

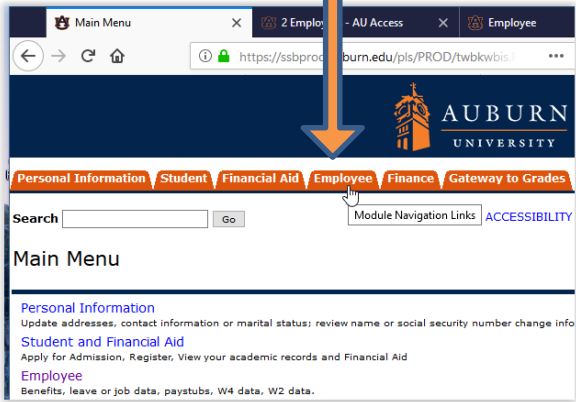
Vacant Positions – Master Contact List

Vacant Position Listing download

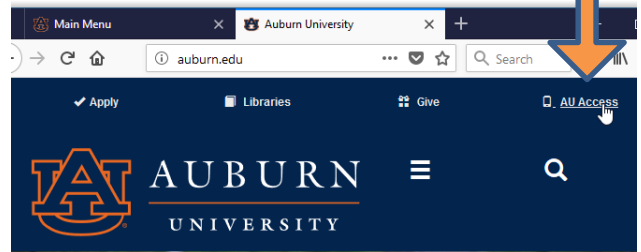
Two-ways to access SSB:

1 Self-Service Banner (SSB)
ssbprod.auburn.edu

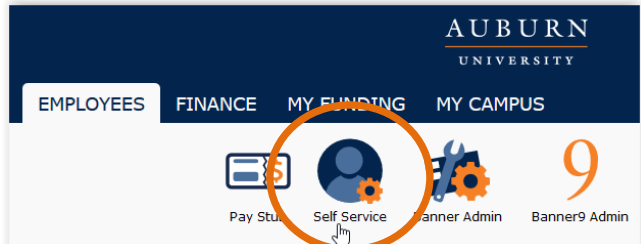
2 Employee Tab



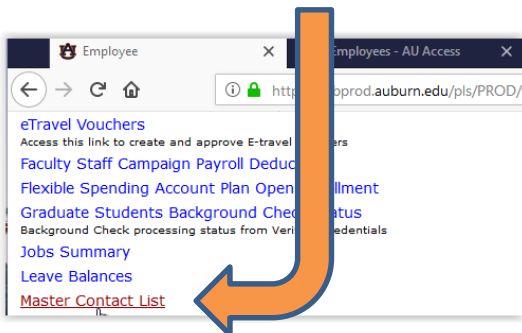
1 AU Access



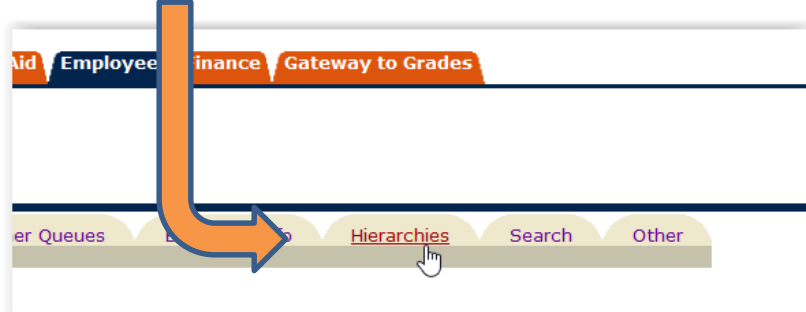
2 Employee Tab -> Self Service



3 Master Contact List



4 Hierarchies Tab



5 Job Positions



6 Employee List

Vacant Positions will be denoted with the color **ORANGE**

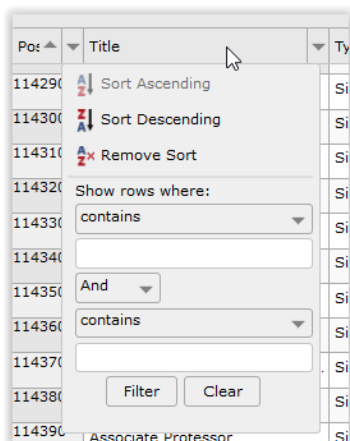
The screenshot shows the 'Employee List' interface. At the top, there are tabs for Departments, Contact Lists, Banner Queues, Employee Info, Hierarchies, Search, and Other. Below these, there are links for FUND ORGN ACCT PROG ACTV LOCN Grant Listing HR Job Classes Job Positions Job Location. The 'Job Positions' link is highlighted in orange. Below the links, there is a list of columns and checkboxes for sorting and filtering. The main table has columns for Position, Title, Type, Orgn, Orgn Title, Div, and Div Title. The table contains several rows of data, with the '114440' position highlighted in orange.

| Position | Title | Type | Orgn | Orgn Title | Div | Div Title |
|----------|------------------------------|--------|--------|------------|-----|-------------------------|
| 114410 | Hargis Prof. of English Lit. | Single | 134250 | English | 134 | College of Liberal Arts |
| 114420 | Associate Professor | Single | 134250 | English | 134 | College of Liberal Arts |
| 114430 | Associate Professor | Single | 134250 | English | 134 | College of Liberal Arts |
| 114440 | Professor | Single | 134250 | English | 134 | College of Liberal Arts |
| 114450 | Lecturer | Single | 134250 | English | 134 | College of Liberal Arts |
| 114460 | Lecturer | Single | 134250 | English | 134 | College of Liberal Arts |
| 114470 | Assistant Professor | Single | 134250 | English | 134 | College of Liberal Arts |

7 Check and Uncheck column selections* *selections available based on security class

The screenshot shows the column selection interface. At the top, there are tabs for FUND ORGN ACCT PROG ACTV LOCN Grant Listing HR Job Classes Job Positions Job Locations. Below these, there is a list of columns and checkboxes for sorting and filtering. The 'Job Positions' link is highlighted in orange. Below the links, there is a list of columns and checkboxes for sorting and filtering. The main table has columns for Position, Title, Type, Orgn, Orgn Title, Div, Div Title, Budgeted, Expended, Expd Fringe, FISC, Begin Date, PCLS, ECLS, Posn Reports, and Reports To.

Column Headings are sortable and searchable



8 Export to Excel (bottom of page)

Export to Excel

Download data and sort based on the column headings. Vacant positions will be denoted with the **position number: vacant**

The screenshot shows an Excel spreadsheet with two columns: A and B. The data is as follows:

| | A | B |
|----|---------------|-------------------------|
| 1 | Position | Title |
| 14 | 110120 | Admin Support Assoc II- |
| 15 | 110130 | Assoc Dean Ext Aff & As |
| 16 | 110140:vacant | Research Fellow I |
| 17 | 110150:vacant | Assistant Professor |
| 18 | 110150 | Associate Professor |

The rows for 110140:vacant and 110150:vacant are circled in orange.

Available Selections*

- Position
- Title
- Orgn
- Orgn Title
- Division
- Division Title
- Budgeted
- Expended
- Expd Fringe
- FISC
- Begin Date
- PCLS
- ECLS
- Posn Reports
- Reports To
- Reports BID
- Reports UserID
- Reports Email
- Reports POSN
- Empl Type
- Grade
- PGRP
- PNOC
- Exempt
- JBLN
- JBLN Title
- ESOC
- ECIP

Corrections?

- Contact HR Records