

NextGen Warning and Error Messages

Teaching Assistant Date Warning Message

Teaching Assistants (Job Code: A138) can be hired in Fall and Spring semesters as well as during the summer months within programmed date restrictions. If a new action is entered using alternative dates, the error message below will occur. The action will not move forward until the dates have been adjusted. Please contact the Graduate School gradschool-assistantships@ncsu.edu for permission to use alternate dates.

Error: For TA, start date has to be 1/1 or 8/16, 5/16 or 7/1 for summer

Retroactive Date Warning Message

If a new action is entered using a retroactive start date 30+ days in the past, the error message below will occur. Please note that the system will also generate similar messages for actions 60 – 90 days in the past as well. The action will not move forward until the date has been adjusted. Please contact the Graduate School gradschool-assistantships@ncsu.edu for approval and provide a written justification.

Error: Effective dates more than 30 days in the past will require Grad School approval before submission.

Pending Job Warning Message

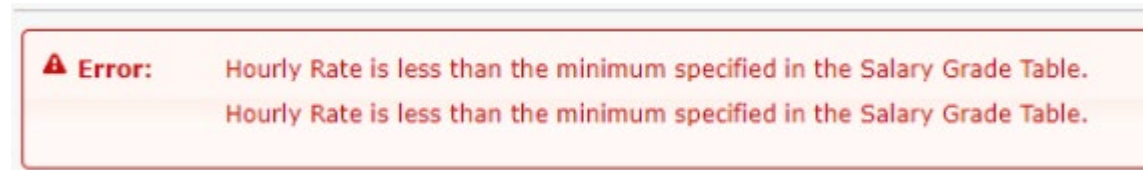
When starting an action, you may receive a ‘Pending Job’ warning if there is already another action for the same student that is In Progress. This can occur if there is a pending action in NextGen or elsewhere within the HR system. You will not be able to continue with your current action until the In Progress action has been completed or deleted. Note: You can locate the In Progress action on the “Active, Future and Pending Jobs” box that appears on the NextGen Search Page when first selecting the student. This box includes the contact information for the individual who initiated the In Progress action.

New transactions cannot be added for this person until Pending transactions are Approved or Cancelled.

Salary Range Error Message

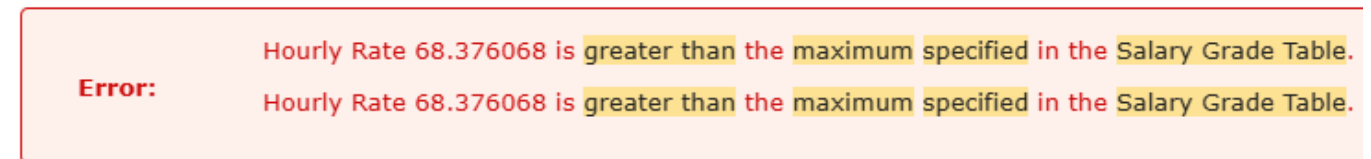
Hourly Rate Too Low

If you enter a salary that is below the equivalent minimum hourly rate (NC minimum wage), then the error message below will occur. In this case, the salary must be increased before the action can be moved forward. Frequent mistakes that can trigger this error message include entering an incorrect salary amount or FTE.



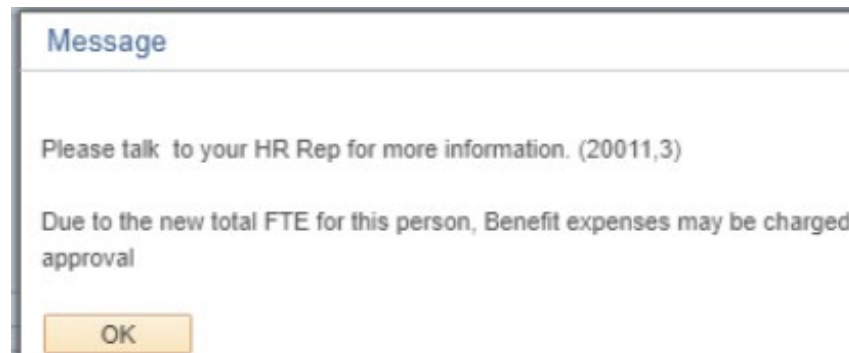
Hourly Rate Too High

If you enter a salary that is above the equivalent maximum hourly rate (\$60 per hour), then the error message below will occur. In this case, the salary must be decreased before the action can be moved forward. Frequent mistakes that can trigger this error message include entering an incorrect salary amount or FTE.



