

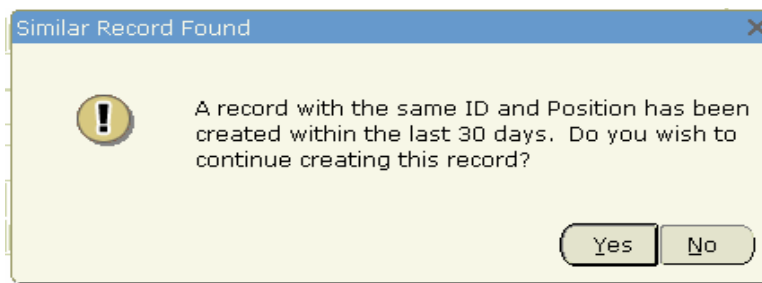
NEA2TRM Troubleshooting

Below are some Warning and Error messages you may encounter in the NEA2TRM form.

Warnings:

Previous Entry of Same Termination Information

The following pop-up window will appear if an entry for the same employee ID, Position, and Suffix has been entered and saved in NEA2TRM within the past 30 days. You will need to verify whether the entry of a duplicate record is warranted. Selecting “Yes” from the pop-up window will display the NEA2TRM form. Once the data entry is completed and the record is saved, another workflow for the employee’s PCN/Suffix combination will be initiated.



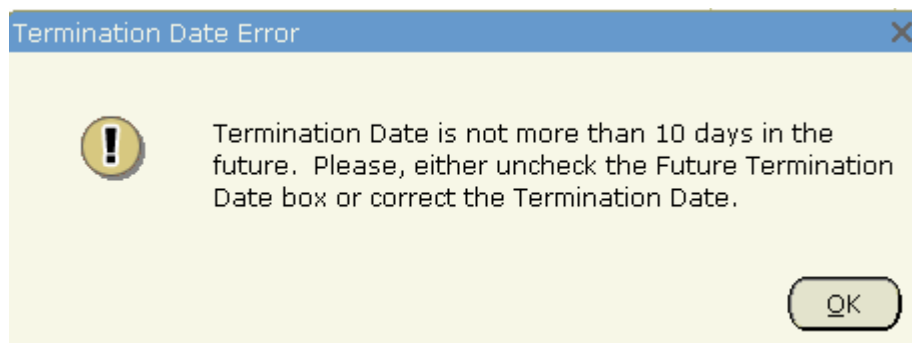
Error Messages:

Error Message Locations

Error messages are displayed on either the auto-help line at the bottom of the screen or in a pop-up window in the middle of the screen.

Termination Date Error Message

If you have selected the future termination check box and the termination date is not more than 10 days in the future, the following error message window will appear.



Select OK. Make the appropriate corrections to the form and save the record.

You can always review the data that was keyed into the NEA2TRM form by going to NEI2TRM. This is an inquiry form that shows you any previous entries made for any PCN/Suffix combination for a given employee. The NEI2TRM form can be accessed in Banner from the Direct Access field or from the Options list of some HR forms.