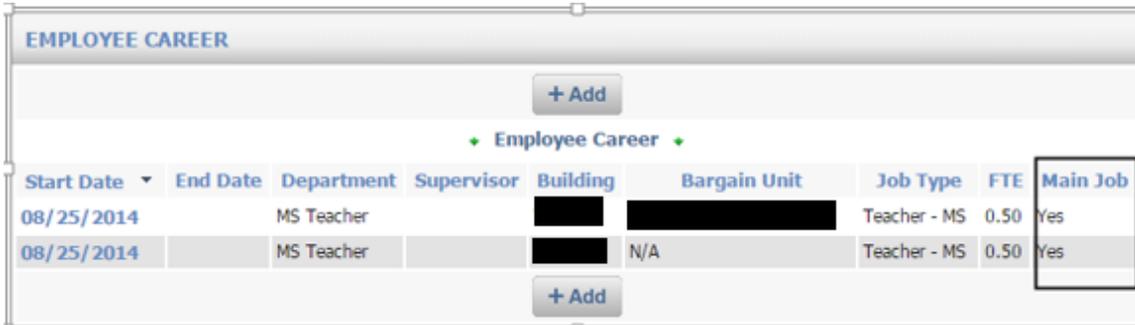


If you are receiving the EPIMS Error of EPIMS4001: Record reported more than once in SR file errors:

Check the staff member's Career record to see if there are multiple active Careers with Main Job = Yes. The staff member is reported in the Staff Roster file for EACH Main Job = Yes.

Go to iStaff Biographical > Add/Modify Staff > Career.

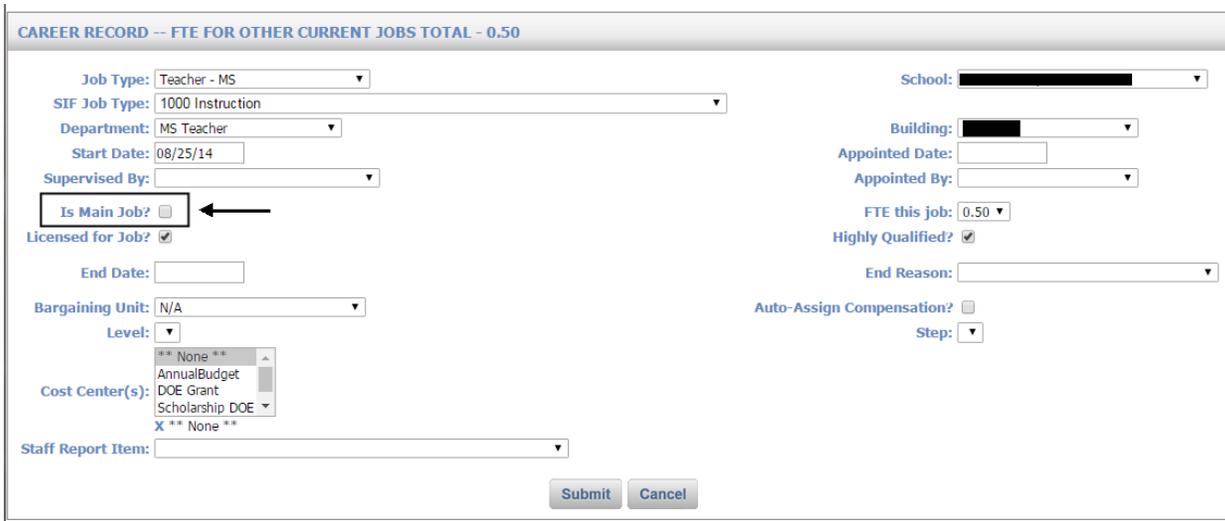
Check to see which active Career records (no End Date) are set to Main Job = Yes.



Start Date	End Date	Department	Supervisor	Building	Bargain Unit	Job Type	FTE	Main Job
08/25/2014		MS Teacher				Teacher - MS	0.50	Yes
08/25/2014		MS Teacher			N/A	Teacher - MS	0.50	Yes

To fix this you will need to select just one active Career to be 'Is Main Job.' The other Career(s) need to be set to No. Select the job that the staff member does 50% or more of the time. In the event that the jobs are divided evenly, you may pick either one as long as one is Yes and the other(s) are No.

To update the Career record, click on the Start Date of the Career record you want to change. Un-check the 'Is Main Job' checkbox, and Submit to update the record.



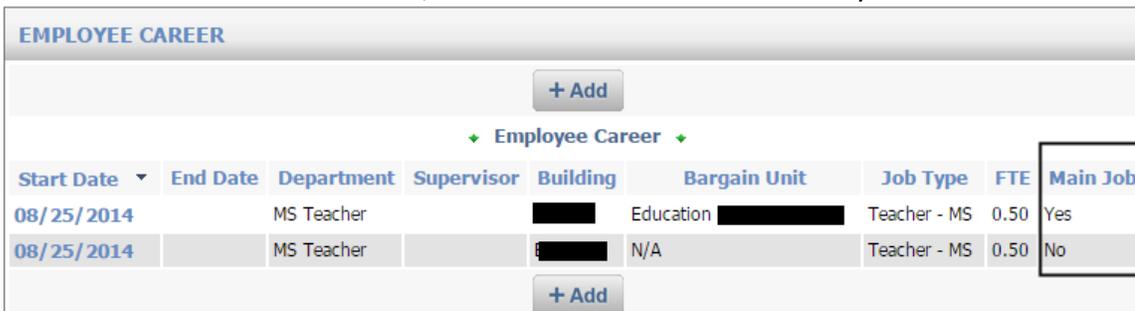
CAREER RECORD -- FTE FOR OTHER CURRENT JOBS TOTAL - 0.50

Job Type: Teacher - MS
SIF Job Type: 1000 Instruction
Department: MS Teacher
Start Date: 08/25/14
Supervised By: [dropdown]
 Is Main Job?
Licensed for Job?
End Date: [text]
Bargaining Unit: N/A
Level: [dropdown]
Cost Center(s): [dropdown]
Staff Report Item: [dropdown]

School: [dropdown]
Building: [dropdown]
Appointed Date: [text]
Appointed By: [dropdown]
FTE this job: 0.50
Highly Qualified?
End Reason: [dropdown]
Auto-Assign Compensation?
Step: [dropdown]

Submit Cancel

Once 'Is Main Job' is un-checked, the Career records will show only one Main Job = Yes.



Start Date	End Date	Department	Supervisor	Building	Bargain Unit	Job Type	FTE	Main Job
08/25/2014		MS Teacher			Education	Teacher - MS	0.50	Yes
08/25/2014		MS Teacher			N/A	Teacher - MS	0.50	No