



## **Information for the Contract Worker**

### **Contract Laborer Status**

You have been assigned to work at the Lawrence Berkeley National Laboratory (LBNL) by an employment agency. You are an employee of the employment agency. If you apply for a position or register with another company, you should indicate your employer as the agency, not LBNL. Immediately before you begin your assignment you must report to the LBNL Site Access Office to complete paperwork and be processed for site security.

### **Paychecks**

You are paid by your employment agency. Contact your agency if you have problems receiving your check.

### **Notice of Absence**

Most agencies require that you contact them if you are unable to report to work. In addition, we ask that you contact your LBNL Technical Lead at work to alert her or him of your absence. Your Technical Lead's name and telephone number are on your assignment form and are available through your agency if necessary.

### **Time Reporting**

You are responsible for reporting your time to your agency directly using the agency's time reporting process. Your agency invoice for your services will not be paid by LBNL without correct and timely completion of your weekly time sheet.

### **Site Access Office**

The Site Access Office, located in Building 65A, is responsible for providing identification badges to contract workers. The badge provided will not allow access to any building until specific access is requested through the security area managers. Ask your supervisor if you have an assignment that will require specific site access.

### **Parking**

Contract workers are *NOT* given parking privileges at the Laboratory. Shuttle services to and from Berkeley and Rockridge BART, downtown, and around the Laboratory is provided. Schedules for both On-Site and Off-Site shuttle services are available at the Badge office or from your HR representative. You may be asked to show your LBNL identification badge to the shuttle bus driver at any time.