



SALARY PLANNER

VACANT POSITION REPORT

Date Issued/Revised: 2/1/2023

General Description:

Purpose: Reports vacant positions by organization.

Responsible Manager: HUMAN RESOURCES

How to request a Vacant Position Report

1. Login to myUNM
2. Login to LoboWeb using one of the three options listed below:
 - Click on “ENTER LOBOWEB” in the LoboWeb (Employees) section. Then select the “Employee” tab
 - Click on “Employee” in the Quick links
 - Click on “LoboWeb” in the UNM Business Applications section. Then select the “Employee” tab
3. Click on the “Salary Planner Menu”
4. Click on “Salary Planner Reports Menu”
5. Click on “Vacant Position Report”
6. **Chart of Accounts:** enter “U”
7. **Budget ID:** Enter “BUDxx” (Fiscal Year) from dropdown
8. **Organization:** Enter “Organization Code”
9. **Include Sub-orgs?** Select “Yes or No” from dropdown

Salary Planner Vacant Position Report

Reports Parameter Page

Chart of Accounts	<input type="text" value="U"/>
Budget ID	<input type="text" value="BUD23 - 2023 Budget ID"/>
Organization	<input type="text" value="Please select an Organization"/>
Include Sub-orgs?	<input type="text" value="Yes"/>
	<input type="button" value="PDF"/> <input type="button" value="Excel"/>

To run the report: Click “PDF” or “Excel”

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