

From: Lisa Merola-Grimm, Sr Director, Financial Planning
Sent: Thursday, August 17, 2017 5:32 PM
To: Lead Administrators
Subject: YBT - Security Access - Labor Workbook Options

First and foremost, thanks so much to all of you for your YBT Workbook submissions. Your prompt response is greatly appreciated given the tight turnaround.

The next data collection required for the YBT Remediation Project is as follows:

- **Users security access** – Review YBT users within your planning unit and/or department and advise what security access they require, and add employees that are not listed.
- **Labor Workbook Options** – Due to the YBT Remediation, we are now able to offer the following workbook options:
 - All details - Build workbook with all details rows by person
 - All TBN - Build with NO details, blank rows, allowing users to enter lump sum budgets by TBN
 - Details Excluding SW - Build with details by person, excluding Service Workers (S & M employees), allowing users to enter summary budgets for Service Workers only

Please review the **Instructions** tab in the YBT Security / LP Workbook Options excel document (attached at the bottom of this message), complete by August 31, 2017 and forward the completed document to Patti Brosseau @ patricia.brosseau@yale.edu.

If you have any questions or concerns about this request, please contact your budget analyst.

Thank you

Message attachments

To open an attachment, click on the link. If you have problems opening an attachment, try copying the link and pasting it into your web browser.

- : https://messages.yale.edu/messages/attachments/w3_156445_YBT_Security_LP_Workbook_Options.xlsm