



New Hire Handbook



New Hire Table of Contents

Cover Page.....	1
Table of Contents.....	2
Emergency Information (inside cover or on back)	
▪ Emergency phone numbers and procedures.....	4
▪ UC Campus Map.....	5
▪ Lawrence Berkeley Lab Map.....	6
Names of Groups:	
▪ Budget Office	
▪ Business Systems Analysis	
▪ Conference Services	
▪ Controllers Office	
• Accounts Payable	
• Accounts Receivable	
• General Accounting	
• Payroll	
▪ Field Operations	
▪ Financial Policy & Training	
▪ Procurement & Property	
▪ Office of Science and Industry Partnerships	
Link to OCFO Website (http://www.lbl.gov/Workplace/CFO/)	
Lab Org Organization Chart.....	8
OCFO Organization Chart.....	9
OCFO Personnel Directory.....	10
Job Hazard Analysis Instructions.....	12
LBNL Ergonomic Evaluation Guide.....	16
Required Safety Training – ISM.....	17
▪ Define the Work Scope	
▪ Analyze the Hazards	
▪ Develop and Implement Controls	
▪ Perform Work	
▪ Feedback and Improvement	
LETS Timekeeping Procedures.....	19
Parking Procedures at the Lab.....	50

LBNL Bus Shuttle Routes.....58

Lab Parking Locations – (www.lbl.gov/Workplace/site-access/parking/map.html).....60

Property Responsibilities (from Property website).....62

OCFO Strategic Plan 2008-1012.....64

Safety and Security at the Lab – (www.lbl.gov/ehs/html.training.htm)

Stop Work Policy (Policy: www.lbl.gov/ehs/refs/stopwork.shtml).....76

Workplace Injuries (Policy: www.lbl.gov/Workplace/RPM/R2.15.html),

Employee Badges (Site Access Office- 65A, 510-486-4551),

Requesting Visitor Access (Add visitor to obtain gate access – https://visitorpass.lbl.gov/public_html/login.jsp) requires LDAP username and password)

OCFO 10 Commandments (printed list off OCFO website).....77

Emergency Preparedness.....78



ENVIRONMENT, HEALTH

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

SAFETY DIVISION

Home/ContactsIn the Event of an
Emergency ...LBNL Master Emergency
Program Plan

Earthquake

Wildland Fires

Emergency Response
Guide

Building Managers

EOC Team

BET: Building Emergency
TeamsEmergency Services
DatabaseBusiness Continuity Plan
(BCP) Tool KitLBNL 24/7 Emergency
ContactEmergency Preparedness
Week at the Lab 2008

- Overview

- Speakers

- Photos

Building Evacuation
Guidelines- Building Emergency
Team Evacuation
GuidelinesEmergency Preparedness
Week 2007**EH&S Home****PUB 3000****LBNL Home****LBNL A-Z Index****LBNL Search****LBNL Phone Book**

Emergency Preparedness

LBNL 24/7 Emergency Contact

- [Download the Employee Pocket Guide](#)

Call 7-911 from any Lab phone or call 911 from a cell phone.

For More Information

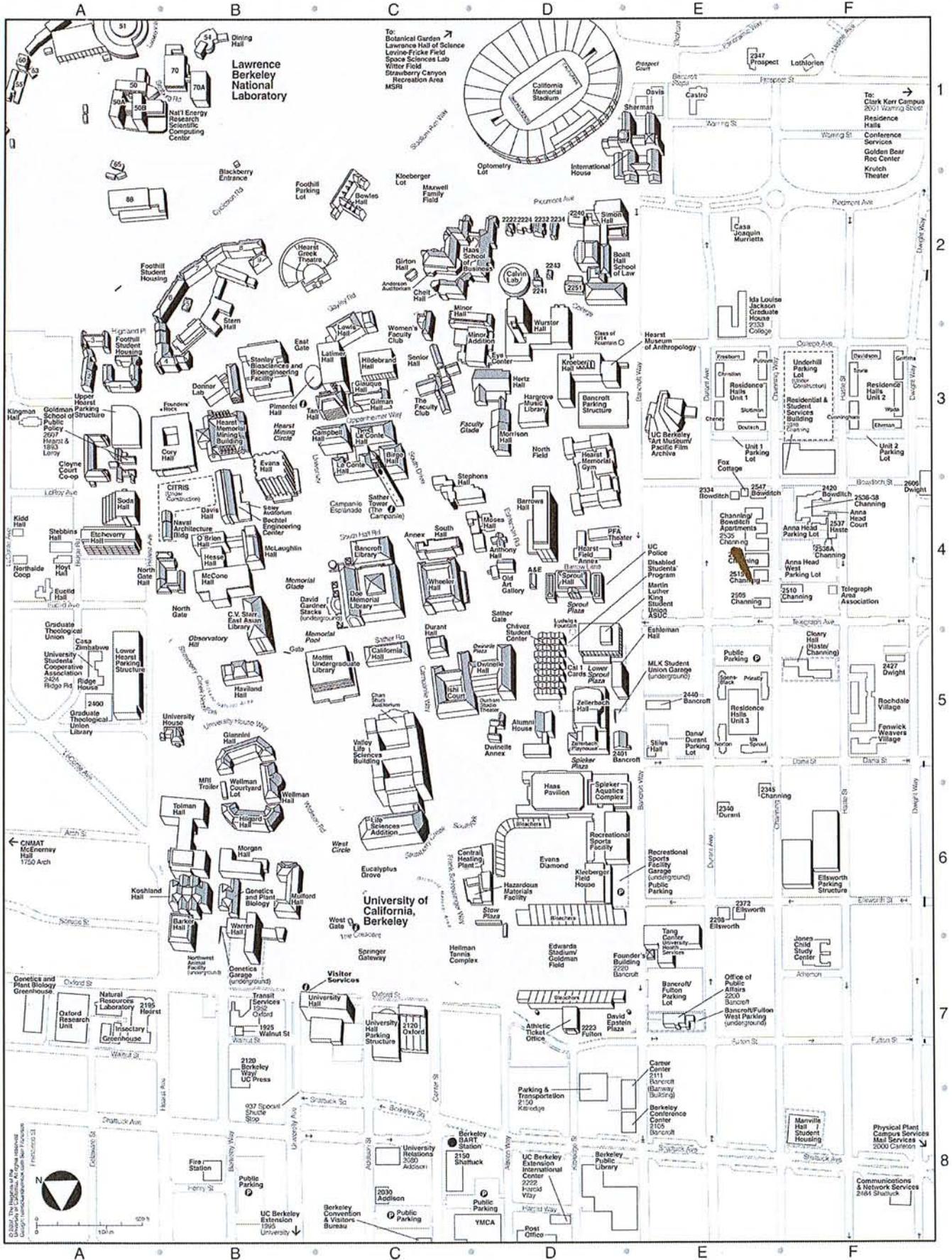
- [Emergency Preparedness Web Site](#)
- Emergency Preparedness:
 - x7032 or RESaunders@lbl.gov
 - Fax: x7014
- Security (Blackberry Gate): x5472
- Health Center: x6266
- Non-Emergency Incident Reporting: x6999
- [Site Access](#): x4551 (ID cards, parking, gate access)
- [EHS Pub 3000](#)
 - [Chapter 9: Emergency Management](#)
 - [Chapter 23: Seismic Safety](#)
- Employee Emergency Status: 1-800-445-5830

Report an Accident or Incident

The law and DOE require prompt notification of all work-related EHS incidents/accidents. Report all such events immediately to your supervisor and EHS.

- Call Health Services at **x6266** for Injuries and Illnesses.
- Call **x6999** for the following:
 - Environmental releases
 - Hazardous conditions
 - Traffic incidents
 - Near-miss events
 - Security events
- Notify the immediate supervisor and/or responsible division/department manager.

Last updated 04/10/2008



Lawrence Berkeley National Laboratory

51
 70
 70A
 50A
 50B
 50C
 50D
 50E
 50F
 50G
 50H
 50I
 50J
 50K
 50L
 50M
 50N
 50O
 50P
 50Q
 50R
 50S
 50T
 50U
 50V
 50W
 50X
 50Y
 50Z
 51A
 51B
 51C
 51D
 51E
 51F
 51G
 51H
 51I
 51J
 51K
 51L
 51M
 51N
 51O
 51P
 51Q
 51R
 51S
 51T
 51U
 51V
 51W
 51X
 51Y
 51Z
 52
 53
 54
 55
 56
 57
 58
 59
 60
 61
 62
 63
 64
 65
 66
 67
 68
 69
 70
 71
 72
 73
 74
 75
 76
 77
 78
 79
 80
 81
 82
 83
 84
 85
 86
 87
 88
 89
 90
 91
 92
 93
 94
 95
 96
 97
 98
 99
 100

To: Botanical Garden
 Lawrence Hall of Science
 Lawrence-Fricke Field
 Space Sciences Lab
 Winter Field
 Strawberry Canyon
 Recreation Area
 MSR

To: Clark Kerr Campus
 2021 Waring Street
 Residence Halls
 Conference Services
 Golden Bear Rec Center
 Kruech Theater





Bldg. 50 Auditorium — C2

Bldg. 66 Auditorium — D6

Cafeteria (Bldg. 54) — C2, C3

DOE Site Office (Bldg. 90) — A1

Guest House — C3

Main Bus Stop (Bldg. 65) — B1

Site Access Office (parking, badges) (Bldg. 65A) — C1

OFF-SITE LOCATIONS

Donner Lab — [B5 on UC Berkeley campus map](#)

Calvin Lab — [D6 on UC Berkeley campus map](#)

[Joint BioEnergy Institute \(JBEI\)](#) — Bldg. 978, 5885 Hollis St., 4th floor, Emeryville, CA

West Berkeley Biocenter (Potter St.) — Bldg. 977, 717 Potter St., Berkeley, CA

KEY LOCATIONS – MAP LOCATION

Advanced Light Source (Bldg. 6) — C3, C4

Bldg. 50 Auditorium — C2

Bldg. 66 Auditorium — D6

Cafeteria (Bldg. 54) — C2, C3

DOE Site Office (Bldg. 90) — A1

Energy Sciences Network (Bldg. 50B) — C2

Lab Director's Office (Bldg. 50A) — C2

Main Bus Stop (Bldg. 65) — B1

Molecular Foundry (Bldg.67) — C6

National Energy Research Scientific Computing Center
(Bldg. 50B) — C2

National Center for Electron Microscopy (Bldg. 72) — C6

Site Access Office (parking, badges) (Bldg. 65A) — C1

OFF-SITE LOCATIONS

Donner Lab — B5 on UC Berkeley campus map

Calvin Lab — D6 on UC Berkeley campus map

Joint BioEnergy Institute (JBEI) — Bldg. 978, 5885 Hollis St., 4th
floor, Emeryville, CAWest Berkeley Biocenter (Potter St.) — Bldg. 977, 717 Potter St.,
Berkeley, CA**BUILDING – MAP
LOCATION**

Building 2 — C3

Building 4 — C4

Building 5 — C4

Building 6 — C3, C4

Building 7 — C4

Building 14 — C4

Building 16 — C4

Building 17 — B3

Building 25 — C4

Building 25A — C4

Building 26 — C4

Building 27 — B3

Building 31 — C5

Building 32 — C5

Building 34 — C3, D3

Building 35 — C4

Building 36 — C4

Building 37 — C4

Building 40 — C4

Building 41 — C4

Building 43 — C4

Building 44 — C4

Building 45 — C4

Building 46 — B3

Building 46A — B3

Building 47 — B3

Building 48 — C4

Building 48A — C4

**BUILDING – MAP
LOCATION**

Building 50 — C2

Building 50A — C2

Building 50B — C2

Building 50C — C2

Building 50D — C2

Building 50E — C2

Building 50F — C2

Building 51 — B2, B3

Building 51A — B2

Building 52 — C4

Building 53 — C3

Building 54 — C2, C3

Building 55 — B2

Building 55A — A2

Building 56 — B2

Building 58 — C3

Building 58A — C3

Building 60 — B2

Building 61 — C5

Building 62 — D6

Building 63 — B2

Building 64 — B2

Building 65 — C1

Building 65A — C1

Building 65B — C1

Building 66 — C6

Building 67 — C6

Building 67A — C6

Building 69 — B5

**BUILDING – MAP
LOCATION**

Building 70 — C2

Building 70A — C2

Building 71 — A3

Building 71A — A3

Building 71B — A3

Building 72 — C6

Building 72A — C6

Building 72B — C6

Building 72C — C6

Building 73 — D7

Building 74 — B7

Building 75 — B5

Building 75A — B5

Building 75B — B5

Building 76 — B4, B5

Building 77 — B5, C5

Building 77A — C5, C6

Building 78 — B4, B5

Building 79 — C5

Building 80 — C3

Building 80A — C3

Building 81 — A2

Building 82 — A2

Building 83 — B7

Building 84 — B7

Building 85 — B7

Building 85B — B7

Building 88 — C1

Building 90 — A1

Ernest Orlando Lawrence Berkeley National Laboratory

University of California

Internal Audit
T.L. HAMILTON

Technology Transfer
C.A. FRAGIADAKIS
Department Head

Laboratory DirectorA.P. ALIVISATOS
Deputy DirectorH.D. SIMON
Chief Operating Officer J.T. KRUPNICK

OFFICE OF THE DIRECTOR

Chief Financial Officer
J.A. FERNANDEZ

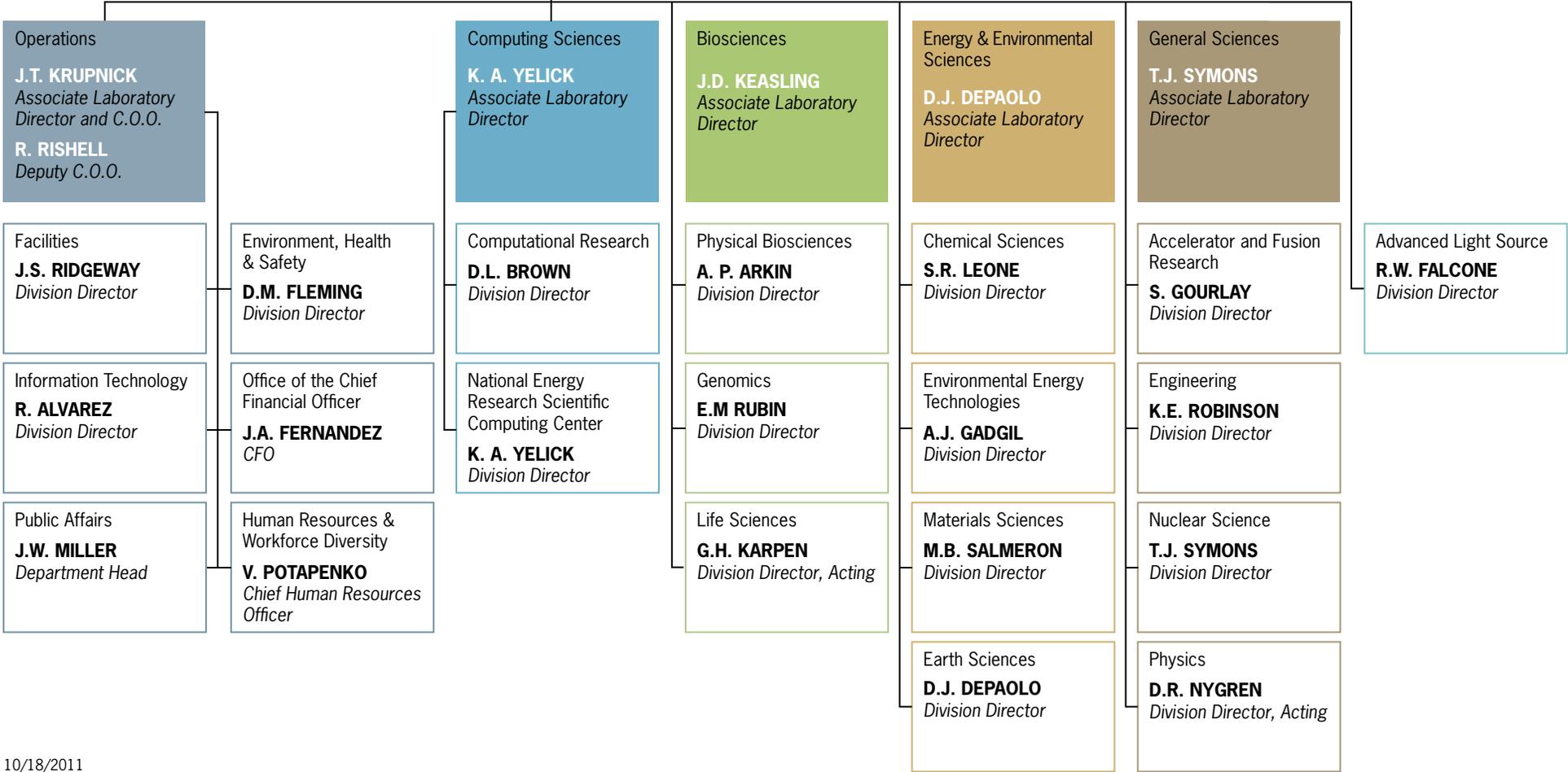
Chief Information Officer
R. ALVAREZ

Institutional Assurance
H. K. HATAYAMA

Laboratory Counsel
J.A. BLAIR

Research and Institutional Integrity Office
M. E. MONTGOMERY

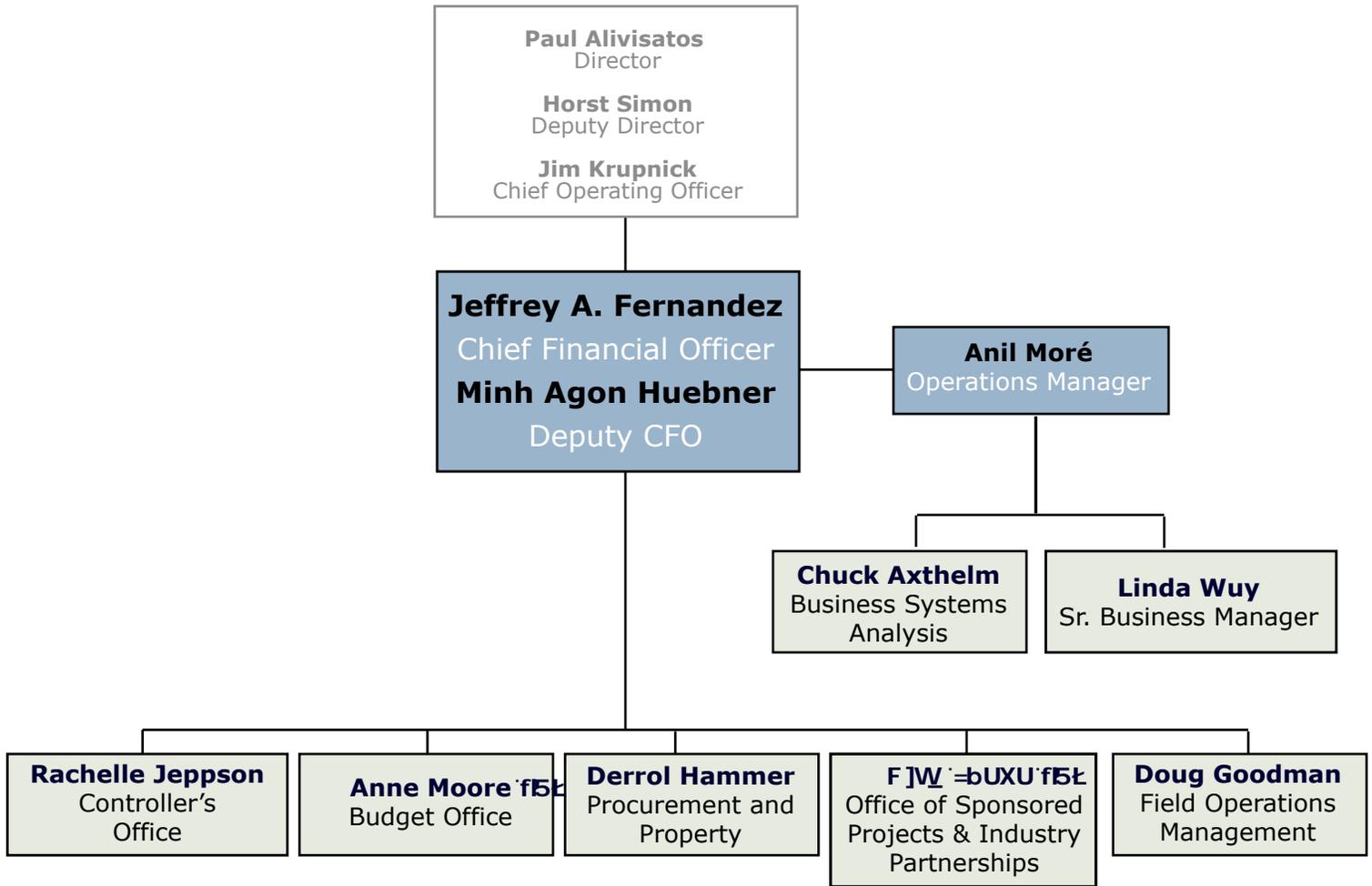
Chief of Staff
C.L. YETTER





CFO

LAWRENCE BERKELEY NATIONAL LABORATORY
Office of the Chief Financial Officer





CFO

LAWRENCE BERKELEY NATIONAL LABORATORY

Office of the Chief Financial Officer Operations

Jeffrey A. Fernandez
Chief Financial Officer

Anil Moré
Operations
Manager

Linda Wuy
Sr. Business Manager

Betsy Reyes
Environmental
Health & Safety

Mari Cook
Human Resources

Carla Garbis
George Noble
Process Improvement/
Project Management

Jan Hennessey
Laurie O'Brien
UHM
Conference
Services

Michele Mock
Financial Policy

Phillip Weiss
Training

Maria Atkinson
Web Development



ROOM		EXTENSION
Office of the Chief Financial Officer (OCFO) 971-CFO		
201	Fernandez, Jeffrey A., CFO	5547
202	Huebner, Minh Agon, Deputy for the OCFO	5293
217A	Jones, Cynthia	4242
203	Goodman, Doug - Manager, Field Operations	7632
211J	Bennett, Michelle	6207

