Environment, Health & Safety
BERKELEY LAB

Setting your work location on Google Calendar

The following instructions show how to add work locations in Google calendar using the required work location terms.

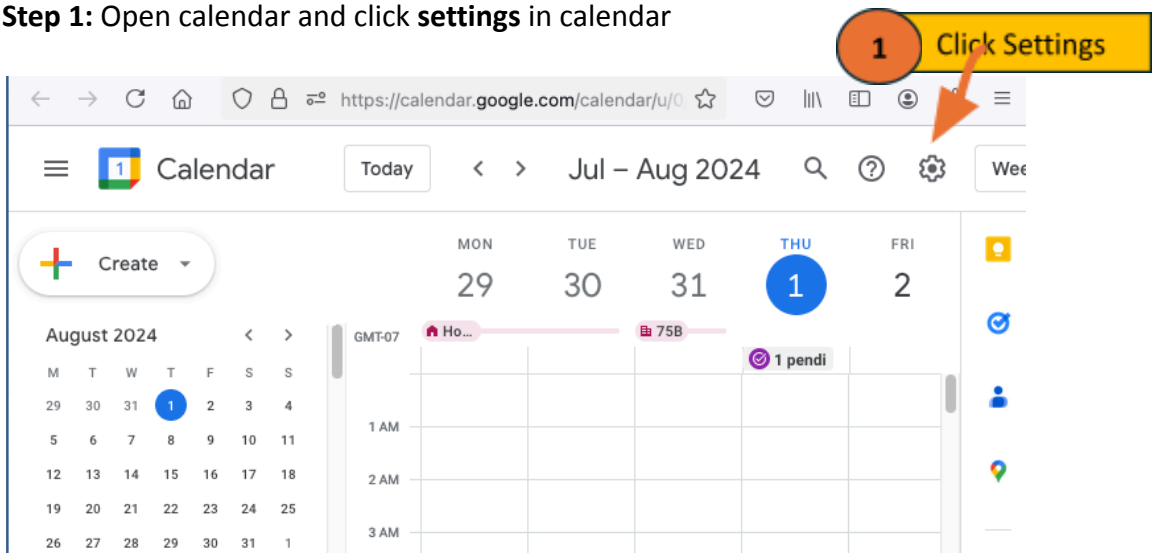
- **"Onsite"** - *Working at an LBNL location*
- **"Offsite"** - *Working at a non-LBNL location, such as teleworking, off-site training or conference attendance*
- **"Out"** - *Not working:*
    - *Do not use "vacation", "out sick", or any other descriptor that describes why you are out.*

Reason: These specific terms are required in order for the work location dashboard to work. This dashboard is used to view who is onsite and available to respond to incidents on a given day so that EHS management can determine if you are working onsite, offsite or are away.

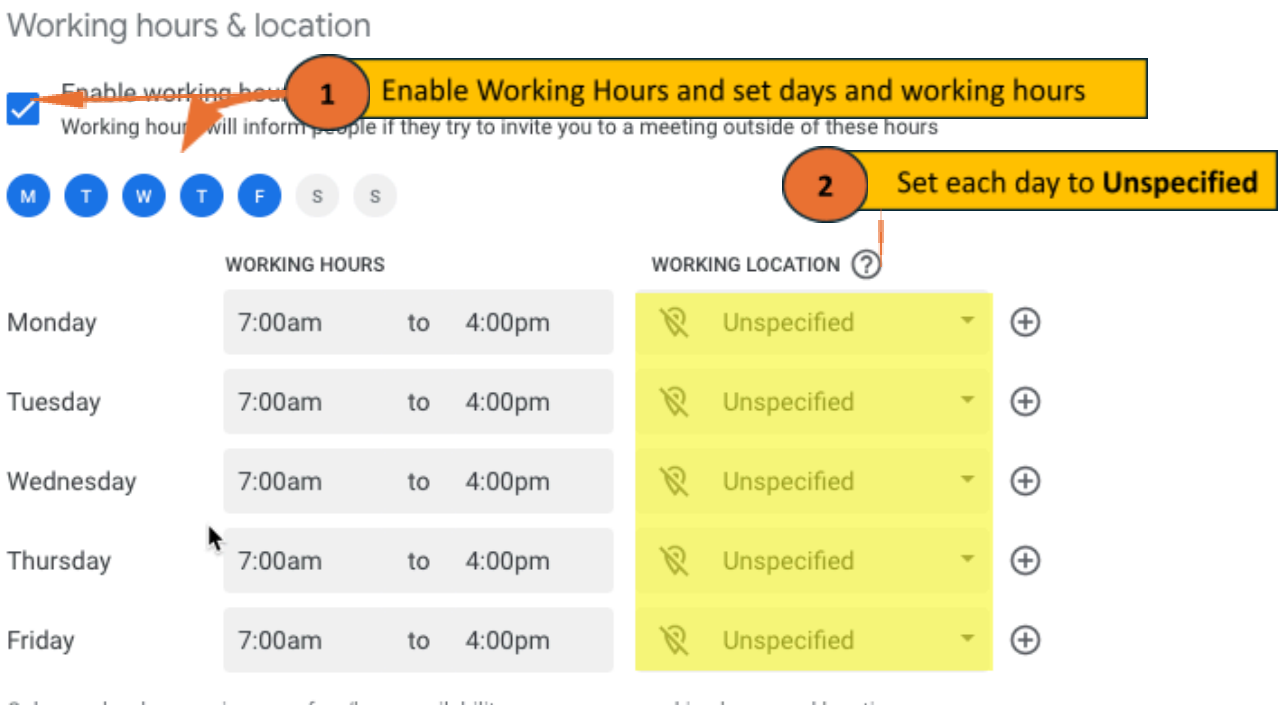
NOTE: Google calendar entries should be consistent with supervisor-approved work modes as recorded in the Lab's Work Mode Tool and following your supervisor-approved department work schedules.

