How to fill out and submit your timesheet
(Professional, Classified, Hourly)

1. Log on to LTR at https://ltr.som.washington.edu

2. On 'My Calendar', click on the box for the date you are reporting time and leave.

3. Report time worked and leave taken using the Event type drop-down menu:
   - **Overtime eligible** employees: Type in the number of hours worked or leave taken and choose the proper event type from drop down menu.
   - **Overtime exempt** employees do not have to specify hours worked for each day unless the day is divided between leave time and time worked.

*Time saving tip:* Use the “(define) link to set up your normal work schedule so that you can auto-fill values every pay period, and adjust only when there are exceptions.

4. Select your supervisor from the drop down (or alternate if your supervisor is on extended leave)

5. Click on “Submit” and you are done! You can unsubmit to change a mistake or fix an oversight any time prior to your supervisor approving.

Note: You cannot edit previously approved or future timesheets. You can only edit the current pay period timesheet, although you may view previous timesheets as a reference.

See next page for an image of the My Calendar tab.
## My Calendar

### 2011-May 31

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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</table>

**Total Hours:** 88  
**Hours Worked:** 88

### Adding event for May 27, 2011

**Number of Hours:** 0  
**Event type:**  
**Notes (not required):**

**Select an event type:**
- **Common event types**
  - Annual Leave (A)
  - Personal Holiday (PH)
  - Sick Leave (S)

**Other event types**
- 2nd Shift Differential - Evening (SD6)
- Annual Leave - FMLA (AF)
- Annual Leave - Child Care Emergency (AC)
- Assignment Pay (HP5)
- Bereavement (B)
- Call Back Pay (C/B)
- Civil Leave (C)
- Comp Time Accrued (1.0 rate) (CAS)
- Comp Time Accrued (1.5 rate) (CA)
- Comp Time Accrued (2.0 rate) (CAD)
- Comp Time Used (CU)
- Comp Time Used - Child Care Emergency (CUE)
- Comp Time Used - FMLA (CUF)
- Cyclic Yearly Leave (CYL)
- Discretionary Leave Used (D)
- Education (E)
- Holiday Credit Accrued (1.0 rate) (HA)
- Holiday Credit Used (HU)
- Holiday Credit Used - Child Care Emergency (HUE)
- Holiday Credit Used - FMLA (HUF)
- Holiday Time Worked & Paid Out (HP)
- Hours Worked (W)
- Leave Without Pay (L)
Leave Requests
(Professional, Classified, Hourly)

There are three steps to requesting and taking leave. They are:

1. Request your supervisor’s approval for designated dates/hours.
   a. Log on to LTR at [https://ltr.som.washington.edu](https://ltr.som.washington.edu)
   b. Click on the “Leave Requests” tab to the right of ‘My Calendar’, click on the box for the date you are reporting time and leave.
   c. Select the dates, appropriate event code and submit to your supervisor for approval.
      *S/he will be notified by email that a request is pending approval and the event will turn red on your Calendar indicating that you have requested leave, but is has not yet been approved by your supervisor.*

2. Receive approval (or denial) from your supervisor, via an email notification from the LTR system.
   *If and when the event is approved, the calendar entry will turn to yellow and you will be notified by email that it is approved or denied.*

3. If approved, enter the leave time taken when you fill out the timesheet for that pay period.

Helpful tips:

- Clicking on the event in your calendar will open the event record for editing.
- Leave requests may be un-submitted if your plans change, subject to supervisor approval.
- Although not required, you may name the event for your own reference and you may include a note to your supervisor.
- Click on “Show approved leave requests” as a planning aid.
- Supervisor note: The Supervisor tab will show all leave requests pending your approval, and calendars for your direct reports or for employees for whom you serve as a “back-up” time and leave approval authority.

See next page for a picture of the Leave Request page in LTR.
Reminder!
Before requesting leave, please be sure to check your ESS page to be sure you have enough leave accrued.

New Leave Request
- Start Date: 
- End Date: 
- Hours per day: 
- Leave type: Select an event type
- Name for this request: 
- Notes for this request (for personal use, this is not seen by supervisor): 
- Notes for supervisor (included in email):
- Submit request to: 

Unsubmitted Leave Requests:
<table>
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<tr>
<th>Request</th>
<th>Req Date</th>
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Show Approved Requests