OCFO OPERATIONS 971-CFO

210	More, Anil, Operations Manager	5254
209	Wuy, Linda D., Business Manager	7418
217B	Atkinson, Maria, OCFO Web Developer	6184
211P	Nalepa, Karolina M	8060
211C	George Noble	6169

Process Re-Engineering

211A	Garbis, Carla	7095
------	---------------	------

Conference Services 971-CONF

156J	Hennessey, Jan T., Manager	5230
156K	Coen, Siobhan (Guest)	7046
156E	Day, Kathy	8131
156C	Stark, Jill	5073

Policy & Training - 971-CFO

217C	Mock, Michele	2415
211F	Weiss, Phillip	7873

Business Systems Analysis 971-BSA

204	Axthelm, Charles, Manager	4461
211M	Chan, Steven	6128
211Q	Leong, Janet L	2414
211N	Losev, Anna	7597
211K	Pecoraro, Aurora	6439
211H	Stacey Blue	7060
14-0104	Upadhyayula, Kameswara (UK Rao)	4676
14-0104	Haverty, Bridgett	4409

BUDGET OFFICE 971-BO

105	Moore, Anne M, Budget Officer (Acting)	4844
106	Schiller, Anastasia, (Acting) Manager, Direct Budget	4273
156D	Greenwood, Gregg	2528
156B	Haynes, Lee W.	6694
154G	Lewis, Cari M.	2371
154E	Anderson, Charlene	8181
156Y	Skowronski, Nicholas	6319
104	Lundell, Christopher Manager, Indirect Budget	7713
156U	Freeman, Robert Lon	4006
156W	Kong, David	4302
156X	Lowe, Dennis W.	6395
156T	Fox, Brian, Technical Lead	2696
156H	Zickfeld, Lauren	2182

Sponsored Projects and Industry Partnerships (OSPIP) 971-SP

112	Inada, Rick M., (Acting) Manager	5882
115C	Nowell, Linda	6873
118C	Grossman, Teresa	6970
115E	Leong, Alina	2833
188D	Hartnett, Jane	5845
118F	Hedley, Susan M.	6273
115F	Saxer, Nancy	7471
118E	Sylvester, Cynthia	5938
90-2066	Garcia, David	7283
90-2137	Quayle, Betsy	7391

PROCUREMENT OFFICE 971-PROC

111	Hammer, Derrol, Proc. & Property Manager	6019
110	Chen, David T., Deputy Manager	4506
151L	Speros, John, Systems Support	4569
76-211J	Eary, Sarah (Construction & Institutional Support)	6265
155M	Mack, Gary (CS Subcontracts)	4441
153M	Nasto, Eileen, FAB. Manager	4535
71W-103	Cowger, Maureen, DPU Team Leader	4595
151C	McNeil, Eva M., Administrator	4546

Visit <http://procurement.lbl.gov/> (for complete/updated list)

Last Updated: September 30, 2011 (L.Brown x6545)

Office of the Chief Financial Officer (OCFO)

ROOM		EXTENSION
PROPERTY MANAGEMENT MS 76L		
110	Morgan, John T., Manager	5728

Visit <http://www.lbl.gov/Workplace/CFO/pro/property/> (for complete/updated list)

CONTROLLER'S OFFICE 971-CO

131	Jeppson, Rachelle, Controller	7558
150B	Brown, Linda L.	6545

FINANCIAL CONTROLS & COMPLIANCE 971-CO

132	Hegarty, Robyn A., Manager	7448
150D	Deshayes, Yvonne M. (Taxes)	6280
150F	Wick, James (Jim) (Financial Compliance)	2158

General Accounting 971-GA

150H	Beedle, Mary, Manager	4035
150R	Andrada, Cynthia A	5422
150M	Bautista, Zenaida	7349
152G	Cheng, Helena	4044
152D	Chow, Eric	4753
152H	Gaylor, Craig	6493
56A-120	Huang, Angela (Lyjang)	5419
152C	Huang, Grace	6024
150P	Li, Connie	6822
55A-120	Smith, Shirounda R	2963
150K	Wilson, Corinne	4832
152E	Tchertkov, Irena (Contractor)	6822
150G	Vacant	TBD

DISBURSEMENT SERVICES & PROJECT COSTING 971-CO

130	Flynn, Paul, Manager	2423
-----	----------------------	------

Accounts Payable 971-AP

152W	Bothe, Marcey A., Manager	7878
152Q	Archibald, Jennalee A.	6912
154N	Archid, Ruth	6737
154M	Lee, Theresa	6952
152U	Lou, Chi-Kin (Eric)	5976
152S	Oshiro, Lisa M.	4784
152V	Payopay, Leonida O.	4657
154P	Reed, Ayana-Emaria	2519
152T	Watts, Barbara	6007

Payroll 971-PR

133A	Meo, Paula, Manager	5848
150C	Jen, Sui Hing	7166
133E	Rodriguez, Rosemarie C	5825
133F	Sayson, Rosario	6551
133D	Strickland, Mary A.	5847
150A	Randolph, Linda	6807
133C	Yee, (Thach) Mary	5841
133B	Vacant	5133

BUSINESS SERVICES 971-CO

113	Frainier, Sallie, Manager	6955
-----	---------------------------	------

Contract Accounting 971-CA

150S	Cheung, Kimmy	4523
150L	Chiou, Sharon	7348
150N	Lee, Judy	4452
150J	Lorincz, Gyoza (Victor)	6126
150Q	Navarrete, Maria S	7113
	Information	6543

Travel Office 971-TR

152K	Reyna, Jaime, Manager	6012
152P	Crawford, Sonya	5693
154L	Johnson-Benjamin, Quanita L	4607
154K	McCan, Michelle	6386
Offsite	Redfearn, Maxine J. (FAX) -(530) 534-4523	6177
152L	Robinson, Lonneta	5403
152M	Sebek, Klara	7049
154J	Thomas, Cynthia	4913
152J	Walker, Elijah	2483

Carlson Travel Network Reservations (LBNL ONLY) 1-888-243-1125



OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)
 1 Cyclotron Road Berkeley – MS 971, CA 94720
PERSONNEL TELEPHONE DIRECTORY (510) 486-xxxx/495-2xxx
 Detailed Directory(s) available @ <http://www.lbl.gov/Workplace/CFO/index.html>

FAX NUMBERS

OCFO	4944
BUDGET OFFICE	6282
OSPIP	4386
PROCUREMENT	4380
PROPERTY	6580
CONTROLLER'S OFFICE	495-2878
DISBURSEMENTS	5995
PAYROLL	4485
TRAVEL	6888
CONFERENCES	7772

ROOM	EXTENSION
------	-----------

Building 971 CONFERENCE ROOMS:

	<u>Capacity</u>	<u>Conf #</u>
107 Willow Room	15	495-8098
108 Aspen Room	25	495-8099
109 Maize Room	4	495-8103
114 Poplar Room (495-8208)	5	495-8104
124 Eucalyptus Room	10	495-8106
207 Cottonwood Room	10	495-8108

OPERATIONS	MS 50AR4112
------------	-------------

4112E Krupnick, James T., COO	6480
4112B Blair, Jeff, Laboratory Counsel	7025
971-211E Reyes, Betsy, Safety Coordinator	5071
4112 Matyas, Linda, Administrator	5345
FAX	6498

ROOM	EXTENSION
------	-----------

HUMAN RESOURCES	MS 90R2121
-----------------	------------

2082 Potapenko, Vera Dept. Head	6681
2074 Coolahan, Cynthia, Manager	6431
2121R Giron, Nina	6748
FAX	2800

90R1140

1140B Cook, Mari, HR Center Manager	4709
971-205 Lopez, Neli	6366
1140 Schmidt, Arabella J	2902
1140 Jenkins, La Shanta	2498
FAX	5331

RECRUITING	MS 90
------------	-------

1140A Rodriguez, Robert	7092
1140A Singh, Bill	5935

OCFO Budgets	971-211G	Rebrovich, Lisa	5314
--------------	----------	-----------------	------

OCFO Mailstops are:

971-CFO (CFO and Division Office staff)	971-CA (Contract Accounting)
971-BSA (Business Systems Analysis)	971-GA (General Accounting)
971-BO (Budget Office)	971-PR (Payroll)
971-CONF (Conferences)	971-TR (Travel)
971-CO (Controller's Office)	971-PROC (Procurement)
971-AP (Accounts Payable)	971-SP (Sponsored Projects)

EXTENSION

INTERNAL AUDIT SERVICES (IAS)	MS 56A-0110
-------------------------------	-------------

119 Hamilton, Terrence, Manager	6559
90-3089 Annis, Edna P.	5824
116 Faizi, Andrea	6564
112 Flores, Adel	4472
117 Harrigan, Ada W [Guest]	6559
114 Lorsbach, Harry	6561
115 Martens, Kimberly A	6562
111 Yoshihara, James Y	6563
FAX	7077

SYSTEMS SUPPORT (IT)	MS 971
----------------------	--------

LBNL Help Desk	4357
e-mail help.lbl.gov/	
154F Huynh, David	2868
154D Leanos, Manuel (Cell: 499-9402)	4767
154B Richmond, Eric	6708
46-125C Peuser, Gayle	4511

INFORMATION SYSTEMS & SERVICES (ISS)	MS 69R0201
--------------------------------------	------------

203 Dedlow, Mark T., Department Head	4186
219 Suarez, Linda M., Technical Services	6850
716 Cademartori, Helen (Business Mgr)	4227
200 Brenner, Diane	7182
201 Arce-Kaskiri, Vanessa	4227
FAX	5248

Financial Systems

237 Nosek, Rich D., Supervisor	6192
235 Bakaley, Stephen L.	7427
239 Lafferty, Sally	7337

Data Warehouse & Decision Support Systems

215 Bhatia, Vic	5038
221 Macfarlane, Robert S.	5361

Business Technology Systems & LANOPS

205 Willer, Jeff	8624
213 Eichman, Laura L	5351
213A Dy, Jonathan S	2293

Procurement Systems

241 Kessler, Stephen W	7256
-------------------------------	-------------

Human Resources & Payroll Systems MS 71J

101 Lee, Mary	2726
102 Fleischauer, Nancy K.	5102
101 Jayabalan, Karthik	7730
90-1076b Jadhav, Sachin J	5044

(Go to <http://www.lbl.gov/IT/> for additional information)

LBNL EMERGENCY NUMBERS:	7911	LBNL
-------------------------	------	------

LBNL SECURITY	5472
Sam Houston	4855
971 Building Manager, Phil Weiss	7873
971 BET Lead, Linda Brown	6545
971 Parking Garage	snowack@impark.com

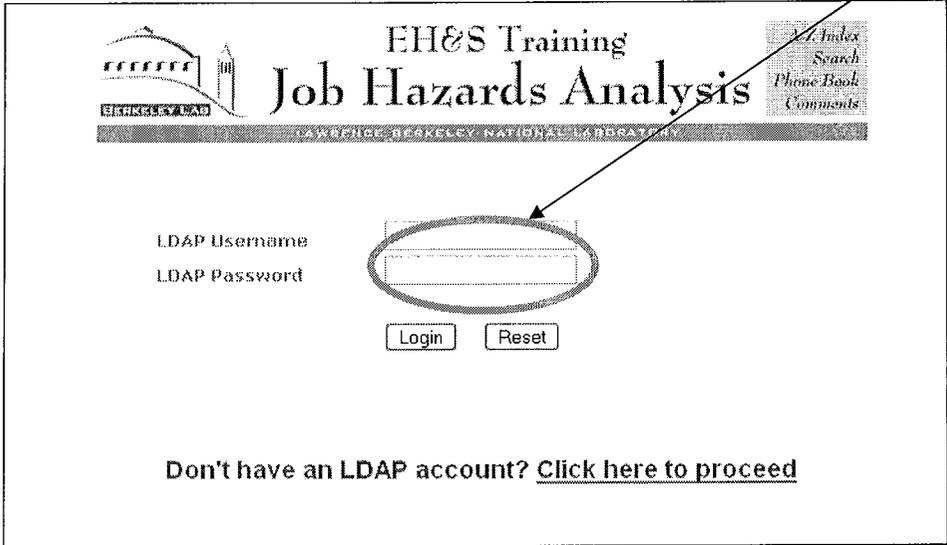
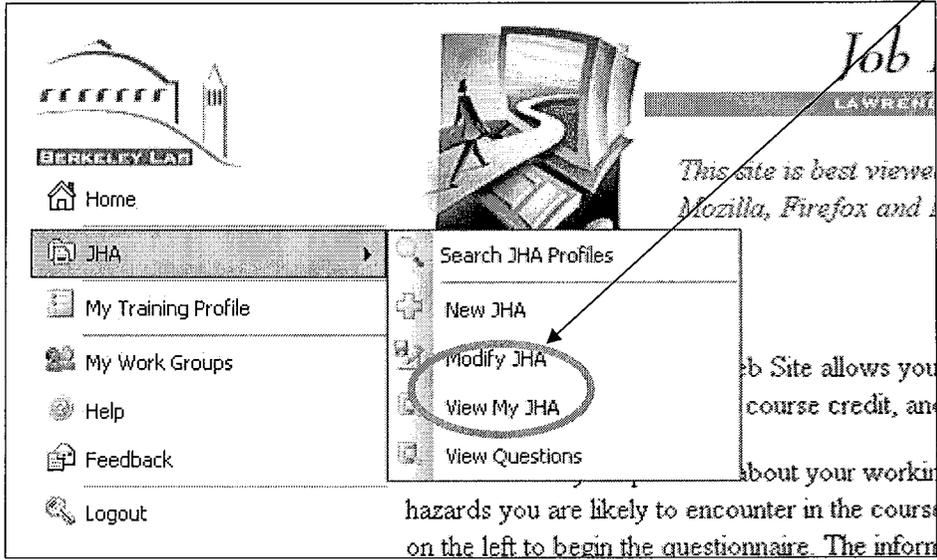
B971 SECURITY 510-385.6831

Blackberry Gate	4050
Strawberry Gate	5210
LBNL Badge Office	4551

Last Updated: September 30, 2011 (L.Brown x6545)

Job Hazard Analysis

Step by Step Instructions for Individuals

Step by Step Instructions – Page 1 of 4	Helpful Information
<p>STEP 1. Log in to the EH&S Job Hazards Analysis (JHA) system at https://ehswprod.lbl.gov/ehstraining/jha/login.aspx</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>	<p>Use your LDAP username and Password to log in to the system.</p> <p>You may log in without an LDAP if you know that you have not been given one yet. Contact the Help Desk (486-4357) for assistance.</p> <p>Note: You will not be able to complete the process until you have a valid LDAP username and password</p>
<p>STEP 2. To begin, select JHA → New JHA from the Main Menu</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>	<p>If you have already begun your JHA process, you can select to Modify or View from the JHA Main Menu item as well.</p>

STEP 3. Begin the Questionnaire by selecting your work location

Select Work Location

In order to best analyze the requirements for your work, it is necessary to determine where the work is performed. *Please indicate below all locations where you perform LBNL-related work* (NOTE: for purposes of this question, periodically attending classes, seminars or meetings is NOT considered "work." "Work" in this case includes hands-on activities such as but not limited to laboratory experimentation, machining, writing, reviewing reports, making telephone calls, typing, etc. that are an active and essential part of what you produce).

- LBNL local sites except as noted below: e.g., on the main ('Hill') site, Donner Laboratory, Building 904, B.937, Oakland Scientific Facility (OSF, B.943), or B.977 (717 Potter Street) but not NOT UCB campus, Berkeley West Biocenter (717 Potter Street, B.977), JBEI (B.987) or Joint Genome Institute (Walnut Creek)
- Berkeley West Biocenter (717 Potter Street, B.977)
- Joint BioEnergy Institute (JBEI, B.987)
- The Molecular Foundry (B.67)
- UC Berkeley campus other than Donner or Calvin Laboratory
- Joint Genome Institute (Walnut Creek)
- Non-local, off-site location other than UC Berkeley

Work locations determine site specific safety procedures and training.

STEP 4. Select any Work Groups that you belong to from the Work Group list for your division.

Select your JHA Group(s):

Available JHA Groups		Selected JHA Groups
<ul style="list-style-type: none"> Division Office EH&S Training Group Environmental Management Group - Field Workers Environmental Management Group - Office Worker Health Services - Clinical Occupational Safety Security & Emergency Operations Waste Management Administration Waste Management Generator Assistants Waste Management Operations 	<p>Add >></p> <p><< Remove</p>	<p>Workers on LBNL Site</p>

Work Groups are sets of pre-analyzed hazard profiles and can be utilized to reduce the JHA process.

Ask your Supervisor or Work Lead which Work Groups you belong in.

STEP 5. Read each question carefully to decide which items apply to your work.

YES Responses lead to Required and/or Recommended Courses

General

A1 Yes No Will you be working at LBNL on the main site, Donner, Calvin, Berkeley West Biosciences (977), 903, 937, 941 or 943 for more than 30 days?

A2 Yes No Were you hired before January 1982, or are you a rehired retiree, who originally began work at LBNL before that date?

A3 Yes No Do you use a computer (e.g., laptop, desktop, terminal) for an average of four (4) or more hours per day? NOTE: this includes computer use at LBNL and at other locations while on LBNL business (e.g., home, travel).

A4 Yes No Do you perform repetitive tasks with or without tools (e.g.: frequent wrenching, nut driving, manipulation of controls, pipetting, plate labeling, sealing and unsealing, bar code scanning, plate handling, etc.)? NOTE: this question does not include keyboarding or mousing, see the previous question.

Special Assignments

B1 Yes No Are you a supervisor? ([please click here for definition of "supervisory employee"](#))

B2 Yes No Do you oversee the work activities of and conduct on the job training of one or more workers who conduct research in a laboratory?

B3 Yes No Do you directly supervise (or mentor) the work activities of a student?

Yes responses will create entries on your JHA for further discussion with your Supervisor or Work Lead

Some questions may be grayed out because the question was pre-answered for you by a Work Group you selected.

STEP 6. When you have completed the Questionnaire, review your responses, and be sure to click the Submit Questions at the bottom of the page.

If you have answered incorrectly, use your browser's BACK button to correct any mistakes.

Failure to submit question responses will result in having no individual work information in your Job Hazards Analysis. This is an incomplete JHA.

STEP 7. After Submission of your responses, you can choose to:

- Continue on with the JHA process
- Review your question responses again
- View Current training requirements

View the [Job Hazards Analysis \(JHA\)](#).

View the [questions](#) just taken.

View the current [Training Profile](#).

Note: Training required by the JHA will not show up on your Training profile until your JHA has been reviewed and Authorized by your Supervisor or Work Lead. Selecting your Training Profile at this point will not show training required by your JHA yet.

STEP 8. A JHA consists of the Tasks, Hazards and Controls for your work. The Analysis is broken into sections by selected Work Group(s) and Individual Work.

✓ Indicates course requirement fulfilled

Group 1: Workers on LBNL Site (Owner JOHN J SEABURY 801632)

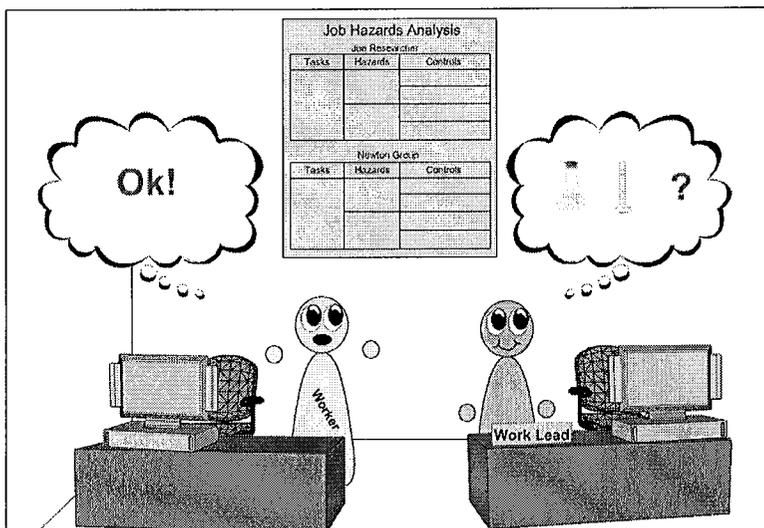
Task #	Description	Hazard(s)	Control(s)
1	Work across the LBNL site	Inadvertent exposure to radioactive materials	EHS 0405 General Employee Radiation Training

Individual:

Task #	Description	Hazard(s)	Control(s)
1	Work with or around hazardous chemicals, including generating hazardous waste	Exposure (inhalation, skin or eye contact) or other hazards due to use of or proximity to hazardous chemicals	EHS 0348 Chemical Hygiene and Safety EHS 0604 Hazardous Waste Generator (for generators of hazardous waste) Consult MSDS for hazardous properties of materials including incompatibilities Label containers of stock, in-process and waste chemicals properly per the Chemical Hygiene and Safety Plan (CHSP) and PUB-3092 Waste Generator Guidelines Assure that all liquids are stored within secondary containment

STEP 9. Discuss all sections of the JHA with your Supervisor or Work Lead. The document produced will be the Authorization for performing Work and should be tailored to your individual work.

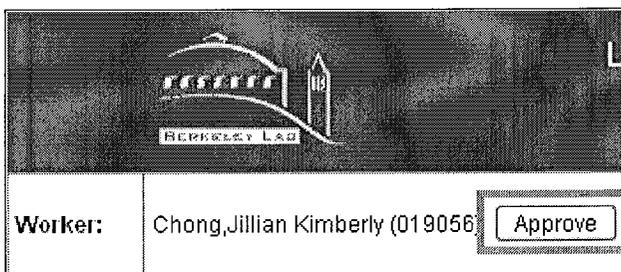
The JHA can only be edited by your Supervisor or Work Lead



STEP 10. Once agreement has been reached and your Work Lead has approved your JHA, click the Approve button on your JHA to finalize your Work Authorization.

Remember you cannot approve of your Work Authorization until **AFTER** your Work Lead has approved.

Both Worker and Work Lead must approve before work is Authorized to begin.



LBNL Ergonomics Resources

New Hire
or JHA trigger
for Ergo
Training?