INSTRUCTIONS----------

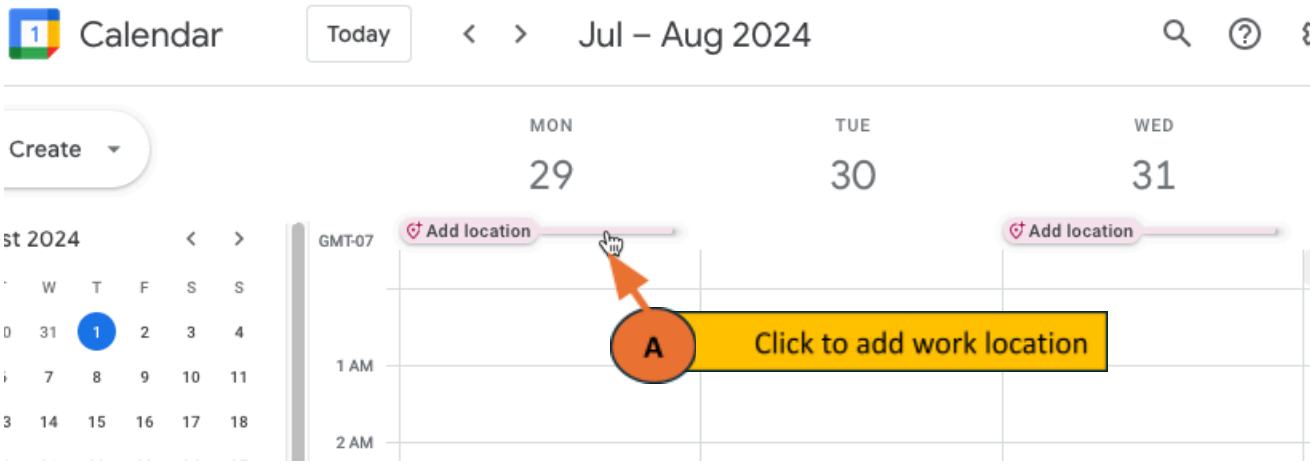
Step 1: Open calendar and click **settings** in calendar