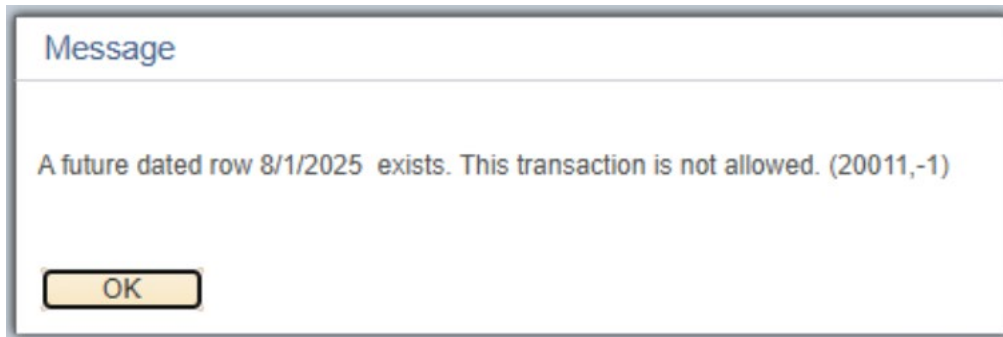
FTE Warning Message

If the total FTE of an action (in combination with other on-campus appointments) is above .725, 29 hours per week the approver will receive the warning message below. The warning message will require College Dean approval. This is only a warning and selecting OK will allow the action to move forward.



Future-Date Row Error Message

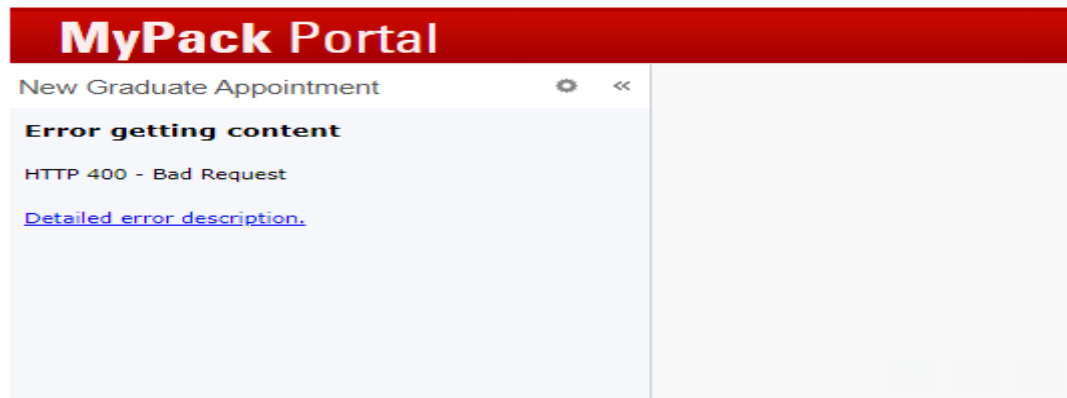
This message will appear to indicate that there is a future-dated row in the Job Data Panel for the action that you are attempting to process. You will not be able to submit the action for approval in NextGen. This typically occurs when a pending action, such as a termination or modification, conflicts with another future-dated transaction or prevents the system from processing a current request. To resolve it, you will need to identify the conflicting future-dated row by checking the employee's job record and then adjust the effective date of the future transaction to avoid the conflict. For additional assistance, please contact the Graduate School gradschool-assistantships@ncsu.edu or your HR representative to clear the conflicting future-dated records.



400 – Bad Request Error Message


A 400 Bad Request error in PeopleSoft, like any web application, indicates that the server could not process the request due to something the server considers a user error. Users can usually troubleshoot, using one of the methods listed below. For additional assistance, please contact the Graduate School gradschool-assistantships@ncsu.edu or your HR Representative.

- Switch to a different web browser
- Clear your cache or try an incognito window process the transaction
- Log into your MyPack portal before clicking any embedded email link to approve a transaction



Final Approver cannot be the Same as Initiator

The only two roles that cannot be approved by the same individual within NextGen are the Initiator/Dept HR Admin and Final HR Approver. Essentially, the same individual cannot initiate and complete the same action. Users should identify another assigned Final Approver via the Details button on the Graduate Worklist for the action that will enable them to view all available approvers (View All Item Details). All assigned Final HR Approvers should be able to access the pending action via their worklist or by clicking the email link sent to them via GRAD-ASSISTANTSHIPS@ncsu.edu.

 **Error:** Final Approver cannot be the Same as Initiator