Yes

EHS 59 Ergo Self-assess for Computer Users
A-Z Index >> Ergo Self-assessment for Computer Users

EHS62 WorkSmart (material handling)
EH&S Training Website >> Monthly Training Schedules
For schedule and sign-up contact **Training Group 495-2228**
For content or user issues contact **Ergo Team 486-5818**

Move or
change in
job or
equipment?

Yes

EHS 58 Ergo Self-Assess Refresher

When you move or have job or equip changes, your HR data or JHA will be updated and prompt you to take this brief version of Ergo Self-assessment for Computer Users

For more info contact **Ergo Team Ergo@lbl.gov 486-5818**

Ergo Eval
or consultation
for "at risk"
conditions?

Yes

Contact your Ergo Advocate or Safety Coordinator
If complex ergo risk, they will bump it up to...

Ergo Team
For Office/Computer settings: Mike White at **486-5818**

For Labs, Material Handling or Trades: Ira Janowitz at **486-6071**

For more info contact **Ergo Team Ergo@lbl.gov 486-5818**

Work-related
Discomfort
or Injury?

Yes

Notify your supervisor

Contact Health Services, B 26 486-6266

Ergo Evaluation Request
A-Z Index>>Ergo Eval Request, log in & select Request My Eval

For more info contact **Ergo Team Ergo@lbl.gov 486-5818**

Need ergo
furniture or
equipment?

Yes

Ergonomics Products Catalog

Go to A-Z Index and search Ergo Product Catalog
or
Contact Ergo Display room to schedule appointment to test ergo equipment or for chair fitting at Bldg. 75B Room 110c

For more info contact **Ergo Tech Jayson Martin Ergo@lbl.gov 486-6848**

Need
techniques
to improve
ergo?

Yes

1 Min 4 Safety slides
Go to EH&S Division website >>EHS Quick Links >>1 Minute 4 Safety; topics include

- Laptop ergonomics
- Keyboard & Mouse techniques
- Workload hazard controls
- Lab ergonomics
- Ergo of lifting

For more info contact **Ergo Team Ergo@lbl.gov 486-5818**



LBNL ENVIRONMENT, SAFETY, AND HEALTH POLICY

It is the policy of Lawrence Berkeley National Laboratory (LBNL) to perform all work safely with full regard to the well-being of workers, guests, the public, and the environment.

Keys to implementing this policy are the following core safety values:

- The institution demonstrates a strong commitment to safety by integrating safety into all facets of our work.
- Managers and supervisors are actively involved and demonstrate leadership in performing work safely.
- Individuals take ownership for safety and continuously strive to improve.
- Individuals demonstrate an awareness and concern for the safety of others.

- Overarching commitment to pioneering science
- Highest integrity/impeccable ethics

- Uncompromising safety
 - Diversity in people and thought
 - Sense of urgency

**BERKELEY
LAB
VALUES**

WHERE TO GET HELP:

Talk to your Supervisor or Work Lead.

Your Division Safety Coordinator
www.lbl.gov/ehs/html/div_liaisons.shtml

Environment, Health & Safety Division Web page
www.lbl.gov/ehs/

Health & Safety Manual, PUB-3000
www.lbl.gov/ehs/pub3000/

ISMS Management Plan
www.lbl.gov/ehs/ism/ism_06.pdf

EHSD Subject Matter Experts
www.lbl.gov/ehs/html/subject_matter.shtml

For on-site emergencies, call **ext. 7911**

Cell Phones: **Call 911**

Non-Emergency Incident Reporting: **Call ext. 6999**

ENVIRONMENT, HEALTH & SAFETY DIVISION

SAFETY AT LBNL



YOU NEED TO KNOW



Produced by the LBNL EHSD Occupational Safety Group, April 2008

Prepared for the U.S. Department of Energy in accordance with section 4(d)2 of the Contract No. DE-AC02-05CH11231 proposal.

ISM: INTEGRATED SAFETY MANAGEMENT

LBNL, the University of California, and the Department of Energy (DOE) are committed to having all work performed safely and in a manner that strives for the highest degree of protection for employees, participating guests, visitors, subcontractors, the public, and the environment. In addition, LBNL seeks continuous improvement and sustained excellence in the quality of all safety (environment, health, and safety) efforts.

LBNL has adopted an Integrated Safety Management (ISM) system.

YOUR RIGHTS

You have the right to work in an environment free from recognized hazards likely to cause death or serious injury.

- LBNL is obligated to notify you of exposure to harmful substances above legal limits.
- You will be given the opportunity to observe monitoring for hazardous substances.
- You have the right to access to your exposure records.
- You have the right to refuse to work in conditions that could cause death or serious physical harm.

You have the right to file confidential health and safety complaints with the local DOE office. They may be addressed to the Employee Concerns Manager at the DOE Berkeley Site Office (ext. 4773). Concerns may also be submitted by calling the Berkeley Lab Employee Hotline at (800) 403-4744.

THE GUIDING PRINCIPLES OF ISM ARE:

- 1) Line management responsibility for safety
- 2) Clear roles and responsibilities
- 3) Competence commensurate with responsibilities
- 4) Balanced priorities
- 5) Identification of safety standards and requirements
- 6) Hazard and environmental controls tailored to the work being performed
- 7) Operations authorization

THE CORE FUNCTIONS FOR ISM ARE:

- Define the scope of work
- Analyze the hazards
- Develop and implement hazard controls
- Perform work within controls
- Provide feedback, for continuous improvement

Exercise the ISM process whenever you plan or do work!

YOUR RESPONSIBILITIES

It is your responsibility to work safely and to prevent harm to other workers, the general public, and the environment.

- You must perform all work in accordance with the Guiding Principles and the Core Functions.
- You need to know and observe all regulatory and LBNL safety standards applicable to your work. They are found in the **LBNL Health & Safety Manual, PUB-3000**, and will be explained during your various job training sessions.

- You are required to use appropriate personal protective equipment and wear personal clothing appropriate to the safety requirements of your work.
- You must promptly report any potentially harmful safety conditions that may lead to a violation of safety standards to your Supervisor, Work Lead, or to the Environment, Health and Safety (EH&S) Division (ext. 5514).
- You need to read and understand the **LBNL Environment, Health, and Safety Work Agreement**, sign it, and bring it to your starting appointment.
- You have the obligation to stop work if an imminent danger (a possibility of death or serious physical harm) exists for you or other workers.
- Contractors and visitors must provide copies to the Laboratory of reports for all OSHA-recordable injury and illness cases occurring on site. Laboratory employees and contract workers must report all injuries and cases of occupational illness cases to Health Services (ext. 6266).

If your employer is engaged in construction or provides routine services to the Laboratory, your employer will have provided a Safety Plan, a Safety Checklist, or an Injury/Illness Prevention Plan to the Laboratory. Your access to the Laboratory is contingent on your compliance with all provisions of such plans and checklists.

JOB HAZARD ANALYSIS

A Job Hazard Analysis (JHA) will be completed by you with your Supervisor or Work Lead within 30 days of your initial appointment to a new job at LBNL. The JHA will identify the work hazards, controls and training required for your work. Every worker must have a current Individual Baseline JHA, authorizing regular and routine work that he or she performs. This JHA will be reviewed and updated at least annually, and if your job changes significantly.

"How will I know that I'm doing my job safely?"

Overview of the LETS System

LETS is a computer system for Berkeley Lab employees to enter their hours and the projects they charge, transferring data to the Payroll and Labor Distribution systems. The LETS System also allows the employee's supervisor (the Approver) to review the employee's time, to make changes to it, and/or to approve it electronically

LETS provides information such as leave balances, active projects and pay policies. All time entered into LETS is checked for validity. The time records, once transmitted to Payroll, effect the Payroll System, the Labor Distribution System (LDRS) and the Financial Management System (FMS).

The LETS system provides for electronic signatures for employees and for approvers, called "employee release" and "Approval" respectively, which do away with the necessity of keeping paper records of the time entered.

The LETS system has a single user interface, **LETSLite**, a web-based user interface for entry and approval of employee time.

LETS Roles

LETSLite allows a user to access its functions and view time data based on the LETS Role(s) granted to the user. To use LETSLite, a user selects from his/her roles, and while using the selected role, can only access data and functionality available to that role.

ROLE	Responsibility / Data Access
EMPLOYEE	"Self-Input" - Responsible for own time entry. Can view and/or enter data only for self
INPUTTER (or Backup Inputter)	Responsible for entering time data for a defined group or employees. Can view and/or enter data only for their group
APPROVER (or Backup Approver)	Responsible for approving time data for direct-report employees. Can view and/or enter data only for direct report employees.
TIMEKEEPER (or Backup Timekeeper)	Responsible for ensuring that all time is entered for their defined group (based on the organization codes assigned to the timekeeper) for each reporting period, resolving time entry problems for their group, assigning backup approvers and inputters, assigning employees to inputters as necessary. Can view and/or enter data only for their group
PAYROLL	Responsible for assigning Timekeepers and Backup Timekeepers, and assigning organization codes to Timekeepers at the direction of the Divisions. Responsible for ensuring overall that time has been entered. Responsible for LETSLite training of employees, approvers and inputters, and for troubleshooting problems Can view data for all employees
DIVISION BUSINESS MANAGER DESIGNEE OR	Responsible for deciding for their division the Timekeeper and backup Timekeeper assignments, assignments of division org_codes to Timekeepers, and notifying the LETS team to effect these decisions.
LETS TEAM	Responsible for troubleshooting technical problems

How Roles are Assigned and Removed:

Timekeeper and backup Timekeeper roles are given to employees by the Payroll Department at the direction of each division Business Manager. The Business Manager (or a designee) is responsible for informing the Payroll Department who should be the Timekeeper(s) for the division, who should be backup Timekeepers to each Timekeeper for the division, and which of the division's organization codes should be assigned to each Timekeeper. Timekeeper and backup Timekeeper roles are removed by the Payroll Department upon notification of job assignment changes or termination. Note that a contract worker cannot be a Timekeeper or a backup Timekeeper.

An Approver role is given to an employee automatically by the LETS system when it detects that the employee has been set up in the HR system (HRIS) as the Supervisor of another employee. The supervised employee is automatically assigned to the LETS Approver at the same time. Timekeepers can neither set up Approver roles nor assign employees to Approvers. When an employee's Supervisor is changed in HRIS, the employee will also be automatically re-assigned to the Approver who is his new Supervisor in HRIS. Approver roles are removed by the LETS Team upon notification of job assignment changes or termination.

A Supervisor must be a Lab employee in order to be a LETS Approver. Exceptions to this include non-LBNL supervisors at the Joint Genome Institute who are responsible for funding. Requests for exceptions must be in writing and approved, in advance, by the Chief Financial Officer or designee.

Also, a Supervisor must have a "heera code" of 2 or 3 (supervisor or manager) in the HR system (HRIS) to be set up as a LETS Approver.

A backup Approver role can be given to an employee by a Timekeeper at the direction of Division management. The employee must have a "heera code" of 2 or 3 (supervisor or manager) in the HR system to be set up as a backup Approver. Backup Approver roles are removed by Timekeepers upon notification of job assignment changes, or by the system upon termination.

A Backup Approver must be a Lab employee. Exceptions to this include non-LBNL supervisors at the Joint Genome Institute who are responsible for funding, and ISS/Paryoll personnel who provide technical support to Approvers. Requests for exceptions must be in writing and approved, in advance, by the Chief Financial Officer or designee.

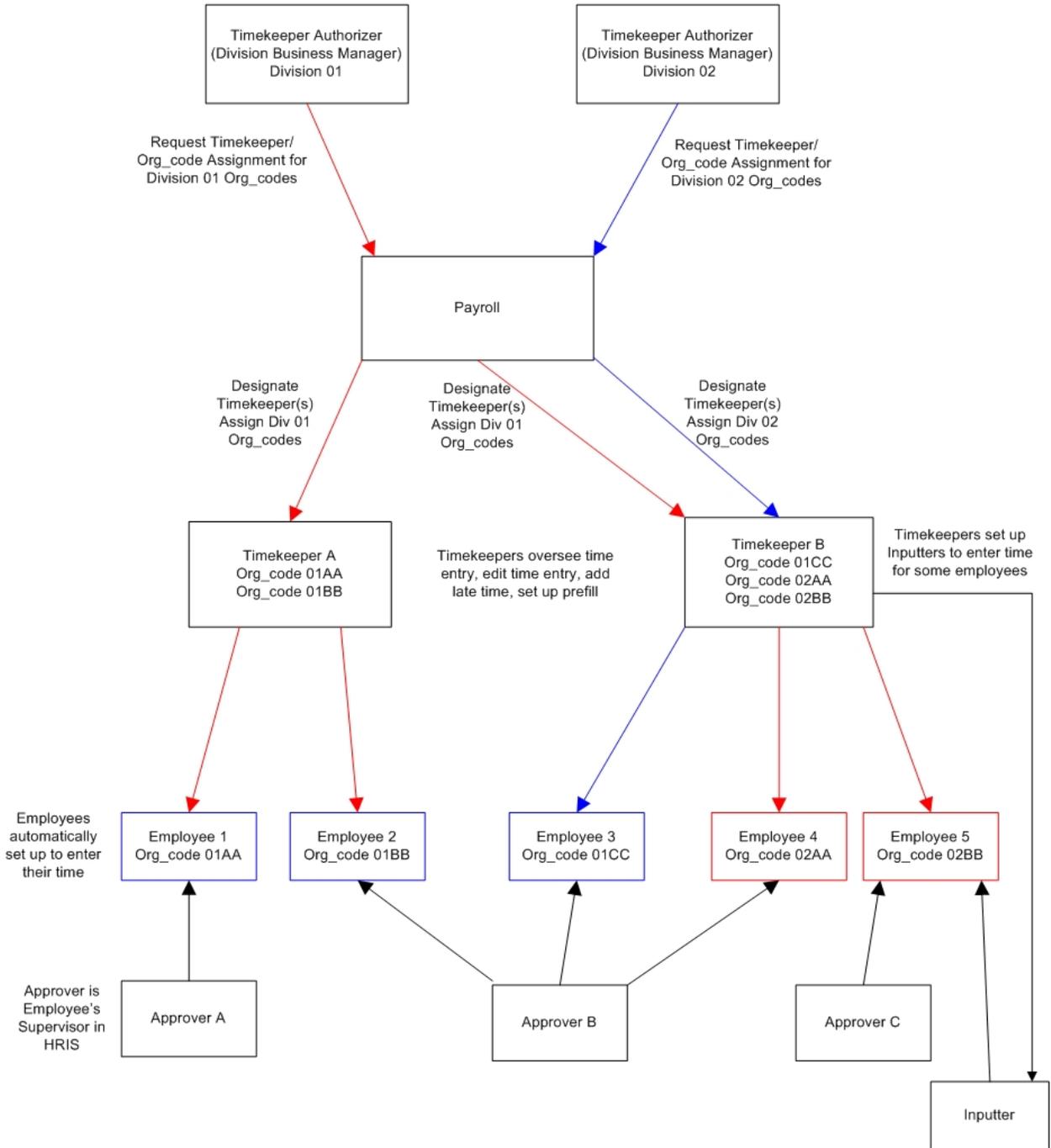
An Inputter or backup Inputter role can be assigned to an employee by a Timekeeper.

Backup Roles

When acting in a backup role, all the information available to the role being backed up can be accessed. For example, a backup Timekeeper can access all of the Timekeeper's employees' time data.

LETS Roles and Views

LETS Roles and Views



LETS Roles and Responsibilities

Timely, accurate reporting of effort is a Laboratory requirement used to:

- Monitor actual performance against budget goals
- Ensure labor costs are properly reported by DOE Budget and Reporting classification
- Guarantee Employees are paid correctly, and their leave accumulations are accurate

Employees are responsible to accurately report their effort on a timely basis (see [RPM §3.02 Time Reporting](#)).

Approvers are responsible to certify timely and accurate reporting of time entered by their employees.

Each **Approver** must approve all of his or her employees' time, either electronically or on a (provided by the Division Timekeeper during the reporting period) or Signature Required Report (emailed to Employee or Approver from LETSLite after the reporting period is closed).

In the absence of the Approver, only another designated supervisor or manager may approve time.

Time certification by the Employee or the Approver may be electronic with the use of a personal password accessing LETS or, when not possible electronically, by actual signature on a Time Sheet (provided by the Division Timekeeper during the reporting period) or Signature Required Report (emailed to Employee or Approver from LETSLite after the reporting period is closed).

Employees and Approvers must both concur to changes and corrections to their certified time, whether accomplished through LETSLite or through Labor Resource Adjustments. Documented employee certification and supervisory approval is required for all time and effort corrections.

Special Note: In the event that **exempt** Employees work more than the normal number of hours or days, they must distribute their effort proportionally to each project worked on, based on the total time worked.

LETSLite Access & Signing On

Getting Access to LETSLite:

Access to LETSLite requires an LDAP Login (also used for Lab email and calendaring) and a LETS Role.

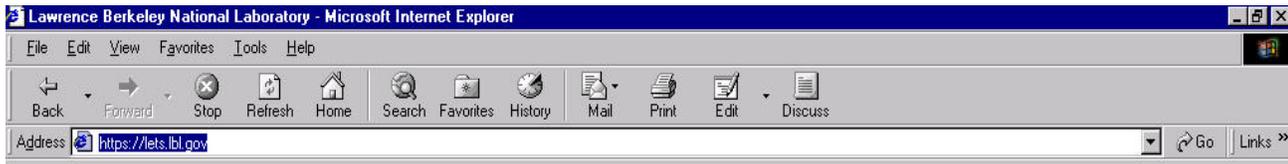
Contact the Help Desk for an LDAP Login if you don't already have one.

The LETS role of Employee Self-input is set up automatically for new Employees and for re-hired Employees.

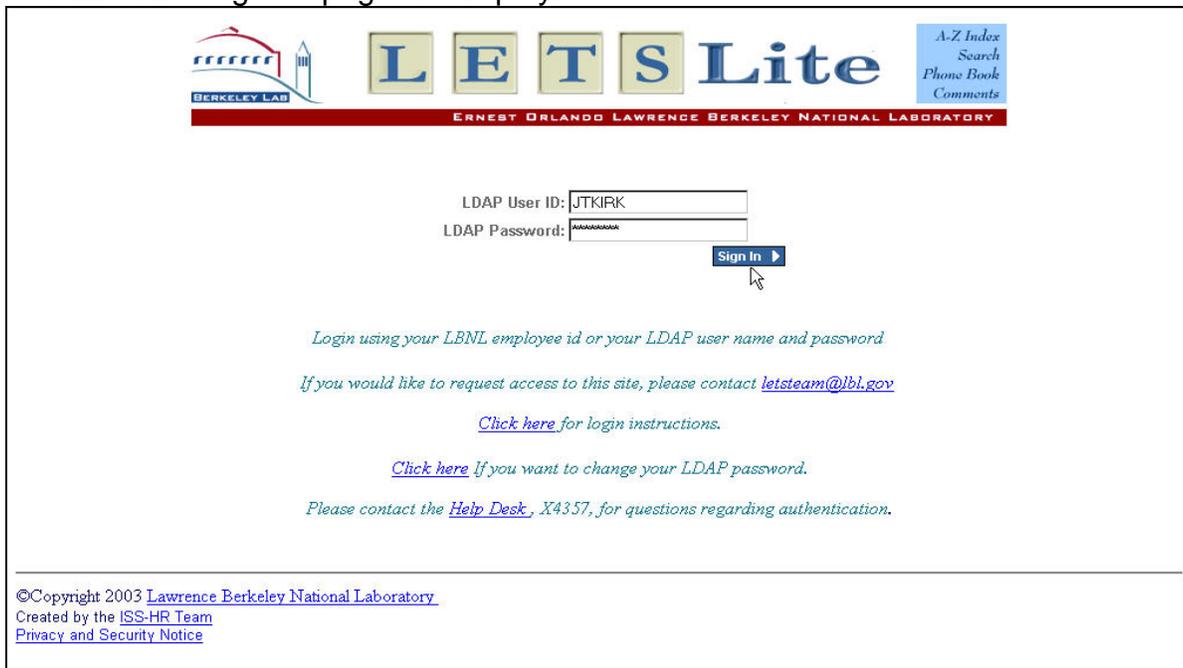
If you experience any problem signing on to LETSLite, contact letsteam@lbl.gov

Signing on to LETSLite:

1. Start a Web browser (Mozilla or IE recommended) and enter the following web address:
<https://lets.lbl.gov/>



2. The LETSLite sign-on page will display:

A screenshot of the LETSLite sign-on page. At the top left is the Berkeley Lab logo. To its right is the "LETSLite" logo in large blue letters. Further right are links for "A-Z Index", "Search", "Phone Book", and "Comments". Below the logos is a red banner with the text "ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY". The main content area contains a login form with two input fields: "LDAP User ID:" with the value "JTKIRK" and "LDAP Password:" with a masked password. A "Sign In" button is positioned to the right of the password field. Below the form are several lines of instructional text: "Login using your LBNL employee id or your LDAP user name and password", "If you would like to request access to this site, please contact letsteam@lbl.gov", "[Click here](#) for login instructions.", "[Click here](#) if you want to change your LDAP password.", and "Please contact the [Help Desk](#), X4357, for questions regarding authentication." At the bottom left, there is a copyright notice: "©Copyright 2003 Lawrence Berkeley National Laboratory. Created by the ISS-HR Team. [Privacy and Security Notice](#)".

