

Wage Continuation

1. Log in to Self-Service Banner (SSB) by logging into the Radford University Portal using the ‘MyRU’ tab. From there, go to the ‘Employees’ folder located on the lower left hand side of the screen. Under ‘Employee Tools’ click on the ‘Banner SSB Employee Menu’ link. Click on ‘Electronic Personnel Action Forms (EPAF)’ menu.
2. Click on the “New EPAF” link.
3. Enter the Banner ID/ RUID of the employee.
4. Leave the “Query Date” as today’s date.
5. Click the drop-down list next to “Approval Category” and highlight “Wage Continuation, WCONT” and click “Go”.
6. On the “New EPAF Job Selection”, select the position that will be updated. If there are multiple jobs, be sure to select the position that belongs to your department, and click “Go”.
7. **The next screen is the data entry form (screenshot below). In the first block that says “Wage Continuation”, the ‘current value’ for job end date is listed. This date is the end date of the current position. The new value for jobs effective date and personnel date should be 1 day after the end date of the current position. For example, in the screenshot, the current value for job end date is ‘8/24/2018’. So, the jobs effective date and personnel date should be ‘8/25/2018’.**
In the second block that says “Job Termination”, enter the Jobs Effective Date and Personnel Date as the new job end date.

****It is highly recommended that departments submit wage continuation EPAF at least 2 weeks prior to the job end date. Wage Continuation Epafs cannot be processed if the effective date is prior to the last paid date.**

8. In the “Routing Queue” section, click on the magnifying glass next to each approval level to select the users.
9. Enter comments in the “Comment” box(if needed)
10. Click “Save”.
11. View your entries and if no errors, click “Submit”.

Name and ID:

Transaction:

Query Date: Jul 20, 2018

Transaction Status:

Approval Category: Wage Continuation, WCONT

Save

Approval Types ■ Routing Queue ■ Comments ■ Transaction History

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* - indicates a required field.

Wage Continuation, [Last Paid Date: Jul 07, 2018](#)

Item	Current Value	New Value
Job End Date: MM/DD/YYYY	08/24/2018	
Jobs Effective Date: MM/DD/YYYY*	06/04/2018	
Personnel Date: MM/DD/YYYY*	06/04/2018	
Job Status: *(Not Enterable)	Active	A
Job Change Reason: *(Not Enterable)	28500	Wage/Temp Appointment Cont

Job Termination, [Last Paid Date: Jul 07, 2018](#)

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	06/04/2018	
Personnel Date: MM/DD/YYYY*	06/04/2018	
Job Status: *(Not Enterable)	Active	T
Job Change Reason: *(Not Enterable)	71200	Sep-Contract/Job End