Faculty Online Timesheet Quick Guide

### Reporting NTR - Nothing to Report
- Sign in to Galaxy
- Select **Timesheet** link
- Open correct timesheet week using **Previous Week** & **Next Week** links
- Enter 0.00 on last day of week (Saturday)
- Select NTR - Nothing to Report from drop down Time Reporting Code
- **Submit**. You have certified that no leave was taken for the week

### Reporting Sick - FULL DAYS
- 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 Sick - PARTIAL DAYS
- 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