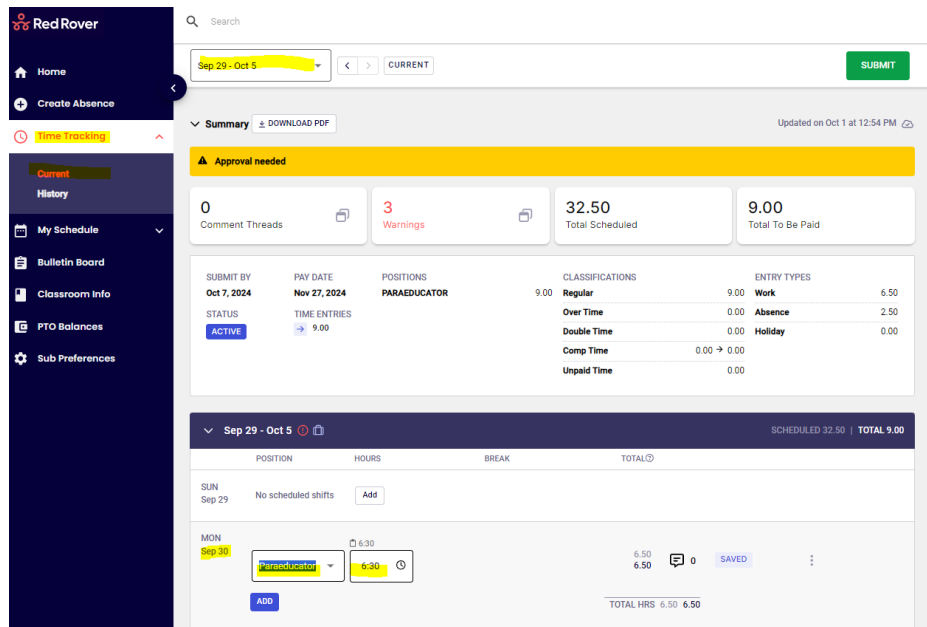


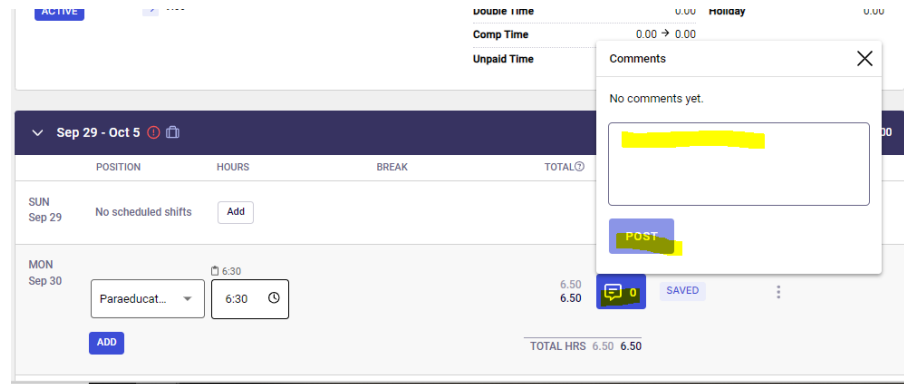
TIMESHEET REPORTING IN RED ROVER (CLASSIFIED STAFF) FREQUENTLY ASKED QUESTIONS

1. **Do I have to complete a timesheet in Red Rover?**
 - a. All hourly classified staff must report their hours worked on a daily timesheet submitted on a weekly basis in Red Rover.
2. **When is my timesheet due?**
 - a. Timesheets are to be filled out daily, but submitted at the end of each week by no later than Monday of the following week. Timesheets then go through a review and approval process through your Administrative Assistant, Supervisor, and Payroll.
 - b. Each month will be locked in Red Rover around the 5th of the following month. For example, September will be locked on October 5th. This is done so payroll can process payment for all hours worked in September.
3. **I was notified that I have to complete Time and Effort reporting - what does that mean?**
 - a. If you are required to complete time and effort reporting you will want to follow the steps outlined in [Time and Effort Timesheet Reporting](#) instead of #4 below.
4. **How do I fill out and submit my timesheet? (Time & Effort Reporters - see #3)**
 - a. In Red Rover you will go to Time Tracking on the left side menu, and select Current. Make sure the correct week is selected in the top drop-down menu. Each day will be preloaded with your position assignment and note the expected hours worked above the time entry field. For each day you will enter your hours worked (in minute format). See below for an example.



