### Monthly Nonexempt Timesheet Quick Guide

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

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

#### Reporting Worked Hours
- Timesheet link in Galaxy
- Use ‘Previous Week’ & ‘Next Week’ link to open past or future timesheets
- Report IN/OUT/IN/OUT per day and choose REG- Regular Working Hours from list
- ‘Save for Later’ or ‘Submit’ for approval

#### 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 Day 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

- Work week must = 40 hours. Review ‘Reporting Hours’ above timesheet for total hours

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