LTR (Leave and Time Reporting) was developed by the Department of Pathology.

LTR provides a standardized electronic platform for professional and classified employees to:

– Request leave
– Record time work and leave taken
LTR Supervisor’s Role

As Supervisor, you will be expected to:

– Approve or reject leave requests submitted by your employees
– Approve or reject timesheets submitted by your employees
LTR Supervisor’s Role

When one of your employees submits either a leave request or time sheet, you as supervisor will an email notification from LTR_Automailer@pathology.washington.edu that looks something like this:

LTR_Automailer@pathology.washington.edu
LTR APPROVAL NEEDED: Haley Lee's timesheet (2012-Jun-30)

Dear Heidi Tilghman,

This Email is regarding Haley Lee's timesheet (2012-Jun-30). This timesheet requires your approval. Please go to the web site listed below to approve or reject this timesheet.

To view this timesheet, visit:
https://ltr.som.washington.edu/supervisorview.php?user=1582&TimesheetID=194781

To view all timesheets requiring your approval, visit:
https://ltr.som.washington.edu/supervisor.php

If you believe you have received this email in error, please contact ltr@pathology.washington.edu

The information contained in this email is confidential and is intended solely for the addressee. Access to this email by anyone else is unauthorized. If you are not the intended recipient, please delete this email. Any other disclosure, copying, distribution or any action taken by anyone other than the intended recipient is prohibited and unlawful.
LTR: Supervisor’s Role

When logging in, this will be the default start page.
To approve your employee’s timesheets and leave requests, click on the “Supervisors” tab.
To approve a timesheet, click on one of the links to go to the submitted timesheet.
You can see the status of past timesheets here.

You can review the timesheet here.

You can approve or reject the timesheet by clicking here. If you reject, you will be required to provide a reason.
Approving a Leave Request

After approving a timesheet, you are automatically returned to this page. As you can see, Monica’s timesheet request has disappeared.

We will now approve a Leave Request from Haley. Click here to review Haley’s request.
LTR: Approving a Leave Request

You can review the details of the Leave Request here.

You can approve or reject the request here.

If you reject, you will need to add the reason for rejection here.
Approving a Leave Request

After approving the Leave Request, you are returned to the Supervisor’s page.

Haley’s Leave Request has disappeared from your need to approve list.