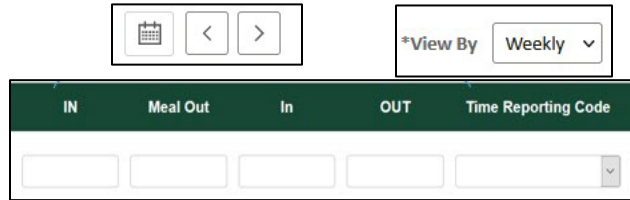


Non-exempt Staff Timesheet Quick Guide

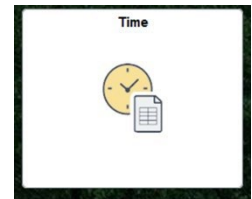
Report Worked Hours

- Sign into Galaxy and select Gemini for Departments
- Click Time tile
- Click Enter Time tile
- Use arrow to navigate forward and back for monthly and weekly view
- Enter time in 8:00AM, 12:00PM format for IN/Meal Out/In/OUT
- If no lunch taken during your shift, only enter IN (beginning of day) and OUT (end of day)
- Select REG – regular working hours from Time Reporting Code (TRC) drop down list
- Save your time daily and submit it weekly



Report Sick/Vacation 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 and 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
- 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 and weekly view
- Select Time Reporting Code (TRC) from drop down list. for example, JUR -Jury/Witness Duty
- Type in quantity
- Save or submit

Take Compensatory Time Off

- Sign into Galaxy and select Gemini for Departments
- Click Time tile
- Click Enter Time tile
- Use arrow to navigate forward and back for monthly and weekly view
- Check your comp time balance and use it before expiration as paid leave
- Select Time Reporting Code (TRC) from drop down list: SCT- Straight Comp Time Taken, HCT Holiday/Closure Comp Taken, PCP - Premium Comp Time Taken
- Type in quantity and save or submit

IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	1/8
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		PCT - Premium Comp Taken	8.00	1/9

Deadline

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