

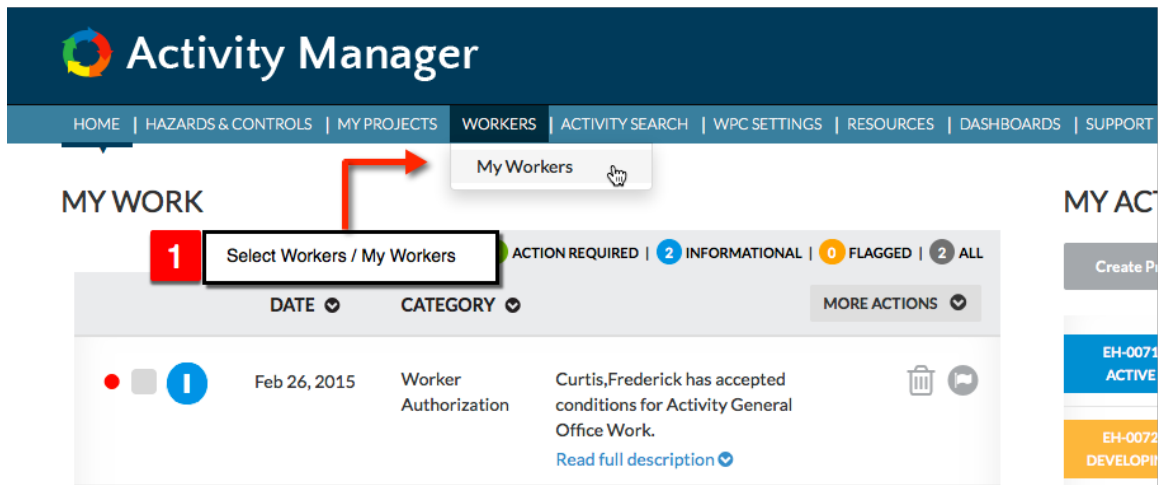
Tutorial: How a Supervisor can View their Worker’s Status in Activity Manager
 (Includes how to opt out a worker)

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: View Worker’s Status

The My Workers page lists a supervisor’s direct reports and their status.

SUPERVISOR VIEW

* Opt out is not allowed for workers with Activity Assignments Export To Excel

1 workers need to accept work conditions
 1 workers need to complete training

EMPLOYEE NO.	NAME	NO. OF ACTIVITIES	OPT OUT OF ACTIVITY MANAGER	TRAININGS COMPLETE	WORKER ACCEPTANCE	SUPERVISOR APPROVAL
000198	Fairchild II,Robert F *	4	<input type="checkbox"/> Select reason	✓	✓	✓
024137	Galloway,Lamoyne Kurt *	12	<input type="checkbox"/> Select reason	✓	✓	✓
049219	Johnson,Wayne F. *	2	<input type="checkbox"/> Select reason	✓	✓	✓
002089	Kassis,Maram M *	6	<input type="checkbox"/> Select reason	✓	✓	✓

Step 4: Expand each worker to view details of the activities they are assigned to
 Use the chevron to expand the details of each worker. This shows all of the activities they are assigned to and the status of each.

SUPERVISOR VIEW

* Opt out is not allowed for workers with Activity Assignments

1 workers need to accept work conditions
 1 workers need to complete training

Export To Excel

EMPLOYEE NO.	NAME	NO. OF ACTIVITIES	OPT OUT OF ACTIVITY MANAGER	COMPLETE	ACCEPTANCE	APPROVAL	SUPERVISOR
000198	Fairchild II, Robert F *	4	Select reason	✓	✓	✓	⌵
Activity Name: Radioactive Material Storage Facilities --Radiation Protection Group Activity ID: EH-0149 Activity Lead: Galloway, Lamoyne Kurt Project Name: RPG Operations Authorization Level: Authorized to Work Restrictions:				✓	✓	✓	⌵
Activity Name: Rad Material Shipments (receiving and shipping) Activity ID: EH-0123 Activity Lead: Galloway, Lamoyne Kurt Project Name: RPG Radiological Control Technician Authorization Level: Authorized to Work Restrictions:				✓	✓	✓	⌵
Activity Name: EWRP Department Office-Based Activities Activity ID: EH-0096 Activity Lead: Kestell, David J Project Name: EWRP Department General Activities Authorization Level: Authorized to Work Restrictions:				✓	✓	✓	⌵

1 Expand to view all of the activities a worker is assigned to and their status.

Step 5: Training details

You can expand a second level to see the worker’s training status on each activity they are assigned to.

EMPLOYEE NO.	NAME	NO. OF ACTIVITIES	OPT OUT OF ACTIVITY MANAGER	TRAININGS COMPLETE	WORKER ACCEPTANCE	SUPERVISOR APPROVAL
000198	Fairchild II, Robert F*	4	Select reason	1		

Expand an activity to see the status of trainings for that activity

Activity Name: Radioactive Material Storage Facilities --Radiation Protection Group
 Activity ID: EH-0149
 Activity Lead: Galloway, Lamoyne Kurt
 Project Name: RPG Operations
 Authorization Level: Authorized to Work
 Restrictions:

Activity Status: Active

To view the worker's full training requirements (including non-safety trainings) click here. This takes you to Berkeley lab Training.

ROBERT FAIRCHILD II'S TRAININGS

Note: The courses(below) are for this activity only. To view all trainings requirements and completions, click [here](#)

COURSE NAME	COURSE ID	STATUS	EXPIRE DATE
WorkSmart Ergonomics	EHS0062	Completed	
Lead Hazard Communication	EHS0329	Completed	
GERT-General Empl Rad Trng	EHS0470	Completed	12/15/2017
Radiological Worker 1	EHS0471	Completed	12/15/2017
Radiological Worker II	EHS0473	Completed	12/15/2017
Material Cntrl/Accountability	EHS0474	Completed	8/22/2018
Radioactive Material Driver	EHS0476	Completed	9/14/2017
Radioactive/Mixed Waste Gen	EHS0622	Completed	

Step 6: How to opt out a worker from Activity manager (Work Planning and Control)

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.

RS

Reserved for workers with Activity Assignments

JHA Worker

EMPLOYEE NO	NAME	OPT OUT	OPT OUT REASON	
002339		<input type="checkbox"/>	Select reason	View Worker Summary
341218	Grondona, Connie E	<input checked="" type="checkbox"/>	Select reason	View Worker Summary
025302		<input type="checkbox"/>	Select reason	View Worker Summary
018658	Broadway, Susan C *	<input type="checkbox"/>	Select reason	View Worker Summary
008034	Wentworth, Cathy L *	<input type="checkbox"/>	Select reason	View Worker Summary

3 Click Save

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, but is not performing the 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.