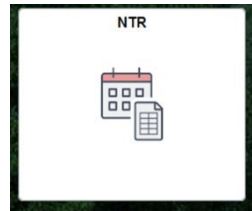


## Exempt Staff Timesheet Quick Guide

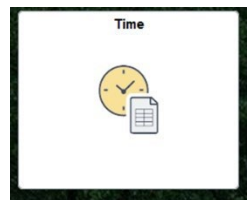
### Reporting NTR – Nothing to Report

- Do not use if reported sick or miscellaneous leave taken during the month
- Sign into Galaxy and select Gemini for Departments
- Click NTR (Nothing to Report) tile to report no absences taken in the month
- Select the month from drop-down list and click submit



### Report Sick Leave


- Sign into Galaxy and select Gemini for Departments
- Click Time tile
- Click Enter Time tile
- Use arrow to navigate forward and back for monthly or weekly view
- Click “Request Absence” Button
- Select the date, absence name and click “Apply Absence” to select full or partial day
- Full day: default 8 hours for entire workday
- Partial day: click partial day and select from drop down list and choose duration
- Click submit



Request Absence

### Report Miscellaneous Leave

- Sign into Galaxy and select Gemini for Departments
- Click Time tile
- Click Enter Time tile
- Use arrow to navigate forward and back for monthly or weekly view
- Select Time Reporting Code (TRC) from drop down list
- Type in hours
- Click submit


< >

\*View By Weekly ▾

*Time Reporting Code / Time Details	8-Sunday	9-Monday
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">Reported 0</div> <div style="border: 1px solid black; padding: 2px;">Reported 3</div> </div>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">BRV - Bereavement Leave ▾</div> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <div style="border: 1px solid black; padding: 2px;">3.00</div> </div>		

### Deadline

- 1<sup>st</sup> for the prior month. For example, February 1<sup>st</sup> is the deadline for submitting January's timesheet.