Faculty 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 “→” 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

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

Deadline
• 1st for the prior month. For example, February 1st is the deadline for submitting January’s timesheet.