LTR Leave and Time Reporting
PATHOLOGY.WASHINGTON.EDU/LTR

LTR is a web-based system that records and processes staff payroll and leave activities in compliance with all University and State of Washington rules and regulations. LTR dramatically improves payroll processing, saving invaluable staff time and resources. Below is a brief outline of how LTR works, and how effectively it manages employee timesheets, including leave requests.

Time Reporting Procedures
1. Log into LTR website using UWNet ID and password
2. On My Calendar, click on the box for the day you are entering hours for
3. Type in number of hours and choose event type (hours worked or leave)
4. At the end of the pay period, click Submit

Current Timesheet

Select event (hours worked or leave type)
Current date
Submit timesheet at the end of the pay period
Drop down box for alternate supervisors
### Leave Request Procedures

1. Log into LTR website using UWNet ID and password
2. Under Leave Request tab, select date, hours, and leave type
3. Submit to supervisor
   - A. If leave request is approved, the request will show up on your employee calendar
   - B. If leave request is rejected, you will receive an email from your supervisor with a reason

### Leave Request

- Go to ESS to check leave availability
- Choose event from drop-down menu

### Table: Timesheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Worked Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>9:00-17:00</td>
</tr>
<tr>
<td>Mon</td>
<td>9:00-17:00</td>
</tr>
<tr>
<td>Tue</td>
<td>9:00-17:00</td>
</tr>
<tr>
<td>Wed</td>
<td>9:00-17:00</td>
</tr>
<tr>
<td>Thu</td>
<td>9:00-17:00</td>
</tr>
<tr>
<td>Fri</td>
<td>9:00-17:00</td>
</tr>
<tr>
<td>Sat</td>
<td></td>
</tr>
</tbody>
</table>

Total Hours: 32
A: 11.33 CA: 3.5 CU: 5.25 L: 1.42 S: 30

### Summary of Events

- Approved timesheet
- Types of leave
- Hours worked
- Leave availability
- Choose event from drop-down menu

### Additional Information

- Previous Timesheet
- Leave Request Procedures