LETSLite Access & Signing On

3. Enter your LDAP username and LDAP password, or enter your Employee ID and LDAP password (NOTE: this is your email username and password), then click on the **Sign In** button.
4. If you have the "Employee self-input" role, LETSLite will present the default screen showing your current timecard

LETSLite
ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Welcome James T. Kirk Roles: Employee

Enter Time Employee Information View Time History Post Sweep Release

Time Entry

Kirk, James T. 283601 Your Percent Time: 100% Your Approver: Guerrero,Daisy C Your TimeKeeper: Shiller,Florida

Time for Period ending 12/31/2004 **Release**

Work Days in December: 23.00 / Time not Released

Earnings Type	Shift	Project ID	December	Days
R-Regular time	1			

Add

Earnings Type	Shift	Project ID	December	Days
Prefill:Regular time	1	302540 ISS:CS - HR/Payroll		18.00
Holiday	1	356011 Holiday	24	0.00
Holiday	1	356011 Holiday	27	1.00
Float Holiday	1	356011 Floating Holiday	28	1.00
Vacation	1	221402 Vacation	29	1.00
Holiday	1	356011 Holiday	30	1.00
Holiday	1	356011 Holiday	31	1.00

Leave Balance (In Hours)

Vacation	Sick	Family Sick Taken
16.00	24.50	0.00

Time Record Summary

Earnings Type	Days
Holiday	3.00
Vacation	1.00
Regular time	18.00
Floating Holiday	1.00
Total	23.00

5. If you don't have the Employee Self-input role, but do have the Approver, Backup Approver, Inputter or Backup Inputter role, LETSLite will present the Time Summary screen, with summary

LETSLite Access & Signing On

time information for your employees' current time:

Help Contact Us Sign Off
LETSLite

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Welcome James T. Kirk Roles: Approver

Approve Time Employee Information

Time Summary

Search Criteria

Frequency: End Date(MM/DD/YYYY): Employee No.: Employee Name:

Include Closed Records Include Late/ Corrected Time Filter By:

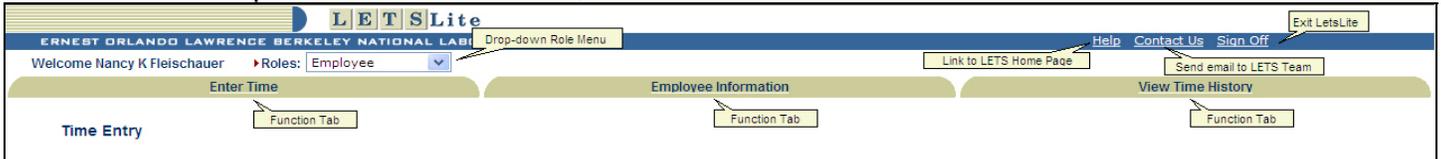
Approve All option approves only the time records released by employees

End Date	Late Time	Basis	E	L	A	Emp No.	Name	Reg. Time	O/T	Vac.	Sick	Other	Total	
12/31/2004		4	N	N	N	500253	CHEKOV, PAVEL	136.00	0.00	8.00	0.00	40.00	184.00	Update
12/31/2004		4	N	N	N	125051	SPOCK, MISTER	136.00	0.00	16.00	0.00	32.00	184.00	Update
12/11/2004		2	N	N	N	866462	SULU, HIKARU	40.00	0.00	0.00	0.00	0.00	40.00	Update
12/04/2004		2	E	N	N	866462	SULU, HIKARU	24.00	1.50	0.00	0.00	0.00	25.50	Update

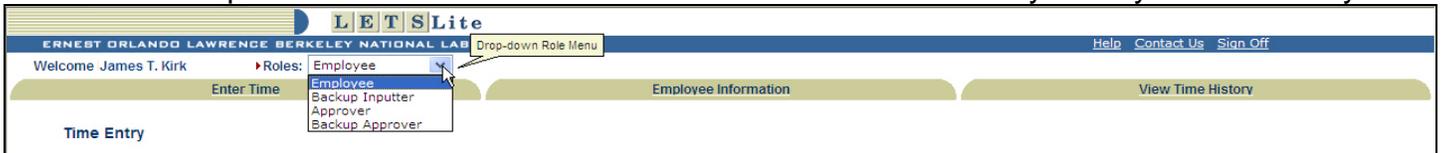
LETSLite Access & Signing On

Getting around in LETSLite (Navigation):

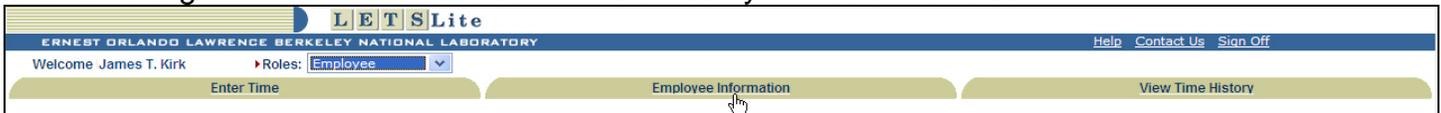
LETSLite navigation is done via a drop-down role menu and green function tabs at the top of each screen which are particular to the screen, as shown below:



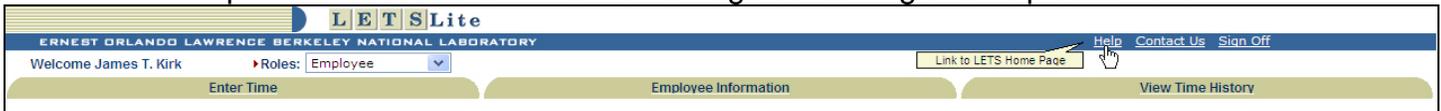
Click on the drop-down Role menu to switch between the different roles you may have in the system:



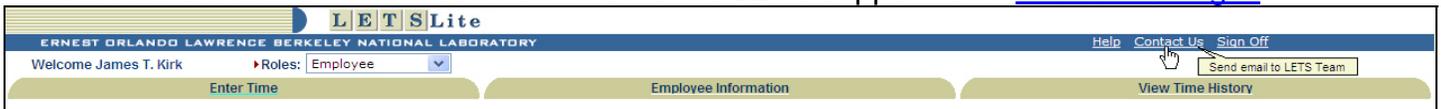
Click on the green function tabs to select the screen you would like to see:



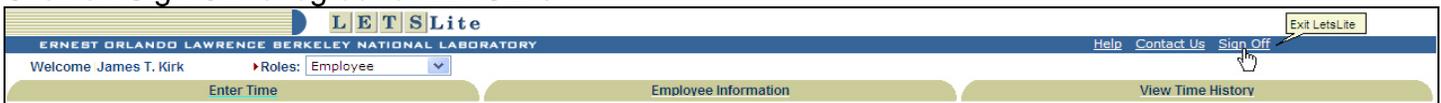
Click on the Help link to access the LETS Home Page containing this help document:



Click on the Contact Us link to send an email to the LETS support team letsteam@lbl.gov.



Click on Sign Off to log out of LETSLite.



Monthly Time Entry

Monthly Time Entry

Monthly Time Entry - Overview

The Monthly Time Entry screen is used to enter time for employees who are paid monthly and who report their time monthly. This screen is used by monthly reporting employees to enter or modify their own time if they have been given the LETS Self-input role. The Monthly Time Entry Screen can also be used by Approvers to enter or modify time for their monthly reporting employees.

The Monthly Time Entry Screen displays general information about the employee at the top of the screen. It has a single open Entry Line for entering time. After an entry has been recorded, it will be displayed in the Multiple Display Line Area, and may be modified or deleted. The Monthly Time Entry Screen also displays current leave balances and time entry totals.

Data can only be entered in the open Entry Line. When the Add button is pressed, time data entered in this line will be saved, displayed in the Multiple Line Area and reflected in the time entry totals sections. The Entry Line will be cleared to allow entry of more time. You **must** press the  button to record the entry

The Monthly Time Entry Screen validates the time data entered according to Laboratory requirements. Some examples of time data validations are validation of project id for open status, validation of total hours entered per month, validation of earnings types, etc.

There are 2 types of monthly paid, monthly reporting employees:

- Basis 4 - report time in days, in half day or full DAY increments (.50, 1.0, 1.5, etc.)
- Basis 5 - report time in hours, in quarter-, half-or full-HOUR hour increments (.50, 1.0, 1.50 etc.)

Monthly Time Entry



LETSLite

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Help Contact Us Sign Off

Welcome James T. Kirk Roles: Employee

Enter Time

Employee Information

View Time History

Time Entry

Kirk, James T 283601

Current Period

Your Percent Time: 100%

of Work Days/Time Card Status

Your Approver: Mccoy,Leonard H.

Release Button

Your TimeKeeper: Scott.Montgomery

Release

Time for Period ending 12/31/2004

Work Days in December: 23.00 / Time not Released

Earnings Type	Shift	Project ID	December	Days	
R-Regular time	1				Add

Entry Line

Earnings Type	Shift	Project ID	December	Days	
Prefill:Regular time	1	302540 ISS:CS - HR/Payroll		17.00	Delete
Holiday	1	356011 Holiday	24	1.00	
Holiday	1	356011 Holiday	27	1.00	
Float Holiday	1	356011 Floating Holiday	28	1.00	Modify Delete
Vacation	1	221402 Vacation	29	1.00	Modify Delete
Holiday	1	356011 Holiday	30	1.00	
Holiday	1	356011 Holiday	31	1.00	

Multiple Display Line Area

Leave Balance (In Hours)

Vacation	Sick	Family Sick Taken	Current Leave Balances
33.50	36.50	16.00	

Time Record Summary

Earnings Type	Days
Holiday	4.00
Vacation	1.00
Regular time	17.00
Floating Holiday	1.00
Total	23.00

Time Entry Totals

Monthly Time Entry

Monthly Time Entry - Entering Time

Upon entry, the Monthly Time Entry screen displays all previously entered time entry lines for the open reporting period in the multiple-line display area.

The Entry Line has the default Earnings Type "R" (regular time) and your default Shift filled in. There are fields to enter Project ID, Leave Date and Days worked. There is an **Add** button on the far right side of this line.

LETSLite
ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY
Welcome James T. Kirk Roles: Employee Help Contact Us Sign Off

Enter Time Employee Information View Time History

Time Entry

Kirk, James T 283601 Your Percent Time: 100% Your Approver: Mccoy,Leonard H. Your TimeKeeper: Scott,Montgomery

Time for Period ending 12/31/2004 **Release**

Work Days in December: 23.00 / Time not Released

Earnings Type	Shift	Project ID	December	Days	
R-Regular time	1	123456		1	Add
Prefill:Regular time	1	302540 ISS:CS - HR/Payroll		17.00	Delete
Holiday	1	356011 Holiday	24	1.00	
Holiday	1	356011 Holiday	27	1.00	
Float Holiday	1	356011 Floating Holiday	28	1.00	Modify Delete
Vacation	1	221402 Vacation	29	1.00	Modify Delete
Holiday	1	356011 Holiday	30	1.00	
Holiday	1	356011 Holiday	31	1.00	

Leave Balance (In Hours)

Vacation	Sick	Family Sick Taken
33.50	36.50	18.00

Time Record Summary

Earnings Type	Days
Holiday	4.00
Vacation	1.00
Regular time	17.00
Floating Holiday	1.00
Total	23.00

To add a new time entry, enter the Project ID to which your work should be charged and the number of Days worked (Basis 4) or Hours worked (Basis 5) on the Entry Line

Click on the **Add** button to add the new time entry. The newly added time entry will be displayed in the Multiple Line Display Area

IMPORTANT NOTE: When you click on the **Add** button, the time entry is saved and totals are recalculated. In LETSLite, there is no SAVE button. Any action button such as Add, Update or Delete will immediately save the changes, add to totals and adjust balances as necessary.

Monthly Time Entry

To change the Earnings Type, select from a drop-down list of valid Earnings Types.

LET'S Lite
ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Roles: Employee

Enter Time for Yourself | Review Base Data | View Your Time Records | Help | Contact Us | Sign Off

Time Entry

Kirk, James T - 283601

Basis: 4-Reporting monthly in days, monthly paid **Job Class:** 260.3 **Percent Time:** 100

Org. Code: ICISH-HR/Payroll Systems **Phone:** 510/486-5102 **Payroll Status:** Active as of 07/22/1991

Time Records for Period ending 06/30/2003 Release

Earnings Type	Shift	Project ID	Jun	Days	Options
R-Regular time	1				Add
V-Vacation					
E-Emp Sick Leave					
F-Fmly Sick Leave					
X-LV without Pay					
C-Court leave					
B-Bereavement					
L-Extended Family					
W-Workers Compen					
M-Military leave					
S-Summer Pay - Su					
				Days	
Regular time				2.00	
Total				2.00	

Project ID is required. Project ID is validated against open projects that can accept labor charges. If the entered Project Id does not pass this validation, the entry will be displayed in red with the project description "INVALID PROJECT"

LET'S Lite
ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Roles: Employee

Enter Time for Yourself | Review Base Data | View Your Time Records | Help | Contact Us | Sign Off

Kirk, James T - 283601

Basis: 4-Reporting monthly in days, monthly paid **Job Class:** 260.3 **Percent Time:** 100

Org. Code: ICISH-HR/Payroll Systems **Phone:** 510/486-5102 **Payroll Status:** Active as of 07/22/1991

Time Records for Period ending 06/30/2003 Release

Earnings Type	Shift	Project ID	Description	Jun	Days	Options
R-Regular time	1					Add
Regular time	1	302540	ISS:CS - HR/Payroll		1.00	Modify Delete
Regular time	1	307801	Administration - Labor		1.00	Modify Delete
Regular time	1	abcdef	INVALID PROJECT		1.00	Modify Delete

Invalid project displayed in red

Time Record Summary

Earnings Type	Days
Regular time	3.00
Total	3.00

Monthly Time Entry

Project ID's in previously entered time are re-validated by a batch process each morning. This process will remove the red highlighting and display the Project ID description if an invalid project later becomes valid (is opened, or modified to accept labor)

If you enter a Leave earnings type, such as E (employee sick) or V (Vacation), the Project ID field will be populated automatically by the system.

A valid date must be entered for Leave time taken. Enter a valid date, or click on the calendar icon next to date entry field and click on a date in the pop-up calendar to select it.

Time Records for Period ending 06/30/2003

Earnings Type	Shift	Project	Days	Options
V-Vacation	1	221402	1	<input type="button" value="Add"/>

Earnings Type	Shift	Project ID	Description	Jun	Days	Options
Regular time	1	302540	ISS:CS - HR/Payroll		1.00	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
Regular time	1	307801	Administration - Labor		1.00	<input type="button" value="Modify"/> <input type="button" value="Delete"/>

Time Record Summary

Earnings Type	Days
Regular time	2.00
Total	2.00

Leave Balance (In Hours)

Vacation	Sick	Family Sick Taken	No. of Work Days	Adjusted Work Days
37.50	20.50	8.00	21.00	21.00

Leave time added will automatically decrement the appropriate leave balance.

IMPORTANT NOTE: A date is only required for LEAVE time taken. Do not enter a date for regular time.

See **Monthly Time Entry - Multiple-Day Leave** for more information on entering leave time.

Monthly Time Entry

Monthly Time Entry - Modifying or Deleting a Time Entry

To modify a time entry that was previously been added, click on the "Modify" button next to the time entry line.

Time Records for Period ending 06/30/2003 Release

Earnings Type	Shift	Project ID	Jun	Days	Options
R-Regular time	1				Add

Earnings Type	Shift	Project ID	Description	Jun	Days	Options
Regular time	1	302540	ISS:CS - HR/Payroll		1.00	Modify Delete
Regular time	1	307801	Administration - Labor		1.00	Modify Delete
Vacation	1	221402	Vacation	16	1.00	Modify Delete

Time Record Summary

Earnings Type	Days
Regular time	2.00
Vacation	1.00
Total	3.00

Leave Balance (In Hours)

Vacation	Sick	Family Sick Taken	No. of Work Days	Adjusted Work Days
29.50	20.50	8.00	21.00	21.00

Clicking on the Modify button will open the line to be modified. Enter your changes and click on the Update button to save your changes. Click on the Cancel button to cancel your changes.

Time Entry

Kirk, James T - 283601

Basis	4-Reporting monthly in days, monthly paid	Job Class	260.3	Percent Time	100
Org. Code	ICISH-HR/Payroll Systems	Phone	510/486-5102	Payroll Status	Active as of 07/22/1991

Time Records for Period ending 06/30/2003 Release

Earnings Type	Shift	Project ID	Description	Jun	Days	Options
Regular time	1	302540	ISS:CS - HR/Payroll		1.00	
Regular time	1	307801	Administration - Labor		1.00	
V-Vacation	1	221402		17	1	Update Cancel

Time Record Summary

Earnings Type	Days
Regular time	2.00
Vacation	1.00
Total	3.00

Leave Balance (In Hours)

Vacation	Sick	Family Sick Taken	No. of Work Days	Adjusted Work Days
29.50	20.50	8.00	21.00	21.00

Monthly Time Entry

Monthly Time Entry - Releasing Your Time

After you have finished time entry for the period and do not need to make any changes, you should "release" your time entry. To release your time, click on the Release button on the Time Entry Screen

Time Entry

Kirk, James T - 283601

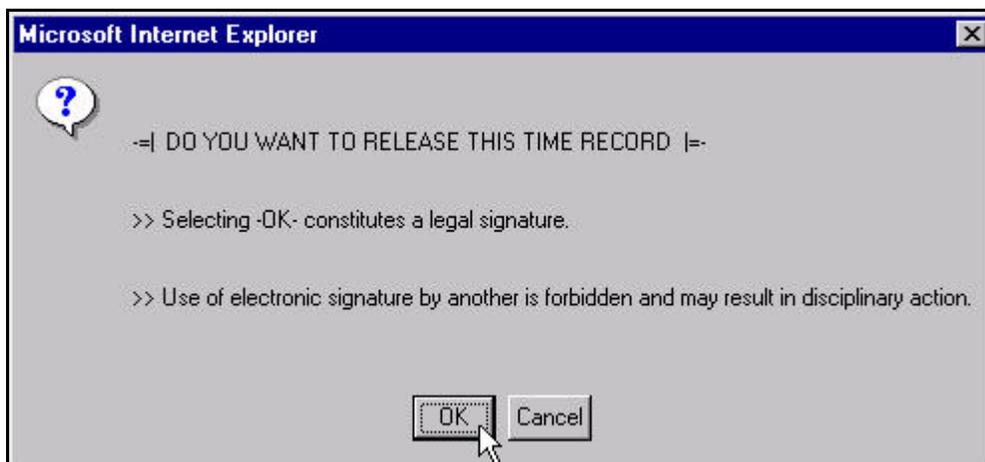
Basis	4-Reporting monthly in days, monthly paid	Job Class	260.3	Percent Time	100
Org. Code	ICISH-HR/Payroll Systems	Phone	510/486-5102	Payroll Status	Active as of 07/22/1991

Time Records for Period ending 06/30/2003

Earnings Type	Shift	Project ID	Jun	Days	Options
R-Regular time	1				<input type="button" value="Add"/>

Earnings Type	Shift	Project ID	Description	Jun	Days	Options
Regular time	1	302540	ISS:CS - HR/Payroll		1.00	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
Regular time	1	307801	Administration - Labor		1.00	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
Vacation	1	221402	Vacation	16	1.00	<input type="button" value="Modify"/> <input type="button" value="Delete"/>

A pop-up box will prompt you to release your time. Click on the "OK" button to release your time.



After you have released your time for the period, you will no longer be able to access that time record for update. Contact your Approver or Timekeeper if changes need to be made to a time record after you have released it.

Monthly Time Entry

Monthly Time Entry - Prefilled Time

The Monthly Time Entry screen displays a single row for Prefilled time data if a prefill project has been set up for the employee by his/her timekeeper.

A Prefilled time entry is a row of "regular" time data created by the system when a time record is created. For a full time employee, the prefill line will charge all of the regular time (hours or days) for the month (excluding holidays) to the "prefill project" set up by the timekeeper. For a part time employee, the prefill line will charge a percentage of the regular time (hours or days) for the month (excluding holidays) to the "prefill project" set up by the timekeeper, according to the part time employee's percent-time.

Kirk, James T - 283601

Basis	4-Reporting monthly in days, monthly paid	Job Class	260.3	Percent Time	100
Org. Code	ICISH-HR/Payroll Systems	Phone	510/486-5102	Payroll Status	Active as of 07/22/1991

Time Records for Period ending 06/30/2003 Release

Earnings Type	Shift	Project ID	Jun	Days	Options
R-Regular time	1				Add

Earnings Type	Shift	Project ID	Description	Jun	Days	Options
Prefill:Regular time	1	302540	ISS:CS - HR/Payroll		21.00	Delete

Time Record Summary

Earnings Type	Days
Regular time	21.00
Total	21.00

Leave Balance (In Hours)

Vacation	37.50	Sick	20.50	Family Sick Taken	8.00	No. of Work Days	21.00	Adjusted Work Days	21.00
-----------------	-------	-------------	-------	--------------------------	------	-------------------------	-------	---------------------------	-------

A Prefilled time entry is set up by the timekeeper for convenience in time entry. It is generally used for employees who usually charge all or most of their time to a single project. The Prefill time entry line is an actual time entry. If no changes are made to the time record, the Prefill time entry will be swept as if it had been entered by the employee.

If additional time entry lines are added to a time record containing a Prefill time entry line, the time charged to each additional line will be deducted from the Prefill time entry line total. Subsequent modification to additional time entry line totals will be reflected in the Prefill time entry line total.

Monthly Time Entry

Time Records for Period ending 06/30/2003 Release

Earnings Type	Shift	Project ID	Jun	Days	Options
R-Regular time	1				Add

Earnings Type	Shift	Project ID	Description	Jun	Days	Options
Prefill:Regular time	1	302540	ISS:CS - HR/Payroll		20.00	Delete
Regular time	1	307801	Administration - Labor		1.00	Modify Delete

Time Record Summary

Earnings Type	Days
Regular time	21.00
Total	21.00

You cannot modify the Prefill time entry line. However, it can be deleted by clicking on the “Delete” button on the Prefill line.

After a Prefill record for a time period has been deleted, nothing will be displayed in the Prefill line, and the decrementing behavior associated with prefill will be discontinued. Deleting a Prefilled time entry in a time period will have no effect on prefill in subsequent time periods.

Monthly Time Entry

Monthly Time Entry - Holiday time

In months that have a Laboratory holiday, the system will create a time entry line for each day which is a holiday. The amount of time in the holiday time entry line depends on the employee's percent time and reporting Basis. A full time employee (Basis 4) will have 1.0 day on a holiday time entry line.

