**Monthly Exempt Timesheet Quick Guide**

### Reporting Sick/Vacation - Full Days
- Sign in to Galaxy
- Timesheet link
- Open timesheet to week of absence using ‘Previous Week’ & ‘Next Week’ links or Date and Period function
- Select ‘Add Absence Event’
- Enter Date(s) & Absence Type
- ‘Submit’ for 8 hours or use Details link to report a partial day

### Reporting Sick/Vacation - Single Partial Day
- Sign in to Galaxy
- Timesheet link
- Open timesheet to week of absence using ‘Previous Week’ & ‘Next Week’ links or Date and Period function
- Select ‘Add Absence Event’
- Enter Date & Absence Type
- Select Details link
- On Partial Day Option, select ‘One or All Days’
- In All Day Hours field that appears, type in the number of hours requesting
- Select ‘Calculate End Date or Duration’ button
- Verify that Duration field matches the hours entered in All Day Hours field
- Select ‘OK’ and ‘Submit’

### Submitting Saved Sick/Vacation
- Timesheet link in Galaxy, find the saved request
- Each request is submitted separately, select ‘Edit’ button to open the request for submission
- Once in edit mode, the request can be submitted. Select ‘Submit’
- Remember: Saved Request = Edit & Submit

### Reporting Misc. Leave
- Timesheet link in Galaxy
- Open timesheet to week of absence using ‘Previous Week’ & ‘Next Week’ links
- In timesheet grid, report number of hours on date used in duration boxes
- Choose type of leave from drop list
- ‘Submit’ for approval

### Certifying No Leave Used in Pay Period
- When no leave was used during the month, go to the last working day of the pay period in the Timesheet
- In Timesheet grid, enter 0.0 hours and choose the code ‘NTR- Nothing to Report’. Submit.
  - If HOL already entered, use [+] button to add a new row to report NTR in addition to HOL
- This certifies the blank timesheet and routes to the manager for approval

**Deadline: 1st of month for prior month**