

LEAVE AND TIME REPORTING

Using your UW NetID and password, log onto the following link:

<https://www.pathology.washington.edu/ltr/>

You can now input hours worked, leave taken, and add notes for clarification with just a few clicks!

Help keep our records accurate and your leave records updated:

Log On Now!

ONLINE DIRECT DEPOSIT

1. Log in to MyUW (you must have a UW NetID) and access ESS (Employee Self-Service) in the left column under "Quick Links"
2. Go to the Earnings section of ESS to find the Direct Deposit link
3. Select Direct Deposit and complete the form
4. You will receive an email confirmation within 24 hours of updating your Payroll Direct Deposit

****Note**** Your first paycheck will not be direct deposited! You may pick up your paper paycheck from Greg Lawrence in C-516 of the Health Sciences Building.

For more information and answers to common questions about direct deposit, please go to:

<http://www.washington.edu/admin/payroll/directdeposit.html#questions>