Basis	4-Reporting monthly in days, monthly paid	Job Class	260.3	Percent Time	100
Org. Code	ICISH-HR/Payroll Systems	Phone	510/486-5102	Payroll Status	Active as of 07/22/1991

Time Records for Period ending 05/31/2003

Earnings Type	Shift	Project ID	Description	May	Days
Prefill:Regular time	1	302540	ISS:CS - HR/Payroll		19.00
Holiday	1	356011	Holiday	26	1.00
Vacation	1	221402	Vacation	02	0.50
Empl Sick Leave	1	356001	Employee sick leave	06	1.00
Vacation	1	221402	Vacation	23	0.50

Time Record Summary

Earnings Type	Days
Employee sick leave	1.00
Holiday	1.00
Regular time	19.00
Vacation	1.00
Total	22.00

A 50% employee (Basis 5) will have 4.0 hours on a holiday time entry line, a 60% employee will have 5 hours, etc. Employees under 50% time are not eligible for holidays

Holiday time entry lines can only be modified by a Timekeeper. **At the present time, modification of holiday time by a timekeeper can only be done in LETS or WebLETS**

Monthly Time Entry

Monthly Time Entry - Multiple-Day Leave

Multiple Day Leave Entry allows Monthly paid employees who enter their time in days (basis 4) to enter multiple contiguous days of the same leave type on one time entry line. LETSLite assumes that the date entered is the beginning date for the leave and will make a time entry line for each day of leave, and determine each leave date. In doing so, it will skip over weekends and holidays.

Time Records for Period ending 06/30/2003 Release

Earnings Type	Shift	Project ID	Jun	Days	Options
V-Vacation	1	221402	19	4	Add

Earnings Type	Shift	Project ID	Description	Jun	Days	Options
Prefill:Regular time	1	302540	ISS:CS - HR/Payroll		20.00	Delete
Regular time	1	307801	Administration - Labor		1.00	Modify Delete

Time Record Summary

Earnings Type	Days
Regular time	21.00
Total	21.00

Leave Balance (In Hours)

Vacation	37.50	Sick	20.50	Family Sick Taken	8.00	No. of Work Days	21.00	Adjusted Work Days	21.00
----------	-------	------	-------	-------------------	------	------------------	-------	--------------------	-------

For example, if a Basis 4 employee enters 4 days of vacation time (earnings type=V) beginning on June 19, 2003 (a Friday), LETSLite will create four time entry lines, one for each day taken, and will deduct 32 hours (4x8 hours) from the vacation balance

Earnings Type	Shift	Project ID	Jun	Days	Options
R-Regular time	1				Add

Earnings Type	Shift	Project ID	Description	Jun	Days	Options
Prefill:Regular time	1	302540	ISS:CS - HR/Payroll		16.00	Delete
Regular time	1	307801	Administration - Labor		1.00	Modify Delete
Vacation	1	221402	Vacation	19	1.00	Modify Delete
Vacation	1	221402	Vacation	20	1.00	Modify Delete
Vacation	1	221402	Vacation	23	1.00	Modify Delete
Vacation	1	221402	Vacation	24	1.00	Modify Delete

Time Record Summary

Earnings Type	Days
Regular time	17.00
Vacation	4.00
Total	21.00

Leave Balance (In Hours)

Vacation	5.50	Sick	20.50	Family Sick Taken	8.00	No. of Work Days	21.00	Adjusted Work Days	21.00
----------	------	------	-------	-------------------	------	------------------	-------	--------------------	-------

Note that no time entry lines were created for the weekend days June 21 & 22

Weekly Time Entry

Weekly Time Entry

Weekly Time Entry - Overview

The Weekly Time Entry screen is used to enter time for employees who report their time weekly. The screen can be used by weekly reporting employees to enter or modify their time if they have been given the LETS Self-input role. The Weekly Time Entry Screen can also be used by Approvers to enter or modify time for their weekly reporting employees.

The Weekly Time Entry Screen displays general information about the employee at the top of the screen, has multiple time entry rows controlled by a scroll bar in the center of the screen, and has sections displaying current leave balances and time entry totals. Data can only be entered in the time entry rows, and time data entered in these rows will be reflected in the time entry totals sections.

The Weekly Time Entry Screen validates the time data entered according to Laboratory requirements. Some examples of time data validations are validation of project id for open status, validation of total hours entered per month, validation of earnings types, etc.

Weekly reporting employees (Basis 2) report time in hours. They must record their time in quarter hour increments (.25, .50, 1.0, 1.25 etc.). They may record up to 8 regular hours (Earnings Type "R") per day. Entry of Overtime (Earnings Type "O") is required when time for a single day exceeds 8 hours, or when total time for the week exceeds 40 hours.

Weekly Time Entry

Enter Weekly Time

Upon entry, the Monthly Time Entry screen displays all previously entered time entry lines for the open reporting period in the multiple-line display area.

The single enterable time entry line has the default Earnings Type "R" (regular time) and the default Shift "1" (day shift) already entered for you. There is an "Add" button on the far right side of this line.

LET'S Lite
 ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Roles: Employee

Enter Time for Yourself | Review Base Data | View Your Time Records | Help | Contact Us | Sign Off

Time Entry

Kirk, James T - 283601

Basis: 2-Reporting weekly, bi-weekly paid **Job Class:** 260.3 **Percent Time:** 100

Org. Code: ICISH-HR/Payroll Systems **Phone:** 510/486-5102 **Payroll Status:** Active as of 07/22/1991

Time Records for Period ending 05/31/2003

Release Button

Release

Entry Line

Earnings Type	Shift	Class	Project ID	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Add
R-Regular time	1	1									

Earnings Type	Shift	Class	Project ID	Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Options
Holiday	1	1	356011	Holiday	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	

Time Record Summary

Earnings Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Holiday	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00

Leave Balance (In Hours)

Vacation	Sick	Family Sick Taken	No. of Work Days	Adjusted Work Days
37.50	20.50	8.00	22.00	22.00

Multiple Display Line Area

Leave Balances and Work Days

The Weekly Time Entry screen allows you to enter time for more than one day on a single time entry line that is to be charged to the same Earnings Type, Shift and Project ID. Time units should be entered under the day when the time was worked.

Your time should be reported time in quarter hour increments (.25, .50, 1.0, 1.25 etc.).

Weekly Time Entry

To add a new time entry, enter Project ID and an entry in hours under each day worked for the Project.

LETS Lite
ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Roles: Employee

Enter Time for Yourself | Review Base Data | View Your Time Records | Help | Contact Us | Sign Off

Time Entry

Kirk, James T - 283601

Basis: 2-Reporting weekly, bi-weekly paid **Job Class:** 260.3 **Percent Time:** 100

Org. Code: ICISH-HR/Payroll Systems **Phone:** 510/486-5102 **Payroll Status:** Active as of 07/22/1991

Time Records for Period ending 05/31/2003 Release

Earnings Type	Shift	Class	Project ID	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Options
R-Regular time	1	1	302540		2.25	3		5	4.5		Add

Earnings Type	Shift	Class	Project ID	Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Options
Holiday	1	1	356011	Holiday	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	

Time Record Summary

Earnings Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Holiday	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00

Leave Balance (In Hours)

Vacation	37.50	Sick	20.50	Family Sick Taken	8.00
-----------------	-------	-------------	-------	--------------------------	------

Click on the Add button to add the new time entry. The newly added time entry will be displayed in the multiple-line display area.

Weekly Time Entry

LETSLite
ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Roles: Employee

Enter Time for Yourself
Review Base Data
View Your Time Records
Help
Contact Us
Sign Off

Kirk, James T - 283601

Basis	2-Reporting weekly, bi-weekly paid	Job Class	260.3	Percent Time	100
Org. Code	ICISH-HR/Payroll Systems	Phone	510/486-5102	Payroll Status	Active as of 07/22/1991

Time Records for Period ending 05/31/2003 Release

Earnings Type	Shift	Class	Project ID	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Options
R-Regular time	1	1									Add

Earnings Type	Shift	Class	Project ID	Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Options
Holiday	1	1	356011	Holiday	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	
Regular time	1	1	302540	ISS:CS - HR/Payroll	0.00	2.25	3.00	0.00	5.00	4.50	0.00	14.75	Modify Delete

Time Record Summary

Earnings Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Holiday	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00
Regular time	0.00	2.25	3.00	0.00	5.00	4.50	0.00	14.75

Leave Balance (In Hours)

Vacation	37.50	Sick	20.50	Family Sick Taken	8.00
-----------------	-------	-------------	-------	--------------------------	------

IMPORTANT NOTE: When you click on the Add button, the time entry is saved and totals are recalculated. In LETSLite, there is no SAVE button. Any action button such as Add, Update or Delete will immediately save the changes, add to totals and adjust balances as necessary. To change the Earnings Type, select from a drop-down list of valid Earnings Types.

Weekly Time Entry

LET'S Lite
 ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Welcome Nancy K Fleischauer Roles: Employee

Enter Time for Yourself Review Base Data View Your Time Records Help Contact Us Sign Off

Kirk, James T - 283601

Basis: 2-Reporting weekly, bi-weekly paid Job Class: 260.3 Percent Time: 100
 Org. Code: ICISH-HR/Payroll Systems Phone: 510/486-5102 Payroll Status: Active as of 07/22/1991

Time Records for Period ending 05/31/2003 Release

Earnings Type	Shift	Class	Project ID	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Options	
R-Regular time	1	1									Add	
V-Vacation												
E-Empl Sick Leave												
F-Fmly Sick Leave												
X-LV without Pay												
O-Overtime												
C-Court leave												
B-Bereavement												
L-Extended Family												
W-Workers Comp												
M-Military leave												
Regular time				0.00	8.00	3.00	0.00	5.00	4.50	0.00	14.75	Modify Delete

Leave Balance (In Hours)

Vacation	37.50	Sick	20.50	Family Sick Taken	8.00
----------	-------	------	-------	-------------------	------

Project ID is required. Project ID is validated against open projects that can accept labor charges. If the entered Project ID does not pass this validation, the entry will be displayed in red with the project description "INVALID PROJECT"

LET'S Lite
 ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Welcome Nancy K Fleischauer Roles: Employee

Enter Time for Yourself Review Base Data View Your Time Records Help Contact Us Sign Off

Time Entry

Kirk, James T - 283601

Basis: 2-Reporting weekly, bi-weekly paid Job Class: 260.3 Percent Time: 100
 Org. Code: ICISH-HR/Payroll Systems Phone: 510/486-5102 Payroll Status: Active as of 07/22/1991

Time Records for Period ending 05/31/2003 Release

Earnings Type	Shift	Class	Project ID	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Options	
R-Regular time	1	1									Add	
Holiday	1	1	356011	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	
Regular time	1	1	302540	0.00	2.25	3.00	0.00	5.00	4.50	0.00	14.75	Modify Delete
Regular time	1	1	abcdef	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	Modify Delete

Time Record Summary

Earnings Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Holiday	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00
Regular time	0.00	10.25	3.00	0.00	5.00	4.50	0.00	22.75

Invalid Project Id Displayed in Red

Weekly Time Entry

Weekly Time Entry - Modifying or Deleting a Time Entry

To modify a time entry that was previously been added, click on the "Modify" button next to the time entry.

LET'S Lite
ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Roles: Employee

Enter Time for Yourself | Review Base Data | View Your Time Records | Help | Contact Us | Sign Off

Time Entry

Kirk, James T - 283601

Basis: 2-Reporting weekly, bi-weekly paid **Job Class:** 260.3 **Percent Time:** 100

Org. Code: ICISH-HR/Payroll Systems **Phone:** 510/486-5102 **Payroll Status:** Active as of 07/22/1991

Time Records for Period ending 05/31/2003 Release

Earnings Type	Shift	Class	Project ID	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Options
R-Regular time	1	1									Add

Earnings Type	Shift	Class	Project ID	Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Options
Holiday	1	1	356011	Holiday	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	
Regular time	1	1	302540	ISS:CS - HR/Payroll	0.00	2.25	3.00	0.00	5.00	4.50	0.00	14.75	Modify Delete
Regular time	1	1	abcdef	INVALID PROJECT	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	Modify Delete

Time Record Summary

Earnings Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Holiday	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00
Regular time	0.00	10.25	3.00	0.00	5.00	4.50	0.00	22.75

Clicking on the Modify button will open the line to be modified. Enter your changes and click on the Update button to save your changes. Click on the Cancel button to cancel your changes.

Weekly Time Entry

LET'S Lite
ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Roles: Employee

Enter Time for Yourself
Review Base Data
View Your Time Records
Help
Contact Us
Sign Off

Time Entry

Kirk, James T - 283601

Basis	2-Reporting weekly, bi-weekly paid	Job Class	260.3	Percent Time	100
Org. Code	ICISH-HR/Payroll Systems	Phone	510/486-5102	Payroll Status	Active as of 07/22/1991

Time Records for Period ending 05/31/2003 Release

Earnings Type	Shift	Class	Project ID	Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Options
Holiday	1	1	356011	Holiday	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	
Regular time	1	1	302540	ISS:CS - HR/Payroll	0.00	2.25	3.00	0.00	5.00	4.50	0.00	14.75	
R-Regular time	1	1	abcdef		0	8	0	0	0	0	0		Update Cancel

Time Record Summary

Earnings Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Holiday	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00
Regular time	0.00	10.25	3.00	0.00	5.00	4.50	0.00	22.75

Leave Balance (In Hours)

Vacation	37.50	Sick	20.50	Family Sick Taken	8.00
-----------------	-------	-------------	-------	--------------------------	------

Weekly Time Entry

Weekly Time Entry - Releasing Your Time

After you have finished time entry for the period and do not need to make any changes, you should "release" your time entry. To release your time, click on the Release button on the Time Entry Screen

Time Entry

Kirk, James T - 283601

Basis: 2-Reporting weekly, bi-weekly paid **Job Class:** 260.3 **Percent Time:** 100

Org. Code: ICISH-HR/Payroll Systems **Phone:** 510/486-5102 **Payroll Status:** Active as of 07/22/1991

Time Records for Period ending 05/31/2003

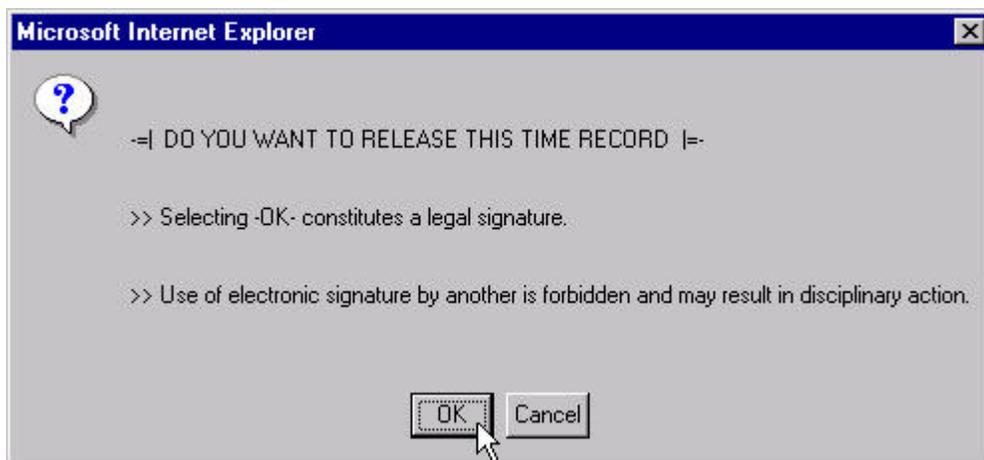
Earnings Type	Shift	Class	Project ID	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Options
R-Regular time	1	1									Add

Earnings Type	Shift	Class	Project ID	Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Options
Holiday	1	1	356011	Holiday	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	
Regular time	1	1	302540	ISS:CS - HR/Payroll	0.00	2.25	3.00	0.00	5.00	4.50	0.00	14.75	Modify Delete
Regular time	1	1	abcdef	INVALID PROJECT	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	Modify Delete

Time Record Summary

Earnings Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Holiday	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00
Regular time	0.00	10.25	3.00	0.00	5.00	4.50	0.00	22.75

A pop-up box will prompt you to release your time. Click on the "OK" button to release your time.



After you have released your time for the period, you will no longer be able to access that time record for update. Contact your Approver or Timekeeper if changes need to be made to a time record after you have released it.

Weekly Time Entry

Weekly Time Entry - Prefilled Time

The Weekly Time Entry screen displays a single row for pre-filled time data if a prefill project has been set up for the employee by his/her timekeeper. A prefilled time entry is a row of "regular" time data created by the system when a time record is created.

For a full time employee, the prefill line will charge all of the regular time for the week (excluding holidays) to the "prefill project" set up by the timekeeper. For a part time employee, the prefill line will charge a percentage of the regular time for the week (excluding holidays) to the "prefill project" set up by the timekeeper, according to the part time employee's percent-time.

You cannot modify the Prefill time entry line. However, you can delete it by clicking on the Delete button to the right of the Prefill time entry line

A Prefill time entry is set up by the timekeeper for convenience. It is generally used for employees who usually charge all or most of their time to a single project. The Prefill time entry line is an actual time entry. If no changes are made to the time record, the Prefill time entry will be swept as if it were entered by the employee.

If additional time entry lines are added to a time record containing a Prefill time entry line, the time charged to each additional line will be deducted from the Prefill time entry line total. Subsequent modification to additional time entry line totals will be reflected in the Prefill time entry line Total.

Weekly Time Entry - Holiday Time

In weeks which have a Laboratory holiday, the system will create a time entry line with Earnings Type "H" and project id "356011" containing hours for each day which is a holiday. The amount of time in the holiday time entry line depends on the employee's percent time and reporting Basis. A full time Basis 2 employee will have 8 hours for each holiday. A 50% Basis 2 employee will have 4.0 hours for each holiday.

Holiday time entry lines can only be modified by a Timekeeper

Weekly Time Entry

Weekly Time Entry - Enter Leave Time

Leave time is entered by specifying a leave Earnings Type, such as "V" (Vacation), "E" (Employee Sick) or "F" (Family Sick), and entering hours under the day the leave was taken.

Select the leave Earnings Type using the drop-down list.

The Project ID for a leave earnings type will be populated by the system.

For each Vacation time entry line entered, the total hours on the line will be deducted from the employee's Vacation Balance.

For each time entry line of Employee or Family Sick Leave entered, the total hours on the line will be deducted from the employee's Sick Leave Balance.

For each time entry line of Family Sick Leave entered, the total hours on the line will be added to the employee's Family Sick Leave YTD total.

Time Approval

Time Approval - Overview

LETSLite allows for electronic approval of current time for assigned employees. As an Approver you will be able to:

- Approve your employees' current, late and corrected time online
- Modify or add current time information for your employees
- View time information for previous reporting periods

An Employee is assigned to you for time approval based on your designation as his/her supervisor in the Human Resources Information System (HRIS).

When you log on to LETSLite, you will be presented with only those employees' time records for which you are responsible. You may approve the current time in LETSLite before the end of the current reporting period, which eliminates any requirement to sign and maintain paper documents. Your electronic approval of time replaces your signature on any document.

LETSLite will validate projects, vacation and sick leave balances and certain time reporting policies automatically.

You can review an individual's time entry, and approve time on an individual basis, or you can approve time for all of your employees who have released their time at once ("Approve All" option) NOTE that "Approve All" only approves employee-released time – it does not approve un-released time which includes late or corrected time. Unreleased time must be approved on an individual basis.

Once you have approved the time entry for an employee, the employee will no longer be able to access that time record. This prevents the employee from changing the time record after it has been approved. You can unapprove the time record if further changes are needed by the employee.

If you do not approve the time online, LETSLite will generate a paper document, the Approver Signature Required Report, after the close of the reporting period for your signature. A separate Approver Signature Required Report will be created for each instance of un-approved time for each employee, and emailed to you. Each Report must be printed, signed by you and returned to the Employee's Timekeeper, who is listed on the Report.

§1.04

Operation and Parking of Motor Vehicles and Bicycles

Responsible Manager

Rev. 2/08

A. General

B. Motor Vehicle and Bicycle Parking

1. General

Table 1.04(B)(1) – Eligibility for an LBNL Parking Permit

Table 1.04(B)(2) – Ineligibility for an LBNL Parking Permit

2. Types of Parking Permits and Parking Spaces

3. Parking Regulations

4. Modes of Transportation Prohibited at the Laboratory

C. Emergency Off-Hour Automotive Assistance

1. Availability

2. Nonavailability

D. Commuting Alternatives

A. GENERAL

Berkeley Lab presents many unique challenges for motor vehicle, bicycle, and pedestrian safety. The roadways are narrow, can be crowded and under construction, traverse steep terrain, and intersect in many different ways. It is critically important for all individuals who share the roadways at the Laboratory to exercise caution at all times for their own safety and the safety of others. Bicyclists, drivers, and pedestrians must be especially aware of safety considerations and be more vigilant when in close proximity to one another.

All individuals operating motor vehicles or bicycles on Laboratory property must comply with the California Vehicle Code (CVC) and Berkeley Lab traffic and parking regulations. Permission to operate a vehicle or bicycle on Laboratory property is subject to the control of the Laboratory Security Manager and may be revoked at any time. Because of the steep terrain, all skateboards, scooters, electronic personal assisted-mobility devices (such as Segways), and in-line skates are prohibited from operating on Laboratory property. Employees may also be subject to discipline up to and including dismissal for traffic and parking violations. In the absence of any special conditions or regulations applicable to traffic or parking, all provisions of the California Vehicle Code relating to traffic or parking apply. The maximum speed limit on all Laboratory property is 25 miles per hour (for all but emergency vehicles), or slower as conditions require.

B. MOTOR VEHICLE AND BICYCLE PARKING

1. General

Limited on-site vehicle parking is provided for certain employees and visitors. For a list of eligible and ineligible persons, see RPM [Table 1.04\(B\)\(1\)](#) (*Eligibility for Parking Permit*) and [Table 1.04\(B\)\(2\)](#) (*Ineligibility for Parking Permit*). The Badge Office issues valid Laboratory parking permits. Some parking spaces are open to unreserved parking, while others are reserved. Maps indicating parking areas are available at the entry gates, or the Badge Office. Only one parking permit is issued to an eligible person who requests a parking permit. Exceptions are made for motorcycle, motor scooter, and bicycle permits, which may be issued in addition to an automobile permit.

