**Timesheet**

- Sign in to Galaxy
- **Timesheet** link
- Enter IN/OUT hours
  - To report a lunch or unpaid break, use [+ button to add a new row, enter IN/OUT
- ‘Submit’ for Manager Approval
  - ‘Save For Later’ requires you to come back later to ‘Submit’

**Web Clock Punch IN/OUT**

- Sign in to Galaxy
- **Web Clock Punch IN/OUT** link
- Choose IN or OUT from list
- ‘Enter Punch’
- Go to **Timesheet** to review punches or add comments

- Use ‘Previous Week’ & ‘Next Week’ links to report/review past or future weeks or time periods

- Review the **STATUS**
  - Saved – Manager cannot approve. Submit for approval
  - **Needs Approval** – Manager will receive to approve
  - Push Back - Manager has asked you to modify IN/OUT due to an error
  - Denied- Manager denied working hours
  - Approved- Manager approved hours for payment

- Editing
  - Timesheet
    - Edit as needed. Contact Manager before editing after approval
    - [+ ] button to add a row to report lunch or second shift
  - Web Clock
    - Cannot edit. Enter comment and contact Manager to edit or enter missed punch

- Finalizing Timesheet and Deadlines
  - Timesheet users must have all time submitted and in a Needs Approval status by deadline
  - Web Clock users must review and communicated any changes to the Manager by deadline
  - Failure to comply with deadlines can result in late payment

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Deadline</th>
<th>Pay Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st – 15th</td>
<td>16th or next business day</td>
<td>Following 1st</td>
</tr>
<tr>
<td>16th – end of month</td>
<td>1st or next business day</td>
<td>Following 15th</td>
</tr>
</tbody>
</table>