

Semi-Monthly Timesheet & Web Clock Quick Guide

Timesheet

- Sign in to Galaxy
- [Timesheet](#) link
- Enter IN/OUT hours
 - To report a lunch or unpaid break, use [+] button to add a new row, enter IN/OUT
- **'Submit'** for Manager Approval
 - 'Save For Later' requires you to come back later to 'Submit'

Web Clock Punch IN/OUT

- Sign in to Galaxy
- [Web Clock Punch IN/OUT](#) link
- Choose IN or OUT from list
- **'Enter Punch'**
- Go to [Timesheet](#) to review punches or add comments

- Use *'Previous Week'* & *'Next Week'* links to report/review past or future weeks or time periods
- Review the **STATUS**
 - Saved – Manager cannot approve. Submit for approval
 - Needs Approval – Manager will receive to approve
 - Push Back- Manager has asked you to modify IN/OUT due to an error
 - Denied- Manager denied working hours
 - Approved- Manager approved hours for payment
- Editing
 - Timesheet
 - Edit as needed. Contact Manager before editing after approval
 - **[+]** button to add a row to report lunch or second shift
 - Web Clock
 - Cannot edit. Enter comment and contact Manager to edit or enter missed punch
- Finalizing Timesheet and Deadlines
 - Timesheet users must have all time submitted and in a Needs Approval status by deadline
 - Web Clock users must review and communicated any changes to the Manager by deadline
 - Failure to comply with deadlines can result in late payment

| Pay Period | Deadline | Pay Day |
|------------------------------------|---------------------------------------|----------------------------|
| 1 st – 15 th | 16 th or next business day | Following 1 st |
| 16 th – end of month | 1 st or next business day | Following 15 th |