PARKING PERMIT VIOLATIONS

- a. Use of Laboratory parking permit by a person other than the one to whom it was originally issued is prohibited.
- b. The sale, transfer, alteration, or loan of Laboratory parking permits is prohibited.
- c. All vehicles parked on Laboratory property must display a valid (hanging) Laboratory parking permit suspended from the rearview mirror.
- d. Orange Circle spaces are for the use of Laboratory Directors, and other personnel designated by the Laboratory Directorate. Orange Circle parking spaces are reserved on a 24-hour, 7-day-a-week basis, and parking in Orange Circle spaces is prohibited.
- e. Spaces designated as Blue Triangle are reserved for Senior Staff and Senior Scientists between the hours of 6:00 a.m. and 3:00 p.m., Monday through Friday. (At times and days other than those specified, Blue Triangle parking spaces and lots revert to General Parking spaces and lots.)
- f. Parking spaces for persons with a disability are reserved (for those persons) at all times.
- g. Parking in spaces designated for government vehicles is prohibited.
- h. Parking of cars for a period of more than three days is prohibited without first receiving a Prolonged Parking Pass signed by the Site Access Manager.
- i. Parking outside of marked parking spaces or designated parking strips along roadways is prohibited. Parking restrictions must be observed in posted areas.
- j. Parking in a manner that encroaches on or blocks an adjacent parking space or traffic way is prohibited, except in specific stack-parking areas. (All stack parking guidelines must be followed.)
- k. Parking in a way as to project a vehicle over a parking lane or end line is prohibited.
- l. Backing into parking spaces is prohibited in all areas so posted.
- m. Parking of vehicles in spaces designated for motorcycle parking is prohibited.

Table 1.04 (B)(1)

Eligibility for an LBNL Parking Permit**EMPLOYEES**

Career	Individuals who have an appointment established at a fixed percentage of time at 50 percent or more of full time for an indefinite period.
Visiting Faculty	University or college faculty members who have dual employment between a university or college and the Laboratory, and are approved by the cognizant Division Director.
Term Appointments	Scientific and nonscientific individuals who are employed to work on a specific project of clearly limited duration of six months or more.
Rehired Retirees	Employees, including retirees under special UC/state provisions and those rehired from layoff status, who were formerly eligible for parking.
Participating Retirees	Specific class of employees rehired from layoff status, who were formerly eligible for parking.
Limited Appointment	Individuals employed to work for less than 1,000 hours in a 12-month period.
Graduate Students	Registered graduate students who are affiliated with the Laboratory as student employees. Parking upgrades can be granted by the Site Access Manager for graduate students who commute from campuses outside the Bay Area.
Student Assistants	Registered college or university students whose affiliation with the Laboratory is as a student employee. Parking upgrades can be granted by the Site Access Manager for students who commute from campuses outside of the Bay Area.
Disabled	Disabled persons working at the Laboratory (including non-employees engaged in on-site services)

NONEMPLOYEES**Participating Guests**

Professionals	Professionals and their associates engaged in Laboratory-approved research, including (1) individuals using the Laboratory using the Laboratory National User Facilities, (2) personnel currently employed at other University of
---------------	---

	California facilities, and (3) other professionals when the Laboratory and the participant have mutual interests and the individuals have adequate training and experience to meet high professional standards in their fields. NSF, DOE participants in NSF, DOE, or similarly sponsored programs in which the Laboratory is participating (e.g., faculty on programs of Associated Western Universities or postdoctoral fellows).
Contract Employees	Employees of companies that have a formal contractual agreement with the Laboratory.
Consultants	Recognized experts in a specific field of scientific, engineering, technical, or administrative interest who primarily furnish advice or express views or opinions about problems or questions presented by the Laboratory.
DOE Employees (Berkeley Site Office)	Employees of the Department of Energy's Berkeley Site Office.
Students not on Laboratory payroll	Students who are comparable to graduate student research assistants but who are not on Laboratory payroll, including those participating in NSF, DOE, or similarly sponsored programs in which the Laboratory is participating.
Casual Visitors	Individuals visiting the Laboratory for a week or less who are not engaged in Laboratory research or use Laboratory facilities.
Vendors (Service Contractors)	Employees of service contractors (i.e., food services, computer services)

**Table 1.04(B)(2)
Ineligibility for a Berkeley Lab Parking Permit**

NONEMPLOYEES

Participating Guests

Agency (Temp) Personnel	Employees of a temporary-help agency; contract labor employees.
-------------------------	---

Nonparticipating Guests

Contract Employees	Employees of contactors, unless the employee's vehicles are necessary to the job.
Subcontractor Employees	Employees of subcontractors, unless the employee's vehicles are necessary to the job and can be parked inside the agreed-upon contractors' "laydown" area. Special permit must be issued by the Site Access Manager.

The Site Access Manager may make exceptions to the parking policy. For extenuating circumstances that require an exception to the policy, requests should be made directly to the Site Access Manager.

2. Types of Parking Permits and Parking Spaces

Authorized Laboratory permits hang on the vehicle's rearview mirror. (Decal-type permits are used for motorcycles, scooters, motorbikes, mopeds, and bicycles.) In addition, the Badge Office issues temporary hanging-type parking permits for all participating guests and other noncareer eligible employees.

- a. **Orange Circle:** Allows parking in Orange Circle permit parking spaces, Blue Triangle parking spaces, or any General parking spaces. Eligible Orange Circle permit holders are determined by the Laboratory Deputy Director for Operations.
- b. **Blue Triangle (Permanent):** Issued to Career and UC Faculty Employees. Allows parking in Blue Triangle parking spaces or unreserved General parking spaces. Determination for Blue Triangle Permanent parking is based on a yearly set salary minimum.
- c. **Blue Triangle (Temporary):** Issued to noncareer Laboratory and certain UC Faculty personnel. Allows parking in Blue Triangle spaces or unreserved General parking spaces. Determination for Blue Triangle Temporary parking is based on job classification.
- d. **General (Permanent & Temporary):** Allows parking in all designated parking spaces not otherwise restricted or marked.
- e. **Off-Hours (After-Hours):** For employees who do not have regular parking. Allows parking only during off-hours between 3 p.m. and 6 a.m., Monday–Friday, and all day Saturdays, Sundays, and holidays.

- f. **Medical Parking (Blue Triangle or Reserve status):** When requested by the Laboratory, Medical Department Medical Parking is issued for 30 days to someone who has a medical situation or is recovering from a medical injury and, due to restricted general mobility, needs to park close to his/her office or place of work.
- g. **Vendor Parking: (Blue Triangle status):** Issued to vendor companies who service the Laboratory on a regular basis.
- h. **Disabled Person Permit:** Allows parking for disabled persons through a special permit that is issued in addition to a regular Laboratory Parking permit.
- State of California Disabled Person Permit (special license plate or placard issued by the State Department of Motor Vehicles (DMV)). This permit allows the Holder to park in spaces designated by an official State blue-and-white logo or in any unreserved parking space.
 - Temporary Medical Parking Permit is issued to give the requester time to apply for and receive a DMV permit.
- i. **Visitor Permit:** Paper permit issued at Laboratory entry points or by Site Access for parking spaces that are reserved for visitors only and are not for use by regular or temporary employees.
- j. **Official Vehicle:** An official vehicle permit is designated by license plate (United States Government or State of California) or by a special placard issued by the Laboratory Motor Pool only, to identify vehicles leased or rented for official business. For the complete policy statement on the use of official vehicles, see RPM §1.05 (Use of Official Vehicles).
- k. **Stack Parking:** Because Laboratory policy encourages the use of stack parking for commuter vehicles, stack-parking areas have been established. Movement of a vehicle in stack parking may be necessary to accommodate unforeseen circumstances. Employees are encouraged to use stack parking. If they do not observe the following regulations, they may be subject to the penalty provisions of Paragraph (B)(3), below:
- Park as close as possible to the vehicle, stop line, or barrier in front of you (maintain less than a 30-inch gap between vehicles).
 - Display your standard Berkeley Lab parking permit.

- Display a stack-parking card. This card must include:
 - i. Your name
 - ii. Your parking permit number
 - iii. Your normal location
 - iv. Your Laboratory telephone number
 - v. If different from (iv), the Laboratory telephone number of the person in custody of your vehicle keys

Stack parking cards are available on request from the Badge Office (ext. 4551).

3. Parking Regulations

- a. **Forgotten Permit.** Persons who forget their hanging permit may request a temporary one-day parking permit at the entry gate. The issuance of a temporary parking permit will be reported to Site Access. Abuses of the temporary permit provisions are subject to the penalties noted in Paragraph (C), below.
- b. **Replacement of Lost or Stolen Parking Permits.** To replace a lost or stolen parking permit contact the Badge Office.
- c. **Penalties for Abuse of Parking Privileges.** To ensure that the parking policy is enforced equitably throughout Berkeley Lab on-site parking areas, the Laboratory has instituted a point system for parking violations by which various parking offenses are assigned penalty points within a period of time, and after six points are accumulated within a six-month period, parking privileges are suspended. If a continual pattern of abuse is detected, further disciplinary action may be taken (see Parking Enforcement System).
- d. **Return of Parking Permit on Termination of Employment.** Parking permits are the property of the Laboratory and must be returned to the employee's Division Office or the Badge Office no later than the last day of employment. If the permit holder leaves after hours, parking permits can also be turned in to the security officer at the entry gates.

4. Modes of Transportation Prohibited at the Laboratory

The following modes of transportation are prohibited at the Laboratory:

- a. In-line skates (Rollerblades)

- b. Roller skates
- c. Segways (two-wheel motorized vehicles)
- d. Skateboards
- e. All other modes of transportation, motorized or non-motorized, that may be considered unsafe by the Laboratory Directorate.

C. EMERGENCY OFF-HOUR AUTOMOTIVE ASSISTANCE

1. Availability

Emergency off-hour (night and weekend) automotive assistance for employees who encounter difficulties with their personal automobiles may be obtained by contacting the Maintenance and Operations Group between 4:30 p.m. and 7 a.m., as well as weekends and Laboratory holidays. The Laboratory will provide (a) a battery charge to start an employee's car or (b) one gallon of fuel (unleaded gasoline or diesel fuel, for \$2). If an employee's car cannot be started with Laboratory assistance and commercial service is not available, the responding Laboratory person is authorized to take the stranded employee to the nearest public transportation.

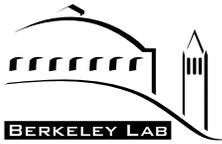
2. Nonavailability

During normal business hours (7 a.m.–4:30 p.m.), employees are expected to use their choice of commercial emergency service available in the area. Laboratory facilities, supplies, or equipment may not be used for the repair or maintenance of employee vehicles.

D. COMMUTING ALTERNATIVES

Because of the limited parking available on site, employees are encouraged to use public and other transportation options whenever available. Options are described on the [Site Access Web Site](#), or call the Site Access Office at ext. 4551 for more information.

[Chapter 1 Contents](#) | [RPM Contents](#) | [Home](#) | [Search the RPM](#)



BUS ROUTES

Lawrence Berkeley National Laboratory

Blue Route
Blackberry Gate

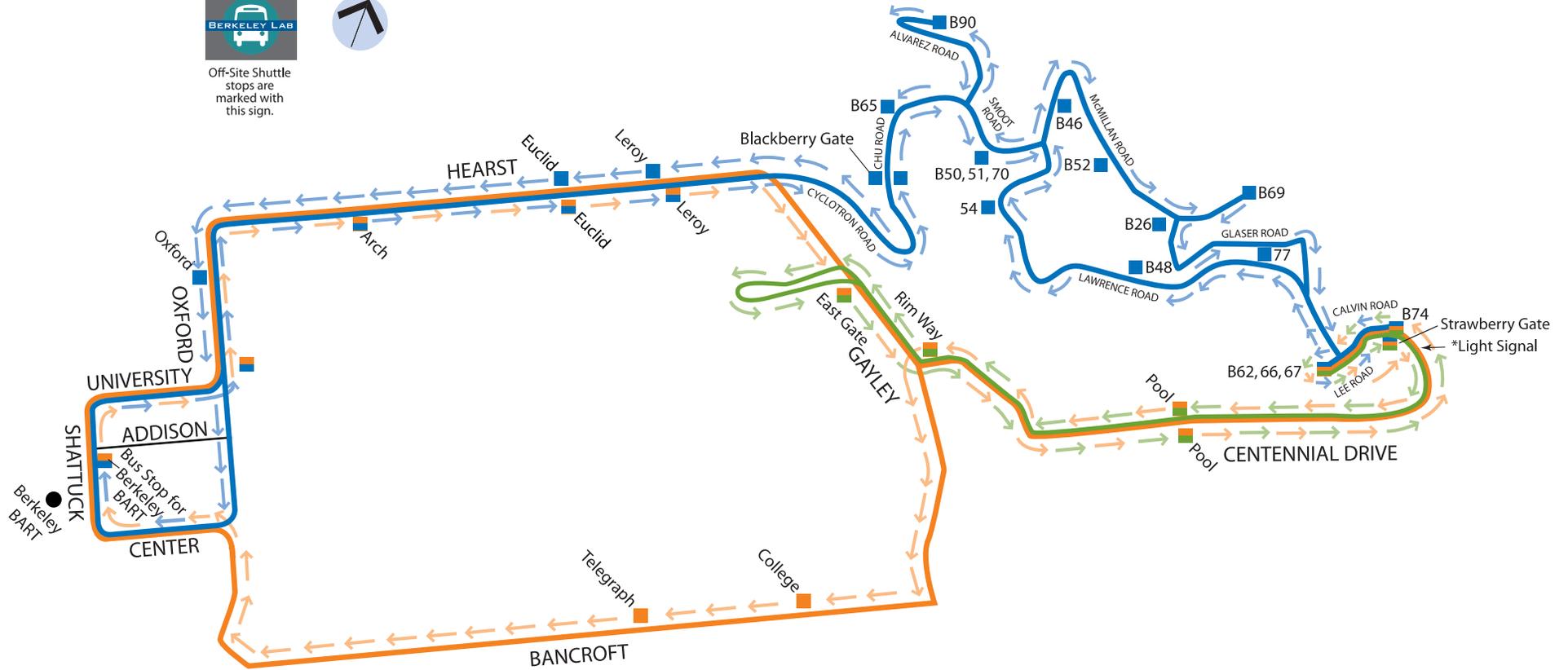
Orange Route
Strawberry Gate

Express Green Route
Mining Circle/Strawberry Gate

March 2009



Off-Site Shuttle stops are marked with this sign.



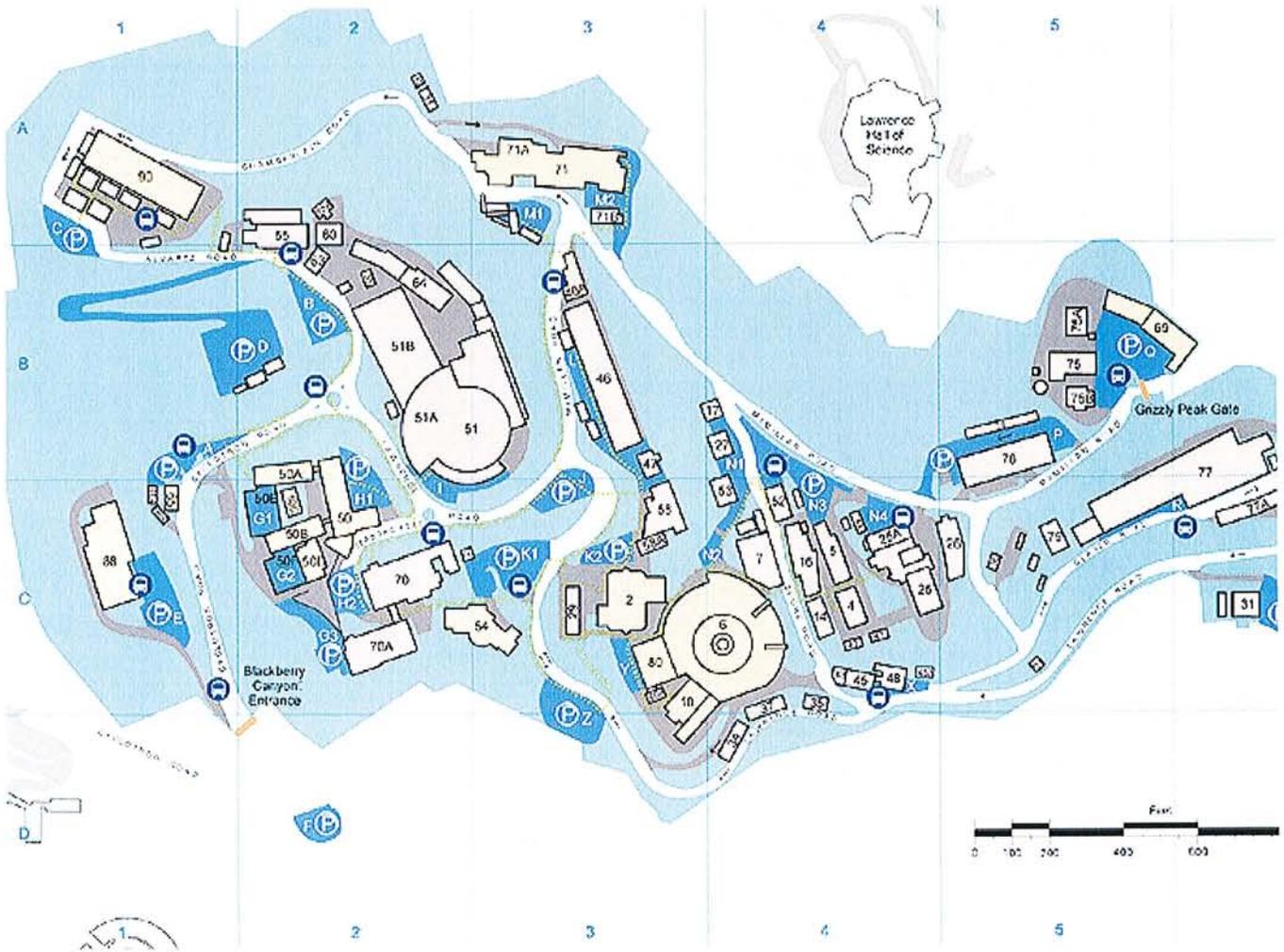
Blue Route Blackberry Gate	
SERVICE HOURS	SERVICE INTERVALS
6:20 am – 7:30 pm	Every 10 minutes

Orange Route Strawberry Gate	
SERVICE HOURS	SERVICE INTERVALS
6:30 am – 7:30 am	Every 15 minutes
7:40 am – 9:40 am	Every 10 minutes
9:45 am – 7:05 pm	Every 15 minutes

Green Route Strawberry Gate	
SERVICE HOURS	SERVICE INTERVALS
10:14 am – 11:58 pm	Every 16 minutes
1:13 pm – 3:45 pm	Every 16 minutes

Parking

To order individual copies for your Division or group, contact Stores (Order #7600-69773). A [black and white](#), one-page version is also available. Please contact Faye Jobs in TEID at x6787 and request item number RL #6671.



Building -- Map Location

Building 2 -- C3
 Building 4 -- C4
 Building 5 -- C4
 Building 6 -- C4
 Building 7 -- C4
 Building 14 -- C4
 Building 16 -- C4
 Building 17 -- B4
 Building 25 -- C4
 Building 25A -- C4
 Building 26 -- C5
 Building 27 -- B4
 Building 29 -- C3
 Building 31 -- C6
 Building 34 -- D4
 Building 35 -- C4
 Building 36 -- C5
 Building 37 -- C4
 Building 40 -- C4
 Building 41 -- C4
 Building 44 -- C4
 Building 45 -- C4
 Building 46 -- B3
 Building 46A -- B3
 Building 47 -- B3
 Building 48 -- C4
 Building 50 -- C3

Building -- Map Location

Building 50A -- B2
 Building 50B -- C2
 Building 50C -- C2
 Building 50D -- C2
 Building 50E -- C2
 Building 50F -- C2
 Building 51 -- B2
 Building 51A -- B2
 Building 51B -- B2
 Building 51L -- B2
 Building 52 -- C4
 Building 53 -- C4
 Building 54 -- C3
 Building 55 -- A2
 Building 55A -- A2
 Building 56 -- B2
 Building 58 -- C3
 Building 58A -- C3
 Building 60 -- A2
 Building 61 -- C5
 Building 62 -- D7
 Building 63 -- B2
 Building 64 -- B2
 Building 65 -- C1
 Building 66 -- D7
 Building 69 -- B5
 Building 70 -- C2

Building -- Map Location

Building 70A -- C2
 Building 71 -- A3
 Building 71A -- A3
 Building 71B -- A3
 Building 72 -- C6
 Building 72A -- C6
 Building 72B -- C6
 Building 72C -- C6
 Building 73 -- D7
 Building 74 -- B8
 Building 75 -- B5
 Building 75A -- B5
 Building 75B -- B5
 Building 76 -- B5
 Building 77 -- B6
 Building 77A -- C6
 Building 78 -- B5
 Building 79 -- C5
 Building 80 -- C3
 Building 81 -- A2
 Building 82 -- A2
 Building 83 -- B8
 Building 84 -- B8
 Building 85 -- B7
 Building 85B -- B7
 Building 88 -- C1
 Building 90 -- A1

Property Management Purpose

The Property Management Core Team (PMCT) provides guidance and DOE interface for Berkeley Lab employees in the life cycle management of their equipment and materials.

PMCT supports Division Property Representatives in their efforts to optimize the utilization of resources used in fulfillment of DOE/LBNL mission objectives.

Property Movement In, Out and Around the Lab

Division Coordination

- Equipment Movement Tag (EMT), *Moving property from one LBNL location to another. Available from Transportation Drivers & Division offices.*
- Division Property Pass, *Sending or taking Property off site for official business.*

Property Management Processing

- Request to Loan Property Outside the Laboratory, *Loaning Property to an external organization for DOE-mission work.*
- Request to Borrow Property from Outside the Laboratory, *Bringing Property into the Laboratory*

All forms (except for EMT) are located on the Property Management website.

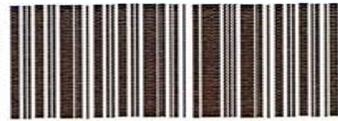
Shipping Document Requirements

All property movement activity must be documented by appropriate forms and accompanied by a Shipping Document if sent or taken off site.

