

Faculty Online Timesheet Quick Guide

Reporting NTR

*View By: Calendar Period ▼

- Sign in to Galaxy
- Select [Timesheet](#) link
- Select “Calendar Period” from the “View By” dropdown box
- Enter 0.00 on last day of the month
- Select NTR- Nothing to Report from drop down Time Reporting Code
- **Submit.** You have certified that no leave was taken for the month

Sat 11/14	Total Hours	Time Reporting Code		
0.00		NTR - Nothing to Report ▼	+	-
		▼	+	-
		▼	+	-

Reporting “Other” Leave

- Sign in to Galaxy
- Select [Timesheet](#) link
- Open correct timesheet week using [Previous Week](#) & [Next Week](#) links
- Enter the number of hours absent
- Select Leave Type from drop down Time Reporting Code
- **Submit.** You have entered an “Other” Leave event

Time Reporting Code		
BRV - Bereavement Leave ▼	+	-
JUR - Jury/Witness Duty, Su ▼	+	-
EMG - Emergency Leave ▼	+	-

Reporting Sick Leave – Full Day

- Sign in to Galaxy
- Select [Timesheet](#) link
- Open correct timesheet week using [Previous Week](#) & [Next Week](#) links
- Use **Add Absence Event** button in middle of screen
- Enter Date(s) & Absence Name from drop down box
- **Submit.** You have recorded a full 8 hour day absence

Absence Events

Absence Take +

*Start Date	End Date	Absence Name
09/29/2014 31	09/29/2014 31	Sick ▼

Add Absence Event

Reporting Partial Day Sick

- Use **Add Absence Event** button
- Enter Date(s) & Absence Type
- Select [Details](#) link
- Change **Partial Day** drop down option to ‘One Day or All Days’
- Enter # of hours of Sick in ‘All Day Hours’ field that appears
- Click on ‘Calculate’ button to fill in Duration
- Select **OK**
- **Submit** when returned to main timesheet

Absence Detail ?

*Start Date : 03/16/2015 31

End Date : 03/16/2015 31

Filter by Type : All

*Absence Name : Sick

Partial Days : One Day or All Days

All Days Hours : 4.00 A

Calculate End Date or Duration