

Tutorial: How to opt out a worker from Work Planning and Control

This step-by-step shows how a Supervisor performs the following:

1. View the authorization and training status of their workers.
2. Opt-out workers from the activity authorization process
3. Request that a worker be removed from the Job Hazard Analysis (JHA).

Step 1: Login to Activity Manager <https://wpc-am.lbl.gov/>

Step 2: Select “Workers / My Workers.”

Step 3: Select the worker you want to opt out, and the reason.

NOTE: You can only Opt-out a worker who has not been assigned to an Activity. If someone has been assigned to an Activity (by mistake) and should be Opted-out of the Work Planning and Control process, they will first need to be removed from the Activity.

EMPLOYEE NO.	NAME	OPT OUT	OPT OUT REASON
002339		<input type="checkbox"/>	Select reason
341218	Grondona, Connie E	<input checked="" type="checkbox"/>	Select reason
025302		<input type="checkbox"/>	Select reason No work performed UCB campus work only Equivalent authorization system used
018658	Broadway, Susan C *	<input type="checkbox"/>	Select reason
008034	Wentworth, Cathy L *	<input type="checkbox"/>	Select reason

There are three reasons to Opt-out a worker:

- **No Work Performed** means the worker is not performing work at LBNL. An example would be that the worker is providing input on a proposal and is paid by LBNL (or not) but they are not performing work at LBNL.
- **UCB Campus Work Only** means the person is working exclusively on UC Campus (but not working in Donner Lab).
- **Equivalent Authorization System** means the worker is authorized by a different authorization system such as the Subcontractor Job Hazard Analysis, (SJHA), the Construction Job Hazard Analysis (CJHA), or the Advanced Light Source user group authorization process, to name a few.

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