Exempt Staff Timesheet Quick Guide

Reporting NTR – Nothing To Report
- Do not use if reported sick, vacation 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/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 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
- 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
- Submit

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