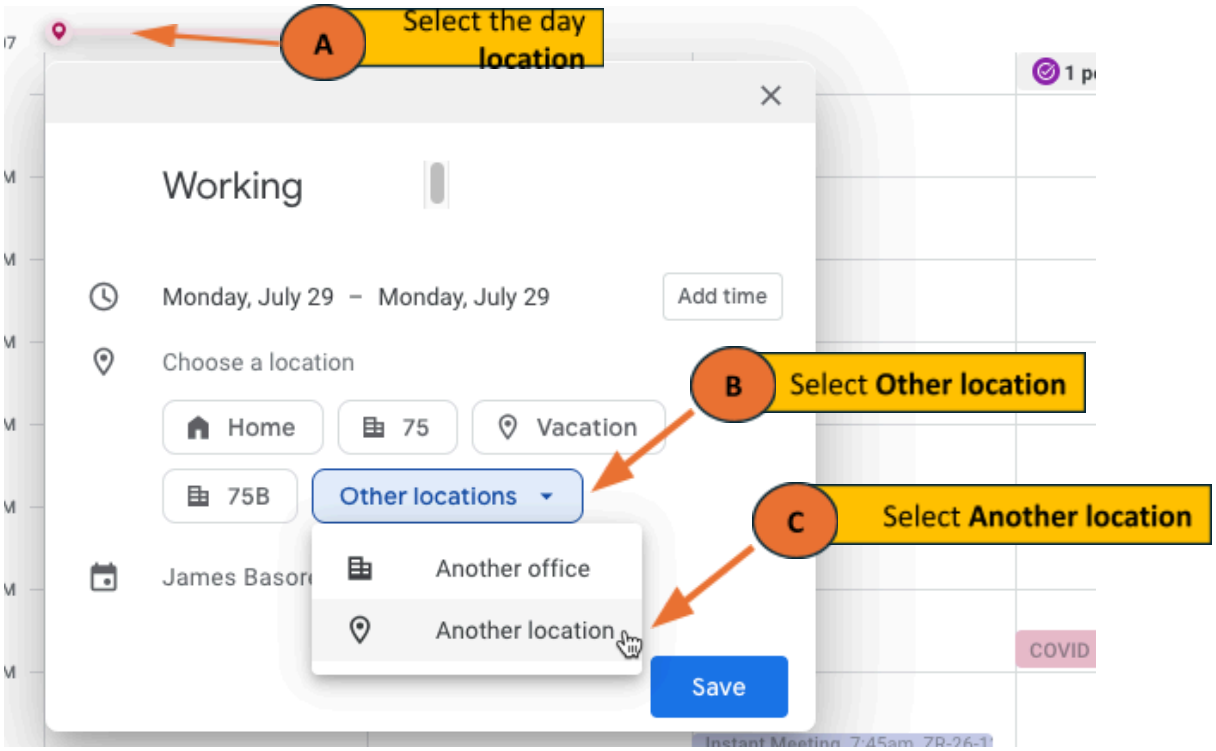
Step 2: Scroll to find **Working Hours & Locations**
NOTE: *Failure to use **Unspecified** will create duplicate/contrary work location entries on the dashboard.*



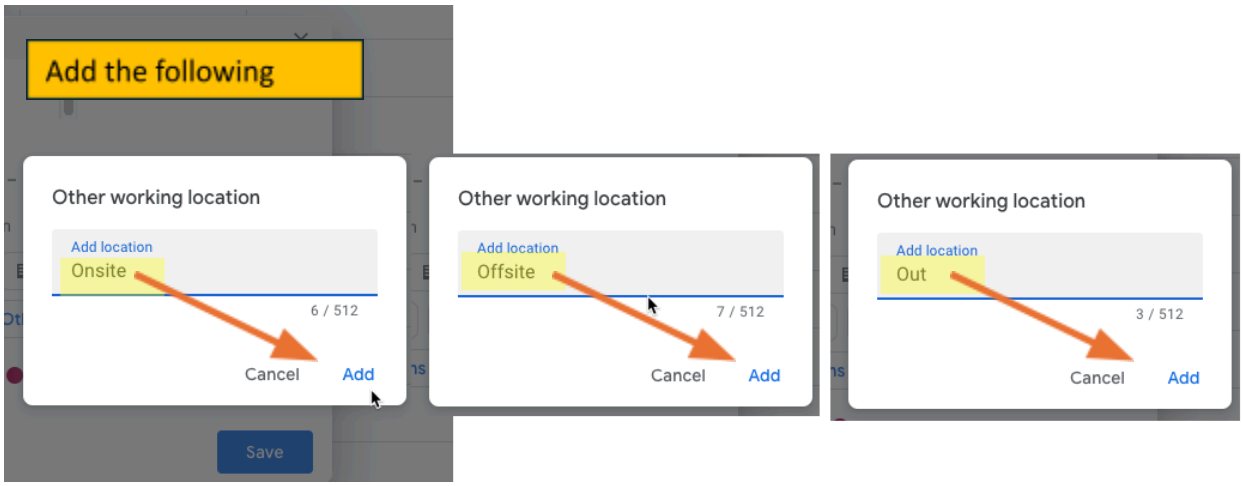
Step 3: Click the top (as shown) to enter/modify work locations (for each work day)



