

## Monthly Exempt Timesheet Quick Guide

### Reporting Sick/Vacation- Full Days

- 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(s) & Absence Type
- '**Submit**' for 8 hours or use [Details](#) link to report a partial day

### 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 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

### Reporting Misc. Leave

- [Timesheet](#) link in Galaxy
- Open timesheet to week of absence using '*Previous Week*' & '*Next Week*' links
- In timesheet grid, report number of hours on date used in duration boxes
- Choose type of leave from drop list
- '**Submit**' for approval

### Certifying No Leave Used in Pay Period

- When no leave was used during the month, go to the last working day of the pay period in the Timesheet
- In Timesheet grid, enter 0.0 hours and choose the code 'NTR- Nothing to Report'. Submit.
  - If HOL already entered, use [+] button to add a new row to report NTR in addition to HOL
- This certifies the blank timesheet and routes to the manager for approval

**Deadline: 1<sup>st</sup> of month for prior month**