Data from the Master Contact List is available to export into Excel or filter within the application. The employee data is dynamic and extracted directly from Banner Admin. Based on the security class, the requestor may see varying options.

AU Access is a portal containing links to AU systems. Either method to access SSB data requires AU Authentication with 2-factor DUO.

Two ways to access SSB:

1. **Self-Service Banner (SSB)**
sbprod.auburn.edu

2. **Employee Tab**

3. **Master Contact List**

4. **Employee Info Tab**
Select Search Settings:

- Timesheet Org Number* i.e. HR441
- Timesheet Org Name* i.e. ISS
- Division Listing* i.e. 113 – VP for Bus-Fin & CFO
- Supervisor i.e. Enter Supervisor User ID or 90#

*Drop-down menus available

Additional Options:

a. Include other department’s jobs for listed employees (multiple job employees’ secondary jobs – especially useful for students and TES employees)

b. Show Labor Distributions for listed employees (Can cause multiple records per person to show) – Split funded employees will more than once

c. Effective Date for Employee List – Today’s date will default. Change the date to view future dated records (i.e. new hires, rate changes, promotions, salary changes, etc.)

Export to Excel (bottom of page)

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

Sort and filter on column

 Corrections?
- Submit EPAF  
- Contact HR Records