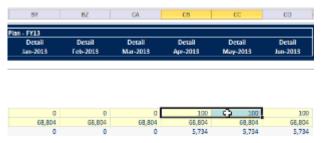
Yale Budgeting Tool (YBT)



Labor Planning - Unpaid Leave of Absence

In the example below, a Managerial/Professional employee has been granted an unpaid Leave of Absence (LOA) from January 2013 through March 2013.

- 1. Go to the Employees tab of the Labor Planning Workbook. You can be in Summary or Detail view.
- 2. Scroll to the right to access the monthly buckets; then scroll down to access the specific employee.
- Select the FTE Percent cell in Column BY for this employee.
- Type 0 over the 100 in the highlighted column to indicate the employee will be 0% while on LOA.
 - Notice the 0 FTE is propagated through the rest of the fiscal year.
- 5. Next, go to Columns CB through CD to change the FTE to 100% from April through June to indicate the end of the employee's LOA. Again, the value entered is propagated through the remainder of the cells.
- 6. To verify this transaction, make sure that the columns from January to March are 0 (during employee's LOA), and the columns from April onward are 100 (return from LOA).



100

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Need Assistance?

If you cannot install or open YBT, please call the ITS help desk at **203.432.9000**.

For questions and issues about specific YBT functions or data:

- Email <u>ybtsupport@yale.edu</u> or
- Call the YBT help desk at 203.436.5929

System documentation and training materials can also be found on the **YBT home page**, as well as at http://yalebiz.yale.edu/yale-

http://yalebiz.yale.edu/yalebudgeting-tool.