PROPERTY RESPONSIBILITIES AT BERKELEY LAB

Two Types of Laboratory Property are Tagged with Unique Identification Numbers

LBLDOE US GOVT. PROP



1 2 3 4 5 6 7

1. Controlled

- Does not lose its identity throughout its life cycle
- Useful life of 2 or more years
- Acquisition or fabrication cost of at least \$5,000 – regardless of funding

2. Sensitive*

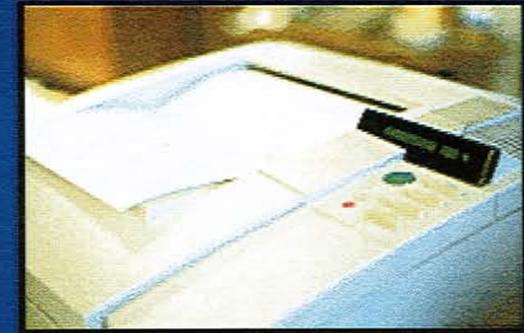
- Highly portable
- Easily converted to personal use
- More susceptible to theft than other equipment – regardless of cost.

** Includes desktop and laptop computers and items with computer connectivity.*

Tagged Controlled and Sensitive property is associated with a Steward Division, Custodian & Property Representative and recorded in the Sunflower database.

Accountability

Divisions have specific responsibilities for the care, record-keeping & inventory validation of their property.



Acquiring and Disposing Property

Property that is no longer needed for a project should be reassigned within the division, redeployed to other groups, or sent to the Excess Program for redistribution. Employees seeking equipment should contact Excess for a list of available items.

Use The Property Website for...

Guidance

- Policy
- How-Tos
- Training

Forms

- Tag-ReTag
- Moving Property
- Inventory Verifications
- Retirement Requests

Who to Call

- Property Management Contacts
- Division Property Representative List

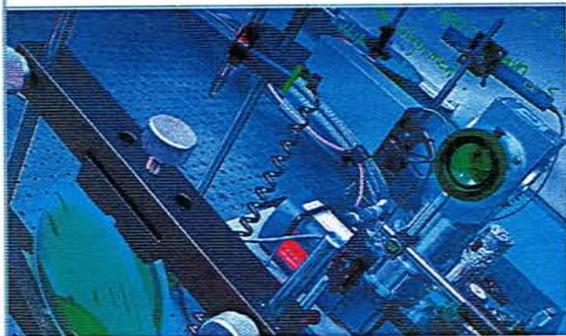
Database Property Searches

- Search by Steward, Custodian or Location
- Property History (acquisition to current status)
- Verification by Signature



Checklist for Managing DOE Property at Berkeley Lab

- ✓ **Keep all documentation** associated with your assets (invoices, shipping documents, etc)
- ✓ **Know the location** of your property at all times
- ✓ **Maintain & protect** your property from environmental damage
- ✓ **Report a hazard immediately** to Environmental Health and Safety at x6999
- ✓ **Secure property** from theft
- ✓ **Report a loss immediately** to Laboratory Security at x5472
- ✓ **Get to know your Division Property Representative** – Your trained division support for all aspects of managing your property



www.lbl.gov/Workplace/CFO/pro/property

PROPERTY RESPONSIBILITIES At BERKELEY LAB

The Essentials



Property Management Core Team

Property Manager

John Morgan

Deputy Property Manager

David McFann

Property Specialists

- Patrice Atases
- Carol Earls
- Brigitte Roberts
- Cindy Lytle
- Rosemary Gourley

LBNL Property Management Group

Lawrence Berkeley National Laboratory

1 Cyclotron Road, MS: 76L

Berkeley, California 94720

Tel: 510.486.5151

FAX: 510.486.6580

Email: Property-Management@lbl.gov

Web: <http://www.lbl.gov/Workplace/CFO/pro/property>



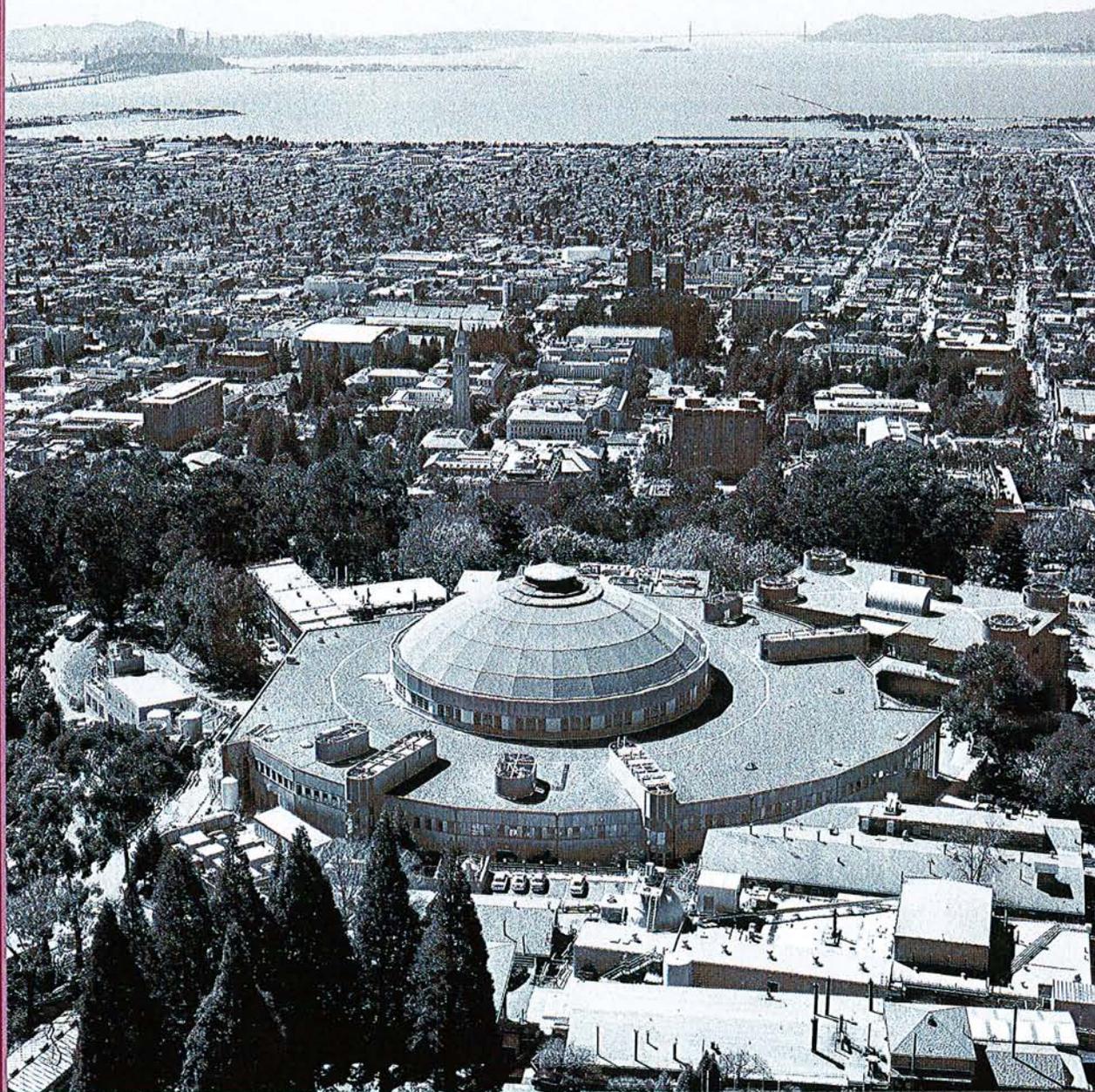
ERNEST ORLANDO LAWRENCE
BERKELEY NATIONAL LABORATORY



OCFO LAWRENCE BERKELEY NATIONAL LABORATORY
Office of the Chief Financial Officer

Strategic Plan

2008-2012



Ernest Orlando Lawrence
Berkeley National Laboratory

The Office of the Chief Financial Officer

Strategic Plan 2008-2012



This work was supported by the U.S. Department of Energy under Contract No. DE-AC02-05CH11231.

Executive Summary

This is an update to the Office of the Chief Financial Officer's (OCFO's) multi-year strategy to continue to build a highly effective, efficient and compliant financial and business approach to support the scientific mission of Lawrence Berkeley National Laboratory (LBNL). The guiding principles of this strategy are to provide the greatest capability for the least cost while continually raising the standards of professional financial management in service to the LBNL science mission.

OCFO Vision

To enable scientific discovery, the Office of the Chief Financial Officer will provide leadership, excellent services, and responsive solutions to its Laboratory partners.

OCFO Values

- Be safe and encourage others to be safe.
- Treat every person with whom we come into contact with respect and dignity.
- Consider our valued customers as if they could choose to find another source for our services. Prove to them that given the choice, they would come to us first.
- Demonstrate by our individual actions the way we want the entire OCFO to operate.
- Take full responsibility for the quality of the OCFO's performance by making things better.
- Accept full ownership and follow through with all customer inquiries.
- Give each other open, direct, and timely feedback on what we want from each other.
- Recognize achievement and celebrate success.
- Teamwork should prevail – think “we” not “I”.
- Our job is to make others successful.

The Strategy

The OCFO strategy includes the following areas of action:

- I. Support the Laboratory's efforts to increase scientific funding. Develop innovative processes and tools to support new paradigms for doing science.
- II. Identify and implement maximum cost reductions, efficiencies, and funding opportunities.
- III. Create and sustain partnerships that will make us more effective with, and highly valued by, our internal and external customers.
- IV. Maximize the Laboratory's return on its investment in information technology for OCFO applications. Provide timely, accurate, and complete financial and resource reporting to enable scientific divisions to manage their projects more accurately and effectively.
- V. Provide assurance that our financial controls are sound and of the highest caliber.
- VI. Conduct workforce development that links recruitment, training, and development decisions to organizational goals.
- VII. Enhance our internal communication using state-of-the-art technology to reach a broad audience across all levels of the OCFO ensuring that all employees are well-informed.

I. Support Laboratory Efforts To Increase Scientific Funding

1. Develop Divisional Planning Process for Laboratory Director

The CFO will work with the Director of Planning and Development to develop a multi-year program review and planning and budget process that identifies and aligns the financial strategy with the scientific direction of the Lab.

2. Workforce Management Analysis

We will develop reports in the BLIS Reporting System (BRS) containing Full Time Equivalent (FTE) data, and we will train the financial and business communities in their use.

FTE data generated by project from productive hour data is a powerful tool in managing a division's workforce especially in the LBNL environment, where each PI makes localized workforce allocation decisions based on short-term funding profiles.

At the aggregate level, FTE data would allow Lab Senior Management to shape the plan and strategy for the Lab's total workforce, as well as identify opportunities for policy changes. FTE data also provides a key tool in validating and analyzing institutional overhead collections, since labor costs make up ~80% of the G&A base.

3. Improve Sponsored Research Administration Capabilities

LBNL has a large portfolio of non-DOE work and has a strategic interest in increasing this portfolio. Non-DOE sponsored work is increasingly important as the Lab pursues strategic initiatives that will transform the Lab in the years ahead. If DOE funding stabilizes or shrinks, the non-DOE funded research work will become even more critical to further the scientific mission of the Lab. In addition, Lab generated intellectual property is producing a growing stream of discretionary revenue that can be used to further long-term Lab goals. The resources and processes to manage private sector funding are currently split among divisions and departments.

We will work with DOE and our scientific divisions to develop new and innovative ways to work with our external sponsors to enable our scientists to enrich their scientific capabilities by breaking down barriers to doing business with the Lab.

Systems will be utilized in a more efficient manner to enable proposals to be developed, routed, tracked and submitted to our sponsors. As part of the ongoing strategy, we will continue to identify the barriers and challenges and develop solutions in managing an increasing Work For Others (WFO) portfolio. (see eSRA strategy under IT)

4. Strategically Enhance and Refine Our Cost Distribution Structure

Currently our indirect rate structure is viewed as very complex, and is difficult to understand and/or explain. Given our proximity to, and shared workforce with, UC Berkeley (UCB), the differences between the Lab and the University's indirect rate structures may put us at a competitive disadvantage with our scientific strategic initiatives.

We will provide an institutional capability to analyze our cost distribution structure that provides senior management flexibility in decision making. Using our decision support models, we will provide alternatives that more closely align our cost distribution structure with the strategic direction of science at the Lab, as defined by senior management.

5. Participate in the UCB/LBNL Joint Research Initiative

The OCFO will continue to provide leadership to the UCB/LBNL Joint Research Initiative to help improve working relationships and facilitate joint research interactions between the UC Berkeley campus and the Lab. The primary objective will be to identify areas related to finance and cost issues where changes to policies and practices would better facilitate joint research interactions.

II. Identify And Implement Maximum Cost Reductions, Efficiencies, And Funding Opportunities

This is a core focus of the OCFO strategy for creating a highly efficient and effective approach to managing the cost of operations for the Laboratory.

1. Supply Chain Management

The objective of Supply Chain Management is to enhance the Laboratory's scientific competitiveness through optimization of business resources, processes, and activities while achieving a cost savings of \$30M as committed by the University of California (UC) under the Prime Contract 31, and meeting DOE's small business subcontracting goals. Supply Chain Management is comprised of a series of initiatives focusing on the entire process from source-to-pay. These include organizational re-alignment, process improvement, opening of communication channels, improvement of electronic systems, and, through strategic sourcing, leveraging and reducing the institutional acquisition cost of products and services.

Ultimately, the system will integrate procurement (including requisitions), receiving, transportation, property management, accounts payable, general ledger, shipping, and salvage functions into one seamless system (purchase to property retirement).

Procure-to-Pay process re-engineering will identify process and system deficiencies where bottlenecks, inefficiencies, and work-around processes exist. The goal will be to correct process flow to maximize efficiency and effectiveness, implement sound business practice, and incorporate strong internal controls that will enable operations and programs to get their work done seamlessly.

Several areas of improvement already identified for change are the certifications process, and disbursement/procurement roles and responsibilities. We will also evaluate and understand the capabilities of the procurement system to determine if there are tools able to help us solve some of our challenges.

2. Property Management and Accounting

Property Management's roles and responsibilities will be redefined and the current workload will be realigned and redistributed among and between divisions. Clearly defined lines of responsibility and accountability will flow from the highest senior management down through line management and ultimately to each individual employee.

In order to facilitate more accurate and accountable property management, the OCFO will provide the divisions with the tools necessary to accomplish this objective. The Property Management Improvement Project (PMIP) will establish a system that is primarily decentralized and consistent with Federal and Departmental Property Management Regulations and the requirements of Contract 31. This will enable the divisions to better manage their own property by giving them the authority to process transactions in the new system, and we will fully train all property representatives on the new system.

We will also be improving the interface between property accounting and property management. We will ensure that property management, property accounting, and the divisions maintain effective communication. We will review all processes that lie within the procurement-to-asset cycle to ensure sound business practices and strong internal controls are in place. Because of the many and disparate organizations involved with these interfaces we will review, map and analyze it to identify improvements. Several areas already identified include the fabrication process including depreciation, Capital Work in Process (CWIP), and asset capitalization.

3. Travel Management Systems and Processes

The LBNL travel system and processes have been reviewed over the past year. A new business model has been identified and organizational and process changes have begun. We will implement a new PeopleSoft travel reimbursement system by July 2008. The new system will be more user-friendly and provide better information to the field and travel operations. We will continue to review the travel disbursements operation for further process improvements and efficiencies.

4. Controller's Office Transformation

The financial accounting function summarizes the financial management of the institution's assets, liabilities, and residual equity. The core of accounting is general accounting which captures the financial commitments and results of the institution's operations for internal and external reporting.

Financial statements are fed financial data from multiple sources across the institution. This necessitates that the processes and internal controls surrounding those sources of data remain accurate and reliable to the Controller and the CFO. It is important to regularly monitor and ensure that proper controls are in place. It is through proper assessment and testing of controls that the Controller can provide an assurance that processes work as expected to protect institutional assets and properly state liabilities.

We have an opportunity to increase efficiency through process improvement and automation of manual processes. Taking full advantage of financial system capability is a vital component of the Controller's Office transformation.

The OCFO will undertake a step-by-step approach to the transformation of the Controller's Office:

- *Process improvement and strengthening of internal controls.* This will entail an expert review of our current key accounting processes and provide "best

practice” recommendations for those processes and accompanying internal controls.

- *Financial software systems implementation review.* The LBNL financial systems are run on PeopleSoft (PS) financials and project accounting. The current configurations use a custom modification that feeds all data into the general ledger which feeds the project costs into the project accounting module which is not a best practice. Using PeopleSoft best practices, we will review a re-implementation that enables a dual GL and projects feed. The system will also be reviewed for utilization of additional capabilities.
- *Leverage system capability to meet improved processes.* We will develop a deep understanding of the PeopleSoft capability and identify process improvements and efficiencies, with the goal of taking advantage of system capabilities to eliminate as many manual and redundant processes as possible. Cash management, accounts payable, travel expense reimbursement, and the employee/miscellaneous expense reimbursement (Request for Issuance of Check) will be reviewed for streamlining.
- *Staff training and development.* We will invest in our staff by improving specific core competencies through continuous training and development and by appropriate cross-training. By doing this we will ensure that future demands and systems advances can be met with a highly skilled workforce.

5. Benchmarking

The OCFO will benchmark its financial processes and departments vs. other DOE labs and Hackett Best-In-Class organizations. As a support organization, this exercise in benchmarking will benefit the entire Laboratory by making us more cost effective and efficient and reduce the overall cost of doing business.

We will determine the appropriate Labs to participate in our study, and an LBNL benchmarking team will be formed. The team will analyze data and identify trends, issues, and opportunities. Findings and recommendations from the team will be presented to the CFO.

III. Create And Sustain Partnerships That Will Make Us More Effective With, And Highly Valued By, Our Internal And External Customers

We will continue to build and maintain strong relationships with our DOE partners, customers, sponsors, and colleagues. We will continue our outreach effort with the scientific community to share their work with the financial community by inviting them to discuss their research efforts at OCFO Town Hall meetings in a lecture series format. We will also continue to seek scientific participation on important process improvement committees such as travel, property and procurement.

We will work to strengthen our relationship with our DOE partners in the Berkeley Site Office (BSO) by continuing regular meetings with staff from both offices. We will have a presence at all relevant national meetings, such as the Financial Management Systems Improvement Council (FMSIC), the Accounting Managers Meetings, the DOE National Laboratories Budget Officers’ Meetings, and National Procurement Managers’ Meetings to further enhance relationships with

colleagues and customers from across the DOE complex.

1. Internal Partnerships

In order to create and sustain partnerships with our internal customers, we will make sure that there is shared ownership to problem solving. We will include the divisional key scientific and business staff in all systems designs, requirement analyses, policies and approaches. The CFO will spend more time with the Division Directors and Associate Lab Directors (ALDs) in order to provide alternatives for more flexibility in costing to assist them in becoming more competitive when seeking out new scientific opportunities.

2. External Partnerships

In order to better enable scientific discovery, we will partner with our UC colleagues to break down the bureaucratic barriers to doing business between our organizations. Working with the Vice Chancellor of UC Berkeley, and the Deputy Director of the Laboratory, we have formed cross-functional teams to find new and innovative ways to move people and money between the Lab and the various UC campuses.

We will continue to nurture relationships and communications with DOE and the University of California Office of the President (UCOP). We are enhancing our relationship with UCOP by having frequent interactions with, and presentations to, UCOP's Contract Assurance Council (CAC). We will also continue to seek advice and support from UCOP's Laboratory Administration Office. A priority of the OCFO is to maintain frequent interactions with the DOE Chicago Field Office to share issues and identify flexible approaches to doing business that require DOE approval and support science.

We will work with other DOE Laboratories' CFOs to compare and better understand cost structures and cost drivers across National Laboratories so that we can help the Office of Science (SC) to better understand our business in order to reduce costs.

IV. Maximize The Laboratory's Return On Investment In Information Technology For OCFO Applications

The overall goal of the OCFO's IT strategy is to maximize the Laboratory's return on its investment in information technology. Four key strategies will be pursued as follows:

1. Develop an OCFO IT Strategic Plan

This plan will lead to the identification and clarification of roles and responsibilities, creation of an overall systems development roadmap, and development of a system change management (governance) model. We will ensure that business process reengineering will precede automation.

2. Improve Functional Manager Awareness and Understanding of Systems Capabilities

We will develop a strong understanding of systems capabilities. We will incorporate the knowledge gained into business process automation initiatives.

3. Strengthen Decision Support Capabilities

Providing timely, accurate and complete financial and resource reporting will enable scientific divisions to more effectively manage their budgets and workforce planning. Decision support (data and reporting) considerations will be integrated with each information systems development project. To accomplish this objective value-added data will be added to, and integrated within, the institutional data warehouse, and additional reports and data analysis tools will be deployed.

4. Implement New Information Systems

Several key information systems implementation projects are under way which will strengthen the Laboratory's financial and business processes. These include Supply Chain Management, the Budget and Planning System, and the new Travel & Expense system. Future planned systems development includes an electronic sponsored research administration system and an initiative to report effort costs on a weekly basis.

- *Supply Chain Management.* The systems objectives of this initiative include completing the offering of eBuy/vendor punch-outs, reinventing the Federal Express and Pcard systems, and improving the availability of procurement-related data and reports.
- *Budget and Planning System.* The OCFO will implement a comprehensive planning & estimating system that will make critical institutional planning and management information available electronically and in a timely fashion, and integrate it with other LBNL financial systems and DOE financial systems. It will ultimately end the reliance on Divisional "shadow" systems.
- *Travel & Expense System.* Widespread dissatisfaction with the Gelco travel system continues. We are moving forward with plans to replace it with the Oracle/PeopleSoft Travel and Expenses module. The new system will ensure intuitive, user-friendly front-end capabilities.
- *Electronic Sponsored Research Administration System (eSRA).* The Laboratory's business environment for non-DOE Sponsored Research is becoming increasingly complex and competitive. The proposed eSRA system will provide for comprehensive, integrated sponsored research administration covering the full life cycle of pre- and post-award processes including proposal development.
- *Weekly effort reporting.* Significant improvements are needed in timekeeping and effort reporting practices, labor adjustments, and policies and procedures. The current electronic system does not allow for ease-of-use by our Lab and campus community and provides no institutional or divisional ability to manage time. After assessing current practices and identifying root cause issues, a redesign of the time and effort reporting system will be completed. This work will result in a more efficient and user-friendly system of reporting time and costs that will be adopted by the entire Lab community. The culture shift from monthly to weekly reporting will be a challenge, but the benefit to the scientist of having weekly cost data could be significant. Because of the scope of this project, a firm project schedule cannot be estimated at this time, but we are anticipating a two year timeframe.