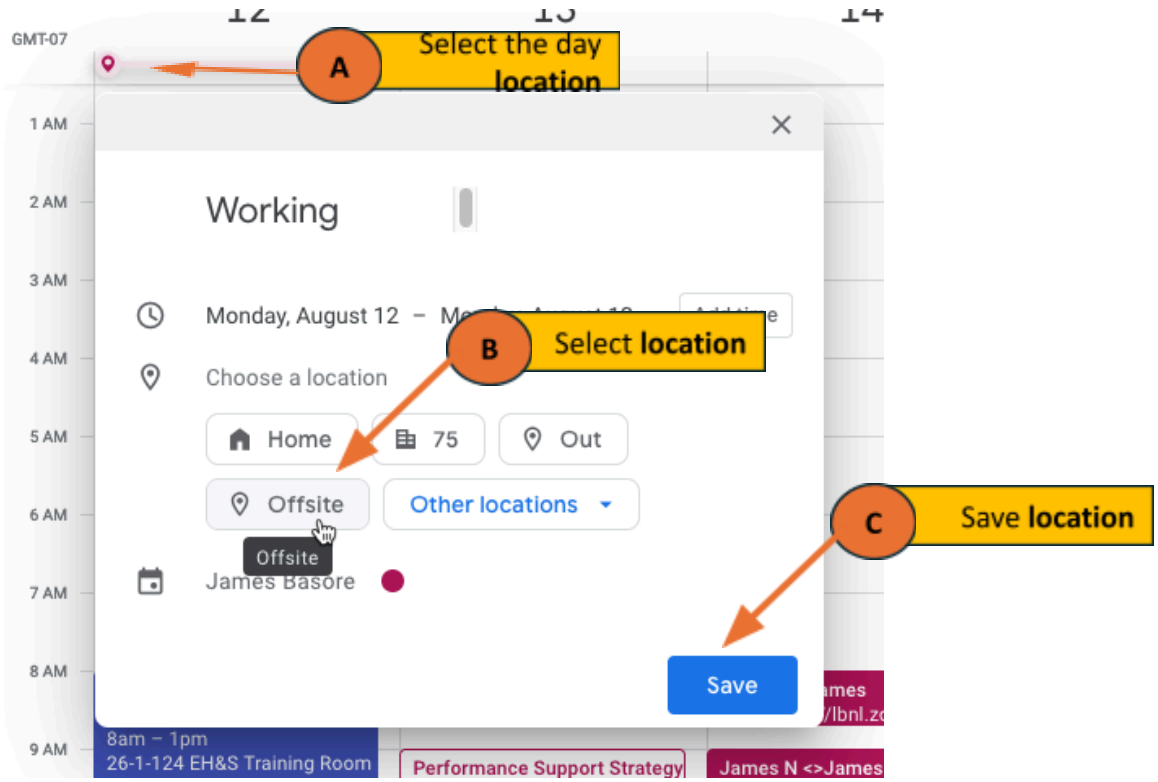
Step 4: Create new work locations (Onsite) (Offsite) (Out)



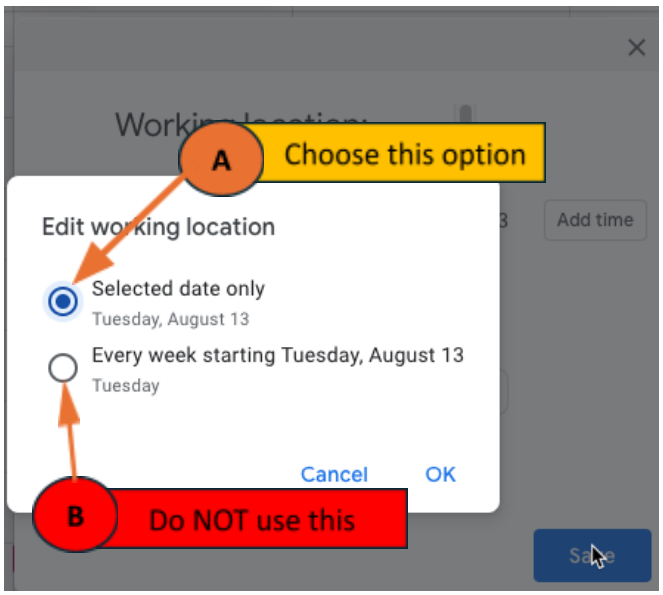
Step 5: Create and **Add** the three new locations:
NOTE: This is a bit buggy. You may need to recreate these until they "stick" or re-create them the day you add them to your calendar



Step 6: Add the correct work location to each of your work days



Step 7: Choose Selected dates only (or) a range of consecutive days if appropriate.



Warning, do not save as “Every week…” as it creates a default setting which, again, creates duplicate entries on the dashboard.

Repeat this process each week to bring your calendar up-to-date

Examples / Scenarios:

- Working onsite all day: **Onsite**
- Working offsite all day: **Offsite**
- Working onsite in the morning, and working offsite in the afternoon: **Onsite AM / Offsite PM**
- Out sick all day: **Out**
- Working onsite in the morning, and on vacation in the afternoon: **Onsite AM / Out PM**

Note: If using the Out of Office feature on your calendar, you must first set your location to 'Out' as described above, and then schedule your Out of Office calendar entry for specific hours of the day.

