

Monthly Nonexempt Timesheet Quick Guide

<h3>Reporting Sick/Vacation</h3> <ul style="list-style-type: none">• Sign in to Galaxy• Timesheet link• Open timesheet to week of absence using '<i>Previous Week</i>' & '<i>Next Week</i>' links• 'Add Absence Event'• Enter Date(s) & Type• 'Submit' for 8 hours or use Details link to report a partial day	<h3>Reporting Misc. Leave</h3> <ul style="list-style-type: none">• Timesheet link in Galaxy• Open timesheet to week of absence using '<i>Previous Week</i>' & '<i>Next Week</i>' links• In timesheet, report number of hours on date used in Quantity field• Choose type of leave from drop list• 'Submit' for approval
<h3>Reporting Worked Hours</h3> <ul style="list-style-type: none">• Timesheet link in Galaxy• Use '<i>Previous Week</i>' & '<i>Next Week</i>' link to open past or future timesheets• Report IN/OUT/IN/OUT per day and choose <i>REG- Regular Working Hours</i> from list• 'Save for Later' or 'Submit' for approval	
<h3>Reporting Sick/Vacation- Single Partial Day</h3> <ul style="list-style-type: none">• Sign in to Galaxy• Timesheet link• Open timesheet to week of absence using '<i>Previous Week</i>' & '<i>Next Week</i>' links or Date and Period function• Select 'Add Absence Event'• Enter Date & Absence Type• Select Details link• On Partial Day Option, select '<i>One Day or All Days</i>'• 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'	
<h3>Submitting Saved Sick/Vacation</h3> <ul style="list-style-type: none">• 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	

- Work week must = 40 hours. Review '*Reporting Hours*' above timesheet for total hours

Deadline: 1st of month for prior month