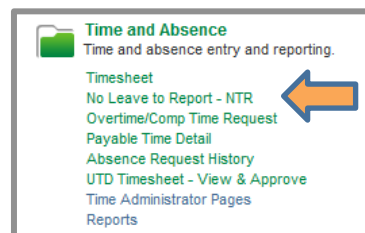


# No Leave to Report (NTR) Submission Quick Guide

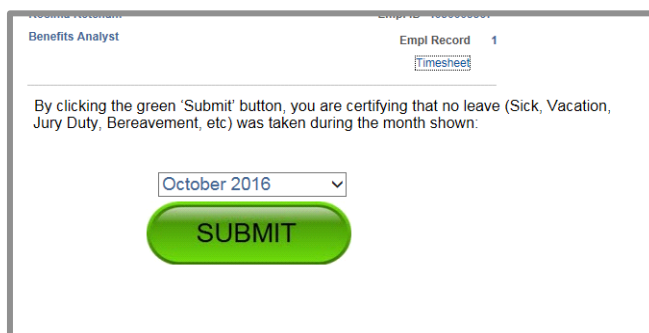
## Step 1

- Sign in to Galaxy
- Select No Leave to Report - NTR link
- Once you click the link it takes you to a new page



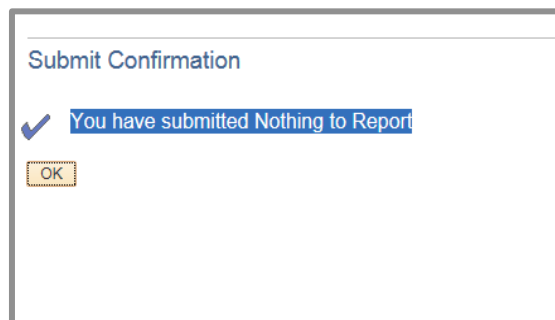
## Step 2

- Select correct month from the dropdown box (page view defaults to current month, so please select correct reporting month)
- Click the green submit button
- This certifies that no leave was taken for the selected month



## Step 3

- The "Submit Confirmation" page should appear
- Click ok button
- No further action is needed



- If Leave or NTR has already been reported for the selected month, the following screen will appear



If you receive this message, click "Ok" and no further action is needed. You may click the "Home" link in the top right hand corner to return to Portal or just close your browser.