\_OR\_YEARLY = Y) but PTRECLS\_PICT\_CODE = BW (Bi-Weekly).**

**ACTION:** “Yearly” was selected in the Paid By Field, but the eClass of the position indicates it is bi-weekly. If the position should be monthly, contact HR Comp and Class to review position setup in NBAPOSN. Once updated, the correct eClass will pull through in the rework ePA form and it can be resubmitted. If the position should be hourly, update the rate of pay on ePA form (confirming it still matches what was received in the offer card) and resubmit the ePA. Note what change was made in the comments.

**ERROR HOURLY\_OR\_YEARLY: This is an hourly position (HOURLY\_OR\_YEARLY = H) but PTRECLS\_PICT\_CODE = MO (Monthly).**

**ACTION:** “Hourly” was selected in the Paid By Field, but the eClass of the position indicates it is monthly. If the position should be paid hourly, contact HR Comp and Class to review position setup in NBAPOSN. Once updated, the correct eClass will pull through in the rework ePA form and it can be resubmitted. If the position should be monthly, update the annual salary on ePA form (confirming it still matches what was received in the offer letter) and resubmit the ePA. Note what change was made in the comments.



## SYSTEM GENERATED REWORK COMMENTS (CONTINUED)

This list includes some of the more common rework issues detected by the automated process related to the start and end date fields.

For questions on other system generated rework issues, please contact Payroll.

### DATE RELATED REWORK COMMENTS

#### **ERROR FURTHER\_NOTICE: JOB\_END\_DATE has a value xx/xx/xxxx and FURTHER\_NOTICE =Y.**

**ACTION:** The offer card has an end date listed, but also has “Yes” selected in the Until Further Notice Field. If there is an end date for the position, enter the end date in the ePA form and uncheck the Until Further Notice box on the ePA.

#### **ERROR JOB\_END\_DATE: JOB\_END\_DATE is blank and FURTHER\_NOTICE is not selected; FURTHER\_NOTICE: N.**

**ACTION:** The offer card does not have an end date listed, but also has “No” selected in the Until Further Notice Field. If there is an end date for the position, enter the end date in the ePA form. If there is not an end date for the position, check the Until Further Notice box on the ePA.

#### **ERROR JOB\_END\_DATE: xx/xx/xxxx is on JOB\_BEGIN\_DATE: xx/xx/xxxx**

**ACTION:** The end date listed on the offer card was the same as the begin date. If the end date was entered incorrectly, update the end date on the ePA form. If the start date was entered incorrectly, contact Talent Acquisition as this could impact information in the offer card. Once corrected, the start date on the ePA form can be updated and resubmitted.

#### **ERROR JOB\_END\_DATE: xx/xx/xxxx is not within a defined fiscal year on NBAFISC. The current defined FY period includes these dates 10/01/22 - 09/30/23.**

**ACTION:** The end date on the offer card was too far in the future and not in the fiscal year currently available for ePA entry. End date on ePA will need to be updated to a date within the current fiscal year period.

#### **ERROR MAX\_NBRBJOB\_END\_DATE: The maximum NBAJOBS Job End Date 05/10/2024 is after the new job begin date 06/12/2023.**

**ACTION:** The rehire is currently in a position with an end date after the start date being used for the new position. This happens most often when student assistant are hired into Staff positions. If the new hire will not be working in the student assistant position moving forward, submit Voluntary Separation ePA for the student assistant position with an end date that is prior to the start date of the staff position. If the student assistant position is with a different area, the student will need to communicate their resignation and work with that department for the separation ePA to be submitted. Once the student separation ePA is complete, resubmit the rework ePA and note in the comments the student position was ended on XX/XX/XXXX. If the new hire will be working in the student assistant position through the end date currently in the system, contact Talent Acquisition as this could impact information in the offer card. Once corrected, the start date on the ePA form can be updated and resubmitted.



## SYSTEM GENERATED REWORK COMMENTS (CONTINUED)

This list includes some of the more common rework issues detected by the automated process related to the FTE field.

For questions on other system generated rework issues, please contact Payroll.

FTE RELATED REWORK COMMENTS	
<b>ERROR JOB_FTE: 1 is equal to 1.0 but the employee is an employee class A3 that is considered Staff Regular Part-time (FTE should not = 1.0)</b>	
<b>ERROR JOB_FTE: 1 is equal to 1.0 but the employee is an employee class A4 that is considered Staff Temporary Part-Time (FTE should not = 1.0)</b>	
<b>ERROR JOB_FTE: 1 is equal to 1.0 but the employee is an employee class B3 that is considered Staff Regular Part-time (FTE should not = 1.0).</b>	
<b>ERROR JOB_FTE: 1 is equal to 1.0 but the employee is an employee class B4 that is considered Staff Temporary Part-Time (FTE should not = 1.0).</b>	
<b>ERROR JOB_FTE: 1 is equal to 1.0 but the employee is an employee class H3 that is considered Staff Regular Part-time (FTE should not = 1.0).</b>	
<b>ACTION:</b>	FTE listed in offer card is for full time position (equal to 1.0), but eClass in Banner indicates it is a Part Time position. If the position should be PT, update FTE in ePA form and resubmit. If the position should be FT, contact HR Comp and Class to review position setup in NBAPOSN. Once updated, the correct eClass will pull through in the rework ePA form and it can be resubmitted.
<b>ERROR JOB_FTE: .5 is less than 1.0 but the employee is an employee class B1 that is considered Staff Regular Full-time (FTE should = 1.0).</b>	
<b>ERROR JOB_FTE: .5 is less than 1.0 but the employee is an employee class B2 that is considered Staff Temporary Full-Time (FTE should = 1.0).</b>	
<b>ACTION:</b>	FTE listed in offer card is for part time position (less than 1.0), but eClass in Banner indicates it is a Full-Time position. If the position should be FT, update FTE in ePA form and resubmit. If the position should be PT, contact HR Comp and Class to review position setup in NBAPOSN. Once updated, the correct eClass will pull through in the rework ePA form and it can be resubmitted.