Faculty Online Timesheet Quick Guide

**Reporting NTR**
- Sign in to Galaxy
- Select Timesheet link
- Select “Calendar Period” from the “View By” dropdown box
- Enter 0.00 on last day of the month
- Select NTR- Nothing to Report from drop down Time Reporting Code
- Submit. You have certified that no leave was taken for the month

**Reporting “Other” Leave**
- Sign in to Galaxy
- Select Timesheet link
- Open correct timesheet week using Previous Week & Next Week links
- Enter the number of hours absent
- Select Leave Type from drop down Time Reporting Code
- Submit. You have entered an “Other” Leave event

**Reporting Sick Leave – Full Day**
- Sign in to Galaxy
- Select Timesheet link
- Open correct timesheet week using Previous Week & Next Week links
- Use Add Absence Event button in middle of screen
- Enter Date(s) & Absence Name from drop down box
- Submit. You have recorded a full 8 hour day absence

**Reporting Partial Day Sick**
- Use Add Absence Event button
- Enter Date(s) & Absence Type
- Select Details link
- Change Partial Day drop down option to ‘One Day or All Days’
- Enter # of hours of Sick in ‘All Day Hours’ field that appears
- Click on ‘Calculate’ button to fill in Duration
- Select OK
- Submit when returned to main timesheet