Anesthesiology & Pain Medicine
Office of Staff Affairs

Timesheets, Leave Reporting and Leave Records
Departmental Policies and Procedures

This document covers the timekeeping and leave policies and procedures for the Department of Anesthesiology & Pain Medicine staff. This applies to all salaried (monthly) Classified (overtime eligible and excepted) and Professional (overtime eligible and exempt) Staff.

The Department will begin using the Leave and Time Reporting (LTR) system effective January 1, 2012. All salaried employees will request leave and submit timesheets/leave records via the online system at https://ltr.som.washington.edu. If you are unable to access LTR with your UWNetId, first contact Natalie Collins, ncc5@uw.edu, to ensure you are set up correctly.

DEPARTMENTAL PROCEDURES:

Timesheets/Leave Calendars

*Classified Staff and Professional Staff – Overtime Eligible:*

The Timesheet is used to certify your work hours on a pay period basis.

- Log into LTR at https://ltr.som.washington.edu
- Locate current or recently ended pay period in ‘My Calendar’
- Select “Fill in Normal Schedule.”
- Make adjustments to your pay period as needed.
- Confirm any approved leave taken.
- Submit to your Supervisor

Submit your timesheets to your supervisor on the final day of the pay period (15th AND last day of the month). We need supervisors to approve no later than the second day after the close of the pay period (17th AND 2nd) of each month to ensure appropriate pay reconciliation. Late timesheets may require adjustments in pay checks.

*Professional Staff – Overtime Exempt:*

The Leave Calendar is used to certify your work schedule and report any leave taken each month. LTR will populate your schedule with an “X” for days worked normal schedule on a pay period basis.

- Log into LTR
- Locate current or recently ended pay period
- Select “Fill in Normal Schedule.”
- Make adjustments to your pay period as needed.
- Confirm any approved leave taken.
- Submit to your Supervisor
Submit your Leave Calendar to your supervisor on the final day of the pay period (15\textsuperscript{th} AND last day of the month). We need supervisors to approve no later than the second day after the close of the pay period (17\textsuperscript{th} AND 2\textsuperscript{nd}) of each month to ensure appropriate pay reconciliation. Late leave calendars may require adjustments in pay checks.

LEAVE REQUESTS:
All leave and overtime approval requests are now done through LTR.

- Log into LTR.
- Select Leave Request tab.
- Select Start date and end date.
- Enter number of hours per day.
- Create any notes you would like for your supervisor. Please recall this is public record.
- Click Submit.
- Confirm dates and information and submit to supervisors.

Supervisors receive emails upon creation of leave requests. Upon approval, employee receives an email of its approval or rejection.

NOTE - Employees must “confirm” the time taken on their monthly timesheets/leave calendars. To do so, click on the “0” listed in your Leave Request on the My Calendar page and enter actual number of hours taken with any notes. You can change the number of hours taken as leave and/or worked as overtime in this area.

OVERTIME APPROVALS:
All Overtime pre-approvals should be submitted and approved as Leave requests (event type of Comp Tim Accrued OR Overtime Worked & Paid). This replaces the old pink forms.

Leave Records – OWLS

You will continue to receive monthly OWLS reports via email and be able to access your leave balances through the Employee Self Service page at https://prp.admin.washington.edu/ess. Your leave calendar information is entered into OWLS. LTR and OWLS do not connect with each other.

Your leave record is ‘released’ at month’s end, to you and your supervisor; an email is auto distributed to your UW email address and to your supervisor. The information therein should be verified in case of mistakes or incorrect information. No comment indicates you concur with the record.

DEPARTMENTAL POLICIES
- All Leave requests and Overtime requests must be submitted and approved via LTR for appropriate tracking and approval. Submit vacation/annual requests in advance to your
supervisor and sick leave requests in advance if possible or within 2 business days of your return from unexpected Sick Leave.

- Vacation/annual leave accrues monthly, and is only available upon accrual; for classified staff, you must satisfy your probationary period prior to using annual leave.
- Sick leave accrues monthly, and is only available upon accrual.
- If sick leave is used for more than 3 consecutive days, a note or fax from your provider on their letterhead is needed to indicate the necessity and the dates of sick leave to continue to use sick leave. This fax or note should be routed to Andrea McAuliff, amcaulif@uw.edu, HR Administrator at Box 356540 or 206-543-2958. Otherwise, time in excess of 3 days will be applied to vacation leave (annual leave) or leave without pay. Provider notes will not be retained in the department, but will be verified and documented in OWLS and forwarded to Campus HR Operations for retention.
- If you are teleworking/working from home during a leave of absence due to illness, you must submit approval (either via LTR or an email) to ensure hours are not charged to sick leave.
- If during a scheduled and approved vacation/annual leave you or your family member become ill and/or have a qualifying sick leave event, you may retroactively request a change from Annual Leave to Sick Leave by providing Andrea McAuliff, amcaulif@uw.edu, HR Administrator with an email and provider note detailing the sick leave need.
- All Leave Without Pay must be reported in advance or immediately upon return in order to avoid an overpayment. Contact Andrea McAuliff, amcaulif@uw.edu, as soon as you know you need Leave Without Pay.

For more detailed leave information, go to the Human Resources website:
http://www.washington.edu/admin/hr/roles/ee/leaveholiday/index.html

Please contact Natalie Collins, ncc5@uw.edu, in the Anesthesiology main office if you have questions regarding timekeeping, leave records, leave policies or the LTR and OWLS system.