

SALARY PLANNER

VACANT POSITION REPORT

Date Issued/Revised: 2/1/2023

General Description:

Purpose: Reports vacant positions by organization.

Responsible Manager: HUMAN RESOURCES

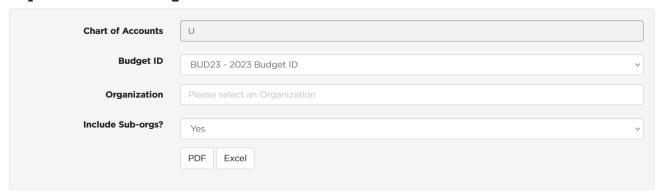
How to request a Vacant Position Report

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



To run the report: Click "PDF" or "Excel"