Wapato PUBLIC SCHOOLS
212 West 3rd Street | PO Box 38 | Wapato, WA 98951 | 509-877-4181
Kelly Garza, Superintendent

RED ROVER FREQUENTLY ASKED QUESTIONS
Last Updated: **November 4, 2025**

1. **Can I enter time during a blackout period?**

Red Rover does not have a "queue" during blackout periods to remember your time submission. All time submissions must be entered outside of the blackout period. A schedule of open and blacked out periods can be found at this link.

2. **How does Step Up Pay work for cooks that step into a Kitchen Manager position?**

Put "Step Up" in the notes when you clock in for the day. This will tell HR to calculate the Step Up Pay for that time.

3. **Can we add the ability to assign subs from mobile app for teachers?**

We don't believe so, but are checking with Red Rover.

4. **Can we allow teachers to assign subs when setting up a professional leave?**

Like any other job, the best way to ensure a specific sub is to make sure that they are on your "favorites" list in Red Rover. Those subs get prioritized when the job is made available. This is true for all leave banks, not just professional leave.

5. **What happens if I am in line at the start of my day and clock in a couple of minutes late?**

Let your secretary know so they can adjust the time back to the correct time.

6. **Can I clock in 5 minutes early?**

We want employees to clock in and clock out as close to their scheduled shift as possible. Red Rover will round close clock-ins and clock-outs appropriately. If you clock in at 7:56 for an 8:00 shift, and clock out at 3:01 for a 3:00 ending, the system will adjust that to a normal work day. Remember, all extra hours/overtime must be pre approved by your supervisor in advance.

7. **What happens if I go to training and forget to clock in or clock out?**

Let your supervisor know. Clock out as soon as you realize you need to do so (you can do this from the optional mobile app, online using your WSD login credentials, or at a kiosk).

8. **What happens if I make a mistake?**

Let your supervisor/secretary know so they can overwrite your data and fix the problem.

9. **I don't want to use the mobile app on my personal cell phone. What are my options to access the system?**

Use of the mobile app (on either android or on an Iphone) is completely voluntary. You can access all of the features of Red Rover by logging into the website from any internet browser or using the kiosk feature at your worksite.

10. **I don't access my work email or use a work computer at work. Do I still have to do this?**

Yes. By using either the kiosk or the web browser option you will be able to access all components of the Red Rover System. If you need assistance with accessing tech please let your supervisor know. There is no "opt out" process for Red Rover.

11. **I want to provide feedback about a substitute teacher. How do I do this?**

There is a place for feedback within the electronic job posting so you can communicate to the sub directly or to your administrator. When in doubt, give feedback to your principal the old-fashioned way by talking to them or submitting an email report to them.

12. **What do I do if I see something wrong with my monthly report?**

Use the same process as always – check with your site secretary and supervisor, or call HR/Payroll.

13. **Can I hold on to extra duty timesheets and have them all paid at the end of the year?**

You can, but you may run into some difficulty keeping track of forms (like the teacher discretionary days) that are in Adobe but not in Red Rover. Our recommendation is submit time as you work time so it gets paid out timely. Collecting timesheets is at your own risk.

14. **How do I know if I am an employee that has to clock in and clock out each day from my regular working hours?**

The clock in/clock out process is required for hourly employees in the PSE bargaining unit. This includes paraeducators, food service, transportation, custodial, and maintenance. Your supervisor will let you know if you fall into one of these categories.