1. Sign in to Galaxy – [https://galaxy.utdallas.edu](https://galaxy.utdallas.edu)

2. Click on the *Timesheet* link under the Time and Absence folder

3. Navigate to the last week of the month using *Previous Week & Next Week* links

4. Enter 0.00 on last working day

5. Select NTR- Nothing to Report from drop down list of codes

6. Click *Submit*. You have certified that no leave was taken for the month.
   - The status must read ‘Needs Approval’ to be correct.
     - If it says ‘Saved’, click on the Submit button.