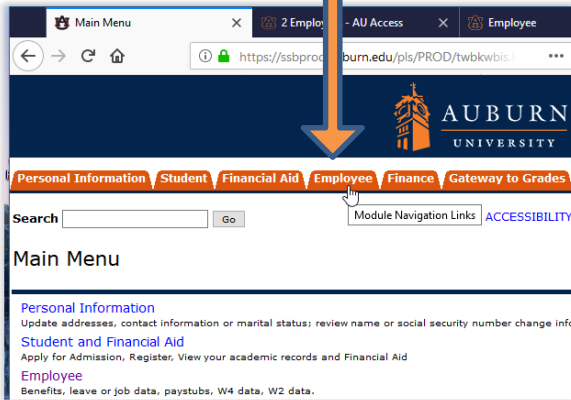# Master Contact List - Self Service Banner (SSB)

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.
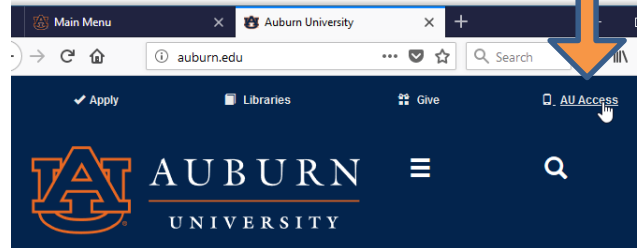
Two-ways to access SSB:

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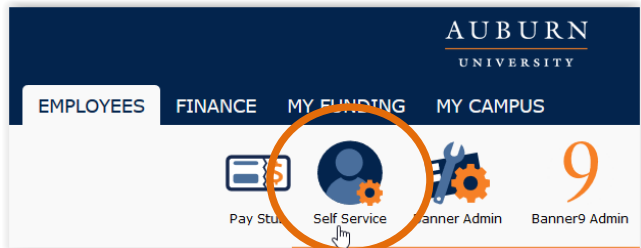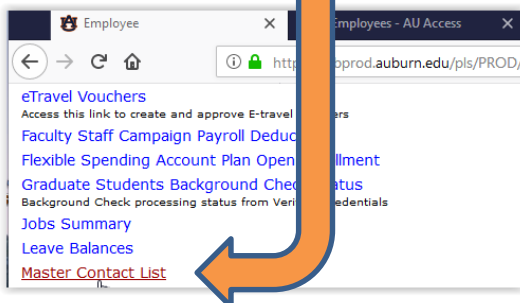ssbprod.auburn.edu

2 **Employee Tab**

1 **AU Access**

2 **Employee Tab -> Self Service**

3 **Master Contact List**

4 **Employee Info Tab**

5. Select Search Settings:

Search Options

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

Drop-down menus available

---

6. 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.

7. Submit

---

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

Sort and filter on column

9. Export to Excel
(bottom of page)

Corrections?

- Submit EPAF
- Contact HR Records

Available Selections*
Name
Banner ID
User ID
Email
Gender
Job Title
Job Effective Date
Position Number
Division
Division Description
Benefit Eligible Date
Current Hire Date
Last Paid Date
Campus Address
Campus Phone
Job Location Code
Job Location Description
Job Location Address
Job Location Phone
TS Org
Home Org
Home Org Title
Bud Org
Bud Title
Job Class Code
Job Class Title
Contract
ECLS
Sal Code
Grade
FTE
*Hours/Pay**
*Hourly Rate**
*Assign Salary**
*Annual Salary**
Job Supervisor Name
Job Supervisor Banner
Job Supervisor User ID
Job Super Email
Job Supervisor Posn
Posn Supervisor Name
Posn Super Banner ID
Posn Super User ID
Posn Super Email
Posn Supr POSN