

Possible PEPFLAC Errors:	Issue:
Cannot have multiple Contract Types assigned to single Job XXXXXX-XX. Contract Type, XX, was not extracted.	This means that the position and suffix combination in the error message was assigned to multiple SIAASGN records for the employee. Go to SIAASGN and correct the assignments, with the position number and suffix. Once you correct the error on SIAASGN, rerun PEPFLAC in “Initial” or “Add/Delete” mode for that individual.
Employee record does not exist.	The employee has not been set up, to be processed through FLAC. Check with Faculty Affairs to complete employee setup and rerun PEPFLAC in Initial mode.
Invalid Organization Code for Faculty Job Detail XXXXXX-XX.	<p>The referenced position number and suffix assigned to a record has an invalid org code. The org code is associated to the position on NBAPBUD</p> <p>Budget Organization. This error needs to be communicated to Budget, that the org code on the position needs to be corrected. Once the error has been fixed, rerun PEPFLAC in “Initial” or “Add/Delete” mode for that individual.</p>
Invalid position for job base; Labor Distribution not found for position and fiscal year.	Check with Budget to review the position details.
Missing mandatory Compensation data for Job Detail; compensation calculation could not be completed	Companion error to “Missing rate for this non-instructional type.” Contact Department FLAC Manager.
Missing rate for this non-instructional type, XXXXX.	The non-instructional type used for the assignment is not set up on PTRNIST. If the type was used in error, correct on SIAASGN. If the type is required, PTRNIST must be updated for the non-instructional type. Once the error has been fixed or the rate information added to PTRNIST, rerun PEPFLAC in “Initial” or “Add/Delete” mode for that individual. Contact Faculty Affairs FLAC Administrator.

Possible PEPFLAC Errors:	Issue:
Missing mandatory Non- Instructional Type Code for Faculty Non-Instructional Compensation	The Non-Instruction Type code was omitted on the SIAASGN non-instructional screen for that record. Add the appropriate code to the record in SIAASGN and rerun PEPFLAC in “Initial” or “Add/Delete” mode for that individual. Contact Faculty Affairs Administrator.
Missing Position and Suffix on Faculty Assignment. Course Reference Number XXXXXX.	No position number and suffix assignment on SIAASGN. If the assignment is not yet finalized or ready to be processed, no action may be needed. If the assignment has been finalized, the department will go to SIAASGN and enter the appropriate position number and suffix and rerun PEPFLAC in “Initial” or “Add/Delete” mode for that individual.
Missing rate for this schedule type XXX, Lecture for CRN XXXXX.	The instructional schedule type and college, campus and contract combination used for the assignment is not set up on PTRFLAC. If the schedule type was used in error, correct on SIAASGN. If the schedule type is required, PTRNIST must be updated. Once the error has been fixed or the rate information added to PTRFLAC, rerun PEPFLAC in “Initial” or “Add/Delete” mode for that individual. Contact Faculty Affairs FLAC Administrator.
Primary job, XXXXXX-XX, already exists for this date range. Please use a unique suffix.	The position number and suffix combination assigned is a position number suffix combination assigned for the employee. A correction can be made on SIAASGN to a different suffix. Once corrected, rerun PEPFLAC in “Initial” or “Add/Delete” mode for that individual.
Position status must be active or frozen to create Faculty assignment XXXXXX CRN XXXXXX.	The position assigned to an assignment is not currently valid or active. Check with Budget to see if position assignment is correct or if updates need to be made on the position.
Total Job Labor must be at 100.	There is a problem with the labor distribution setup on NBAJOBS or NBAPBUD. Check with Budget to correct the labor distribution information. 25