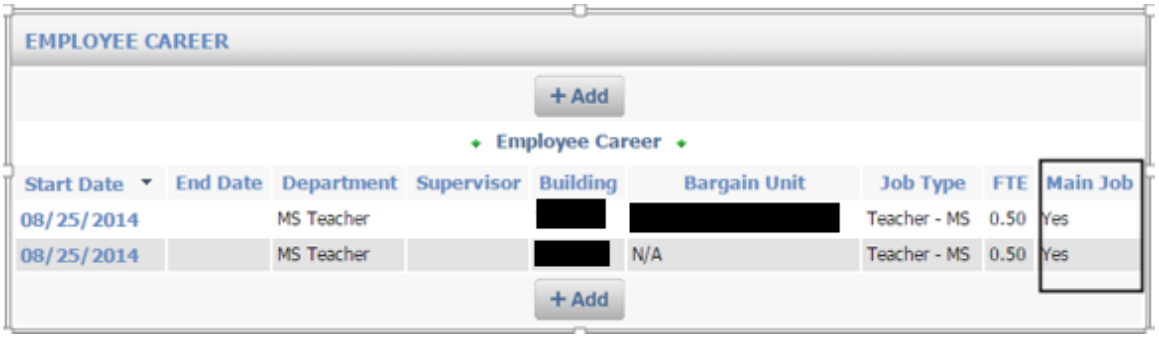
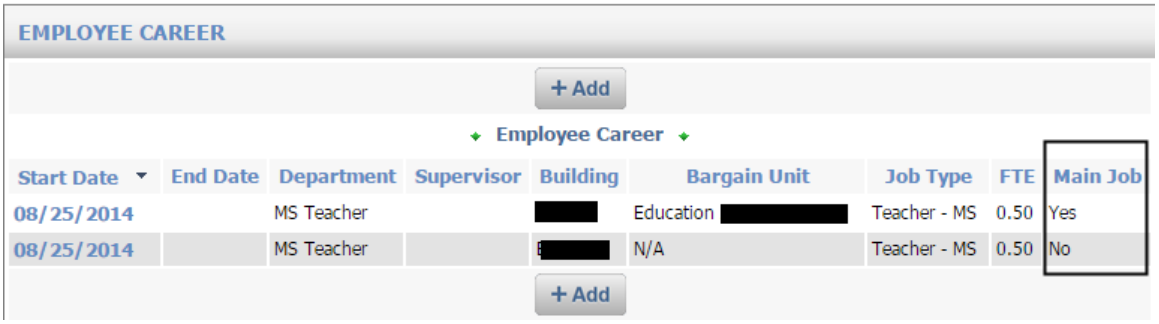
If you are receiving the EPIMS Error of EPIMS4001: Record reported more than once in SR file errors:

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.



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.

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