Time Reporting
(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. Type in the number of hours and choose the proper event type from drop down menu.
4. Fill out each day and submit at the end of the pay period. You can not submit a timesheet before the last day of a time period. To submit:
   - Select your supervisor from the drop down (or alternate if your supervisor is on extended leave)
   - Click on “Submit” and you are done!

My Calendar (Timesheet)

Time saving tip: Use the “(Define)” link to set up your typical work schedule and use “Fill in normal work schedule” to auto fill values every pay-period. Make adjustments only when there are exceptions.
Leave Request Process
(Professional, Classified)

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

2. Click on the “Leave Requests” tab to the right of “My Calendar”, click on the box for the date you are requesting leave.

3. Select the dates, appropriate event code and submit to your supervisor for approval (unapproved requests will be highlighted red on the “My Calendar” tab).

4. You will receive an email when the request is approved (approved requests will be highlighted yellow on “My Calendar”).

5. On the “My Calendar” tab, confirm the leave actually taken (leave taken will be highlighted green).

Leave Requests

Calendar will popup when you click here
Supervisor will appear by default (backups via dropdown)
Go to ESS to check leave availability
Event type required!

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: 0  
Leave type: Select an event type
Name for this request: (for personal use, this is not seen by supervisor)
Notes for supervisor (included in email):
Submit request to: 

Unsubmitted Leave Requests:
Request  Req Date

Show Approved Requests