

Red Rover Instructions

Red Rover is used to monitor leave requests, attendance, and time management. You will get an email from Red Rover to create an account if you don't already have one. This account is also used for time access and attendance management. Be sure to check your spam in case it ends up there or email adowning@crestonschools.org if you don't receive an email.

[Red Rover Website Log In](#) (Absent management) - [Red Rover Basics Guide for employees](#)

Download the Red Rover Mobile App (Red Rover K12) to navigate and manage your time and attendance management.

Please note the following:

- Even though the system doesn't "require" you to mark if a sub is required or not, please be sure you do click to change the answer to no if not needed as it automatically is marked that "yes" a sub is needed. When you request time off in less than a four hour increment, please visit with your building principal/supervisor to find internal coverage. If your building principal/supervisor is able to provide coverage, please select no sub required.
- See below where the dropdown for Substitute Required "yes/no" is located.

Sample

Absence Create

July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Absence

Day off

Modified schedule

Teacher work day

Reason

Select reason

Required

Times

Full Day (7:30 AM - 3:45 PM)

Do you need a substitute?

Yes

No

Please confirm.

Add additional details

QUICK CREATE

Upcoming schedule

Jun 30 - Aug 3

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Absence

Day off

Modified schedule

Teacher work day

- **Past Dates:** The system will not allow you to enter or change leaves for dates in the past or day-of leave if this happens, you'll have to email timeclock@crestonschools.org and Addison will have to "manually" enter the leave/change
- **View Leave Balances:** On the left, click on the PTO Balances and your Absence Reason Balances are listed



- **Forgot Username or Password:** There is an option on the website where you click - forgot username or password.

A full explanation of the leaves including restrictions are included in the District Staff Handbook found in the Directory of Documents under crestonschools.org Bookmarks. Please manage your leave professionally, unpaid leaves may result in discipline and or termination.

Sick Leave: Absences due to illness or injury of family, friends or self. The employee shall submit a written statement from their physician after three consecutive absences or five absences in ten days.

Bereavement 1: 5 paid days per year for the death of a family member or friend

Bereavement 2: 5 additional paid days (to be deducted from sick leave) for the death of a family member or friend

Bereavement 3: 5 additional UNPAID days for death of family member or friend

Personal Leave: Employees shall be granted two (2) days of paid personal leave per year **(REQUIRES PRIOR APPROVAL)**

Personal Leave Roll Over

Employees may annually roll over up to two unused personal leave days and accumulate up to a maximum of four personal days. Personal leave reflects an employee's contracted or scheduled day.

Personal Leave (3rd): Only for Certified Staff, with the cost of a substitute to be deducted from the salary of the employee **(REQUIRES PRIOR APPROVAL)**

Professional Leave: This is also used when absent for extracurricular events

Jury Duty: Please email to Addison Downing (adowning@crestonschools.org) the notice of jury duty when requesting leave

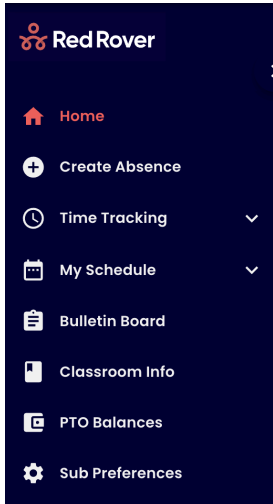
12-month employees only **(REQUIRES PRIOR APPROVAL)**

Vacation

Vacation Carryover: Must be used by 12/31

Non-Contract: Must be used by 6/30

Red Rover Time & Attendance:



You will need to select Time Tracking.

For all Red Rover Trainings for Employees regarding Absence and Time Clock click on the Bulletin Board and training videos will be there for you to watch.

Red Rover Information:

We are using the Red Rover system to track employee hours. Employees will clock in and out on either a computer, personal phone on campus, or the designated kiosks located in each building. You must be using: **CCSD-Guest** wifi Password: **NA**

If you have adjustments, please e-mail downing@crestonschools.org what the changes are and the reason- if you need help on the spot when clocking in/out, your building secretaries should be able to help or you can call the central office. You are NOT able to correct a missed punch, so please be sure you are clocking timely.

If you are working multiple jobs, you will clock in/out to **change your job code**. On your account, you will be able to access your timesheets and enter comments.

It is your responsibility to be sure all hours are accurate, we will not be emailing you to “remind” you that a leave hasn’t been submitted or no hours clocked on a certain day. If you miss clocking or no leave is in, you won’t get paid for that day

IMPORTANT INFORMATION FOR EMPLOYEES THAT CLOCK THEIR HOURS

Click on this blue link for instructions: [Red Rover Basics Guide for employees](#)

On the Red Rover App - *employees find it much easier to use the App:*

- Go to Time Tracking - you can choose between Current and History - **the system will automatically submit your hours at the end of each week.**
- If hours need to be corrected, please be sure you email your building secretary so they can be corrected.

On the computer:

- Log into [Red Rover Website Log In](#) Go to Time Tracking
- Click on Time Tracking - click on either Current or History - it will bring up all timesheets for the current pay period or past pay period.
- If hours needs to be corrected, please be sure you email your building secretary so they can be corrected, and then once they are accurate, you can submit your hours so your supervisor can approve them

Corrections:

- Corrections need to be submitted to adowning@crestonschools.org no later than the 3rd day of the month by 4:00pm
- Corrections must be entered in the system by the Human Resources Director no later than the 5th of the month by 4:00pm
- Payroll reports get pulled the 5th of the month and corrections made after the 5th of the month will not be processed until the following payroll cycle.

IMPORTANT INFORMATION FOR ALL STAFF

- If your leave is for less than 4 hours, you need to consult with your supervisor prior to submitting the request so in-house coverage can be secured and you would not request a sub.
- **Coaches:** When requesting leave for athletic events, be sure you are choosing Professional leave.