- *Procurement Reporting.* At approximately \$200M/year, procurement is the Lab's second largest expense category. The current procurement reporting environment is not keeping up with changing business systems and practices and is not meeting the information needs of divisions or the OCFO. The OCFO, in partnership with the IT Division, will lead a phased, multi-year project to provide decision-makers and business support staff with summary and detailed level life cycle procurement reports, operational reports for buyers and other OCFO staff, and procurement data integrated with other business data.

V. Provide Assurance That Our Financial Controls Are Sound And Of The Highest Caliber

As our sponsors' requests for assurances become more stringent, the OCFO needs to position the Laboratory to substantiate that our financial controls are sound and of the highest caliber.

The OCFO will document financial processes and embark on a continual process improvement initiative. We will continue to develop financial policies and procedures that assure that the Lab remains in compliance with all Federal, State, and UC requirements. We will continue to train and educate the Laboratory community on their responsibilities and accountabilities for financial management of Lab resources. We will continue to develop self-assessment programs to measure the strength of the internal control environment.

To further strengthen our overall financial capabilities, we will closely integrate all OCFO financial professionals both in the central office and field operations. Working collaboratively, the Budget Office and the Field Operations Unit will continue to develop broader and deeper technical skill sets as well as gaining an appreciation of institutional and divisional perspectives and requirements. We will define strong performance standards and competencies, and continue to enhance analytical capabilities for all financial analysts ensuring a robust understanding of financial requirements including funds control and budget management.

By having strong financial controls and a reputation for financial integrity, the Laboratory will be better positioned to attract future research dollars.

1. OMB A-123

LBNL performed a risk assessment per 2005 DOE guidance on OMB A-123 implementation. The risk assessment identified high, medium, and low level risk areas and related internal controls. The high risks were assessed in FY2006 and the medium and low risks were assessed in FY2007. We will continue to identify, assess, and test the institutional/operational risks and control environment. We will ensure that the responsibility for assessment and maintenance of the controls is a primary function of the leads in each assessable business unit. We will also ensure periodic testing of the controls required to ensure that they are operating as intended.

2. Review of Internal Controls

As part of the Controller's Office transformation initiative, the accounting processes will be assessed for adherence to sound business practice. Along with this assessment, internal controls will be reviewed, and recommendations made, for improvements as necessary. In FY2007 the Controller reviewed accounts payable, travel accounting, and cash management processes. Implementation of recommendations will move forward in FY2008. Additional processes will be reviewed as resources become available.

3. Self Assessments

Self assessments provide the opportunity for the Laboratory to assess controls, mitigate risk, improve processes, and promote sound business practices. The OCFO will continue to select high-risk areas of financial processes to be included in an annual OCFO Self Assessment Plan. The plan will include all divisions in partnership with the Office of Contract Assurance (OCA) and with concurrence from DOE. The results of each assessment will be documented and reviewed by the CFO and OCFO Management. Corrective actions will be identified and entered into the Laboratory's Corrective Action Tracking System (CATS) to be monitored through completion. A final report for each self assessment, identifying strengths as well as opportunities for improvements, will be developed by the OCFO and shared with division management.

4. Funds Management

Funds management is a critical business function at LBNL. The OCFO will provide leadership in the development and implementation of a Lab-wide funds management capability through its systems, policies, procedures, and training initiatives. Specifically, the OCFO, in partnership with other LBNL organizations, is in the process of implementing a new, comprehensive, centralized, integrated Budget and Planning System that includes funds management (brought on-line in FY2007), project planning, and institutional planning capabilities, combined with powerful reporting and analytical tools.

Once completed, the integrated Budget and Planning system will provide the capability to analyze the relationship of funding to project planning and actual costs and will ensure that adequate institutional controls are implemented. In addition, the OCFO will continue to develop Lab-wide financial policies and procedures, such as the Stop Work Policy, that promotes stronger funds management and control practices. Finally, the OCFO has instituted a training module for the Laboratory's resource and business management communities in FY 2007 on funds control policies, procedures, and best practices for widespread use in the divisions. This training module will be extended and provided to the Laboratory's scientific community beginning in FY 2008.

VI. Conduct Workforce Development That Links Recruitment, Training, And Development Decisions To Organizational Goals

The goal of the OCFO's Human Capital Strategic Plan is to build a model workplace for the 21st century that incorporates attracting, developing, engaging, and retaining our top talent. We strive to create a performance culture focused on individual and organizational accountability that will enhance and secure the future of the OCFO. We will align our reward system with our main strategic objective which is to support the achievement of LBNL's programmatic goals and priorities.

1. Review Workforce Management Program

One of the most important tasks of the senior management team is to focus on workforce planning, its alignment with the strategic objectives of the OCFO, and also to understand the benefits of long term planning. Objectives would be to evaluate the "people" resources of the organization and determine specific competencies, appropriate cross-training, and succession planning, keeping in mind that our reward system will align with our business strategy.

VII. Enhance Our Internal Communication

We will be taking a fresh look at how we communicate to our employees to make them feel more included and informed about important issues in the OCFO. We will be looking at content, frequency, types of communication, and new technological ways to disseminate it. Keeping staff informed will make them feel more aligned with our organization and its strategic goals.

1. Communication Committee

We will appoint a Communications Committee that will be made up of a cross-section of employees in the OCFO. They will meet for a designated amount of time to develop the OCFO Communications Plan. This committee will give input on how we can best plan our town hall meetings, give advice on what may be the best means of communication, how often and how much information should be communicated, and any other issues that revolve around how we communicate to our staff.

1.5 Stopping Unsafe Work *

All Berkeley Lab employees, contractors, and participating guests are responsible for stopping work activities considered to be an imminent danger. Stopping unsafe work applies to all activities conducted at the Laboratory and to all off-site facilities operated by Laboratory personnel.

An “imminent danger” is defined as any condition or practice that could reasonably be expected to cause death or serious injury, or environmental harm.

Whenever an employee, contractor, or participating guest encounters conditions or practices that appear to constitute an imminent danger, such individuals have the authority and responsibility to:

- Alert the affected employee(s) or contractor(s) engaged in the unsafe work creating an imminent-danger condition and request that the work be stopped.
- Call x6999 to report the incident; EH&S staff will investigate it.
- Notify the immediate supervisor and/or responsible division/department manager (if known).

EH&S staff will ensure that the supervisor or work lead is notified and will assist the supervisor in preparing a report to the EH&S Division Director, describing the unsafe activity and identifying corrective actions and responsibilities.

Work that has been stopped by a stop work request shall not be resumed until the safety issue is resolved to the satisfaction of the individual who stopped the work.

* Taken from Pub 3000, Chapter 1, Sec 1.5 – www.lbl.gov/ehs/pub3000/CH01.html

OCFO 10 Commandments

1. Don't spend dollars you don't have. Funding must be in the Contract, not just in the Approved Funding Program (AFP) or contract award.
2. Spend funding only on the purpose for which it is intended.
3. Don't mix funding sources for projects without documented rationale.
4. Do not charge research costs to an indirect budget (except for LDRD); i.e., overhead, organization burden, recharges.
5. Have a causal-beneficial relationship between the cost elements of an indirect budget and its corresponding distribution base.
6. Maintain consistency in cost distribution over time.
7. Use Full Cost Recovery – No Subsidies.
8. Record all costs of a project in the accounting period for which services were performed or goods delivered (includes accruing for all appropriate costs in the correct period of performance to that project).
9. Transfer costs only if necessary, appropriate, fully documented and justified (as outlined in the LBNL Resource Adjustment Policy).
10. Comply with DOE funding categories and related thresholds (color of money):
 - ✓ \$50K - Capital Equipment
 - ✓ \$2M - Major Item of Equipment (MIE)
 - ✓ Less than \$5M - General Plant Project (GPP)
 - ✓ \$5M - Line Item Construction Projects

Emergency Preparedness

AT BERKELEY LAB

Employee
Pocket
Guide
2008-2010



For emergencies dial x7911
(dial 9-911 from designated phones,
911 from cellular phones)

CSO 13241 (Reprinted 7/17/07)

For More Information:

Emergency Preparedness Web Site
<https://ehswprod.lbl.gov/ep>

◆
Emergency Preparedness
x7032 or RESaunders@lbl.gov
Fax: x7014

◆
Security (Blackberry Gate) x5472

◆
Health Center: x6266

◆
Non-Emergency Incident Reporting:
x6999

◆
Site Access x4551
(ID cards, parking, gate access)
<http://www.lbl.gov/Workplace/site-access/>

◆
EHS Pub 3000
<http://www.lbl.gov/ehs/pub3000/>
Chapter 9: Emergency Management
Chapter 23: Seismic Safety

◆
Employee Emergency Status:
1-800-445-5830

For Emergency Response – x7911
(dial 9-911 from designated phones, 911 from cellular phones)

Earthquake

RESPONSE

Do not panic or run.

Damage and falling debris may block exits and cause injury.



Remember to Drop, Cover and Hold:

- ◆ DROP — Drop to the floor.
- ◆ COVER — Seek sturdy overhead protection such as a desk, table, work bench, or room corner away from windows.
- ◆ HOLD — Hold on to the protection you've chosen and be prepared to move with it until the shaking stops.

EVACUATION

- ◆ If possible take car keys and small personal items, as reentry to your building may be delayed for days.
- ◆ Evacuate immediately. Use the evacuation routes and assembly area posted in your building.
- ◆ Follow Building Emergency Team instructions.
- ◆ Do not attempt to re-enter any buildings until instructed to do so.
- ◆ Do not try to drive off the Lab until road conditions are declared safe.

For Emergency Response – x7911
(dial 9-911 from designated phones, 911 from cellular phones)

Seismic Safety at Work

SAFETY MEASURES IN THE OFFICE

- ◆ For bookcases and file cabinets over 3 feet tall, fasten to walls or the floor.
- ◆ For open shelves above 4 feet, install lips or chains to prevent contents from falling.
- ◆ Store heavy items on floors or no higher than 3 feet on shelving.
- ◆ Secure computers, printers and FAX machines to desktops with velcro fasteners from LBNL Stores.
- ◆ Fasten storage shelves, bins or racks to the floor or wall.



SAFETY MEASURES IN LAB SPACES

- ◆ Store hazardous chemicals or glassware in base cabinets or braced wall cabinets with secure door latches. Shelves should have 3-inch high lips of plexiglass.

GENERAL SAFETY MEASURES

- ◆ Evacuation routes must be kept clear, and materials that could block routes must be removed or braced to prevent movement.

For Emergency Response – x7911

(dial 9-911 from designated phones, 911 from cellular phones)

Non-Emergency Incident Reporting

For EMERGENCY response to a serious of life-threatening injury or illness, call x7911 or 9-911.

Once the emergency is over and for all non-emergency incidents:

- ◆ Report all events immediately to your supervisor.
- ◆ Call Health Services at x6266 for any Injuries and Illnesses.
- ◆ Call x6999 to report the following non-emergency events.
 - Environmental releases.
 - Hazardous conditions.
 - Traffic Incidents.
 - Near-miss events.
 - Security events.

LBNL STOP WORK POLICY

All Berkeley Lab employees, contractors, and participating guests are responsible for stopping work activities that are considered to be an imminent danger.

- ◆ Alert the affected employee(s) or contractor(s) engaged in the unsafe work creating an imminent danger condition and request that the work be stopped.
- ◆ Call x6999 and report the incident. An EH&S staff will investigate.
- ◆ Notify your immediate supervisor and/or responsible division/department manager.

For Emergency Response – x7911

(dial 9-911 from designated phones, 911 from cellular phones)

How You Can Help

EMPLOYEE PERSONAL KIT

If a major event stranded you here at the lab – you might need the following items. You could keep them under your desk or in the trunk of your car:



- ◆ Water/Food for one day
- ◆ Prescriptions or personal medications
- ◆ Extra pair of glasses or contact lenses
- ◆ Cash (small bills and coins)
- ◆ Walking shoes, jacket and hat
- ◆ Personal care and hygiene items
- ◆ Light source or flashlight with batteries
- ◆ Radio (battery/crank operated)
- ◆ Emergency blanket, sleeping bag

For Emergency Response – x7911

(dial 9-911 from designated phones, 911 from cellular phones)

Urban-Wildland Fires

DIABLO-WIND DRIVEN FIRES IN THE BERKELEY HILLS ARE DIFFERENT FROM A STRUCTURE OR GRASS FIRE.

They are windswept blazes during hot, dry weather conditions. Often, they can't be extinguished until weather conditions change. The East Bay hills have experienced 15 major urban-wildland intermix fires since 1923.



HOW TO PREPARE AND RESPOND

- ◆ Be especially alert during Red Flag Days—warm days with hot, dry winds.
- ◆ Listen for and follow instructions over the Lab's public address system.
- ◆ Be prepared to evacuate the Lab on foot. Keep a pair of walking shoes in or close to your work area.
- ◆ If an evacuation by vehicle is authorized, offer rides to other evacuees.
- ◆ Understand how to shelter-in place if advised to do so.
- ◆ Follow directions from traffic and security personnel.
- ◆ If a mass evacuation is necessary, be prepared to walk to an announced off-site location where AC Transit will be transporting employees to BART or other identified locations for pick-up by family members/relatives.

For Emergency Response – x7911

(dial 9-911 from designated phones, 911 from cellular phones)

Fire Alarms and Small Fires

RESPONSE TO FIRE ALARMS

Fire alarm bells or klaxons can be sounded at manual fire call boxes, or by automatic detection of smoke, heat or sprinkler water flow.



- ◆ **Evacuate immediately** using routes and assembly areas posted near each exit.
- ◆ Take only minimum personal needs such as car keys, a purse or coat.
- ◆ Follow directions of your Building Emergency Team.
- ◆ Do not reenter your building until it is declared safe by the Fire Department.
- ◆ **DO NOT USE ELEVATORS!**

WHAT TO DO IF THERE IS A SMALL FIRE?

- ◆ Alert others in the immediate area.
- ◆ Activate nearest fire alarm.
- ◆ Call x7911 or 9-911.
- ◆ Use extinguisher only if trained.
- ◆ Always maintain access to an exit. Do not let fire get between you and the exit.
- ◆ Avoid smoke or fumes.
- ◆ Notify your supervisor.

For Emergency Response – x7911

(dial 9-911 from designated phones, 911 from cellular phones)

Threats

TELEPHONE BOMB THREATS

Attempt to keep the caller on the line as long as possible and note:



- ◆ Time and date of call; age and gender of caller.
- ◆ Caller's message.
- ◆ Distinguishing speech characteristics.
- ◆ Background noises.
- ◆ Phone number if caller ID available.
- ◆ Any other conversation or comments

THEN:

- ◆ Call x7911 or 9-911.
- ◆ Do not touch, handle or move a suspicious object.
- ◆ Evacuate yourself and others immediately.
- ◆ If possible, take personal items such as purses and briefcases with you.

VIOLENCE, HOSTILE OR SUSPICIOUS PERSONS:

Take precautions to protect yourself and others. Actions depend on the events and may include evacuating, hiding, or locking doors. Call x7911 or 9-911 as soon as possible.

For non-emergency workplace violence issues, call Human Relations at x6747 or x6749.

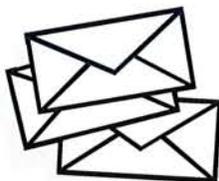
For Emergency Response – x7911

(dial 9-911 from designated phones, 911 from cellular phones)

Suspicious Packages or Mail

WHAT TO LOOK FOR

- ◆ Lack of a return address, or a suspicious return address
- ◆ Excessive postage
- ◆ Misspelled words
- ◆ Protruding wires
- ◆ Strange odor
- ◆ Oily stains or discoloration on the outer envelope or wrapper
- ◆ Excessive Tape or String



IF PACKAGE IS SUSPICIOUS

- ◆ Set the package or letter down, don't handle it further and warn those nearby.
- ◆ Immediately call x7911 or 9-911.
- ◆ If possible wash your hands with warm water and soap for at least one minute.

For Emergency Response – x7911

(dial 9-911 from designated phones, 911 from cellular phones)

Injuries

PERSONAL INJURIES

For EMERGENCY response to a serious or life-threatening injury or illness, call **x7911** or **9-911**.

For treatment of NON-EMERGENCY injuries or illnesses i.e.: small lacerations, small wounds, sprains or strains:

- ◆ Between 7:30 AM and 3:30 PM on regular business days, report to Health Services in Bldg. 26.
- ◆ After hours or on weekends call your personal physician or proceed to the nearest hospital or clinic emergency room.

All Injuries MUST be reported to Health Services at Bldg. 26 or by calling x6266.

RESCUE BOXES AND DISASTER TRAUMA KITS

Equipment is located around the Lab to assist trained employees in providing emergency care to others. Maps and other information is available at the Lab's Emergency Preparedness website: <http://ehswprod.lbl.gov/ep/>

ELECTRICAL SHOCK, OR LASER/BEAM EXPOSURE

- ◆ Call **7911** or **9-911** immediately.
- ◆ De-energize or shut off equipment.
- ◆ Secure the area and warn others.
- ◆ Report incident to supervisor.

For Emergency Response – x7911

(dial 9-911 from designated phones, 911 from cellular phones)

Radioactive/Chemical/ Biological Exposures

REMEMBER — S. W. I. M. S.

Stop all work. Observe and think.

Warn others in the area and report the incident.

Isolate the area and restrict access.

Monitor yourself. Check skin, clothing and shoes. Observe physiological reactions.

Stay in the area. Notify your supervisor.

- ◆ Request Emergency Medical help immediately by calling **x7911** or **9-911**
- ◆ Refer to the red/white wall mounted “Emergency Response Guide,” for more information.
- ◆ Some spills can be cleaned up without outside help. Call your Radiation Control Technician or Industrial Hygienist for more information.



For Emergency Response – x7911

(dial 9-911 from designated phones, 911 from cellular phones)

Shelter-in-Place

Lab employees may be advised to Shelter-in-Place for many reasons. For example:



- ◆ Atmospheric release of materials considered dangerous to public health, where evacuation is NOT a viable option.
- ◆ Situations where employees would be safer inside rather than outside a building (i.e.: a firestorm or workplace violence incident).

PROCEDURES:

LISTEN: The Public Address (or other warning) system will explain the situation and direct employees to appropriate actions.

SHELTER: Go inside the nearest building or office. An inside room (minimum doors and windows) is best.

SHUT: Close and lock all doors, windows and vents.

MONITOR: Email, voice mail and PA will be used for updates as they are available.

For Emergency Response – x7911

(dial 9-911 from designated phones, 911 from cellular phones)

NEED HELP OBTAINING SUPPLIES AND SERVICES?

Ordering Services from Internal Resources Other Than Procurement at LBNL

CONFERENCES

LBNL-organized conferences and meetings must be coordinated with Conference Services.

Call Conference Services at X5073, or visit <http://www.lbl.gov/Workplace/CFO/conferences/index.html>.

FACILITIES

Modifications and repairs to LBNL buildings are processed through the Facilities Division. A valid project ID is needed.

Call the Work Request Center at X6274, or visit <https://workrequest.lbl.gov>.

GUESTS

Stipends and honoraria for short-term visitors providing noncommercial advisory or speaking services are processed through Disbursements.

Call X6954, and see RPM 11.29 (Honoraria) at http://www.lbl.gov/Workplace/CFO/assets/docs/fpt/policies/Honoraria_policy.pdf.

MANUFACTURING

Electronic/mechanical hardware to be made at LBNL is ordered through the Engineering Division.

For electronic fabrications, call X5473; for mechanical fabrications, call X5904.

PRINTING AND GRAPHICAL COMPOSITION

Must be performed through the Creative Services Office.

Call Creative Services at X6541, or visit <http://www.lbl.gov/LBL-PID/CSO/>.

PUBLICATIONS

Publication of technical papers in scientific journals is processed through the Library.

Contact the Division Business Office; or call the Library at X6504, or visit <http://www-library.lbl.gov/>.

TRAVEL

Travel and off-site conference costs are processed through the Laboratory's Travel System.

Call X4500, or visit <http://travel.lbl.gov/>.

FRIENDLY REMINDER:

To avoid problems with your requirement, make sure you have the appropriate approval and follow these approved paths. Buying outside these approved paths can result in personal liability for the costs.

NEED HELP OBTAINING SUPPLIES AND SERVICES?

Buying Commercial and Noncommercial Supplies and Services from External Resources

Before you start, make sure you know the approximate cost and description of your requirement (i.e., scope of service or supply), and that you also have a valid project ID and approval (generally from a supervisor or PI) to charge this expense.

A. For frequently used commercial products under Lab-wide sub-contracts covering computers and related products, electrical hardware, laboratory materials and glass/hardware, office products, tools, etc.:

1. Go to eBay System at <http://ebuy.lbl.gov> to place your order.
2. Enter the following required information:
 - LDAP user ID
 - Employee Number
 - Project ID
 - Approver Name

For contact information on eBay contracts, go to <http://ebuy.lbl.gov>, and visit the merchant page for a particular eBay vendor.

B. For other frequently used, commercially available commodities or services not covered in A, above:

1. Go to the Procurement Web site at <http://procurement.lbl.gov> or <http://www.lbl.gov/Workplace/CFO/pro/links.html> to get a list of available blanket subcontracts.
2. Place your order directly with the vendor via Web, fax (see vendor website), or phone by using an LBNL or division blanket

subcontract. “Deliver to” name and location, and a Project ID are required when placing your order. Authorized users may be limited.

For information or assistance regarding usage of a particular blanket subcontract, contact the buyer listed on the respective blanket subcontract.

C. For other supplies and services not covered in A and B, above:

An approved ePro requisition is required to place an order. See instructions located on the Procurement Web site at <http://procurement.lbl.gov>. A Procurement Specialist will place the purchase order.

For information or assistance on preparing a requisition through the ePro System, contact your Division Business Manager or designee.

Planning assistance and other information are available from Procurement Liaisons assigned to your division or subject matter; find your division’s Procurement Liaison at <http://procurement.lbl.gov/liaisons.html>.

Other information about obtaining goods and services is available in the LBNL Regulations and Procedures Manual, Section 11.38 (Obtaining Goods and Services), at <http://www.lbl.gov/Workplace/RPM/R11.38.html>; and the Procurement and Property Web site at <http://procurement.lbl.gov>.

