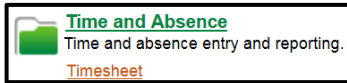
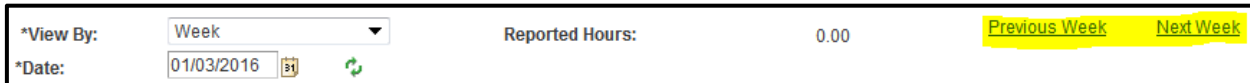


RA & TA Quick Guide- Submitting NTR

1. Sign in to Galaxy – <https://galaxy.utdallas.edu>
2. Click on the Timesheet link under the Time and Absence folder



3. Navigate to the last week of the month using Previous Week & Next Week links



*View By: Week Reported Hours: 0.00 [Previous Week](#) [Next Week](#)
*Date: 01/03/2016

4. Enter 0.00 on last working day
5. Select NTR- Nothing to Report from drop down list of codes



Sun 1/24	Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30	Total Hours	Time Reporting Code
					0.00			NTR - Nothing to Report

6. Click **Submit**. You have certified that no leave was taken for the month.
 - The status must read 'Needs Approval' to be correct.
 - If it says 'Saved', click on the Submit button.



Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
01/29/2016	Needs Approval	Approval Monitor	0.00 NTR	Nothing to Report	

~~Save for Later~~ **Submit**