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

**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.