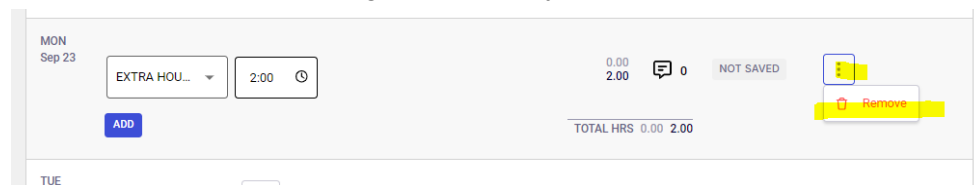
The screenshot displays the Red Rover Time Tracking interface. On the left is a dark sidebar with navigation options: Home, Create Absence, Time Tracking (selected), Current, History, My Schedule, Bulletin Board, Classroom Info, PTO Balances, and Sub Preferences. The main content area shows a summary for the week of Sep 29 - Oct 5. It includes a 'SUBMIT' button and a 'Summary' section with a 'DOWNLOAD PDF' link. The summary displays: 0 Comment Threads, 3 Warnings, 32.50 Total Scheduled, and 9.00 Total To Be Paid. Below this is a table with columns for SUBMIT BY, PAY DATE, POSITIONS, CLASSIFICATIONS, and ENTRY TYPES. The table shows data for Oct 7, 2024, Nov 27, 2024, and PARAEDUCATOR. The bottom section shows the current week's schedule (Sep 29 - Oct 5) with a table for POSITION, HOURS, BREAK, and TOTAL. It shows a scheduled shift for Monday, Sep 30, from 6:30 to 6:30, with a total of 6.50 hours.

If something special happened that day and you need your supervisor to know, you can always add a comment in the comment box. Click the comment box, add your comment, and hit POST - see below.



After entering your time each day, you will want to click the green SAVE button at the top. At the end of each week you will SUBMIT your timesheet - due no later than Monday morning of the following week.

- b. Any absences previously entered will show up automatically on your timesheet. If you were absent and don't see the absence pulling on your timesheet, you will need to contact your Administrative Assistant to have them enter and submit your absence for approval.
 - c. **FLEX TIME:** If you have been approved to flex your hours during the week (not available to all staff) - you would report ACTUAL hours worked each day, along with a comment explaining the flex. Total hours for the week would still be your normal weekly hours.
 - d. **COMP TIME:** If you have been approved to use comp time (not available to all staff), you would enter the USE of comp time as an absence. The EARNING of comp time should NOT be reported on your Red Rover timesheet, but on your external Comp Log.
5. **I made a mistake on my timesheet and added an entry - how do I delete it?**
- a. Click the three dots to the right of the entry, and select Remove.



6. **I worked extra hours beyond my contract, how do I report and get paid for those?**
 - a. Please see the [Extra \(Supplemental\) Hours Reporting FAQ](#) document.
7. **My timesheet was rejected, what do I do?**
 - a. If your timesheet, or parts of your timesheet, were rejected in Red Rover you will receive a notification (depending on your notification preferences - see #7 below).
 - b. On the rejected entry, your reviewer will leave a comment explaining why the entry was rejected. To view that comment, click on the comment box on the entry line. If changes need to be made, you would make those changes and then resubmit the entry for approval.
8. **How do I review and change my notification preferences?**



- a. In Red Rover, select your profile Icon on the top right of the screen. Then select My Profile. Scroll down to Notification Preferences. Make changes as you see fit and Save.