

To enter time on your Timesheet:

1. Log into Red Rover.
2. Go to **TIMESHEETS** in the left menu. Red Rover will display the timesheet of your current Pay Period and expand the current week. To view the previous week, click the **[WEEK]** drop down.

The screenshot shows the Red Rover Timesheets interface. On the left is a dark blue sidebar with navigation links: Home, Create Absence, Timesheets (highlighted with a red box), Current, History, My Schedule, Bulletin Board, Classroom Info, PTO Balances, and Sub Preferences. The main content area is titled "Jul 31 - Aug 6, 2022" and includes a "Current Period" dropdown and a "SUBMIT" button. Below the title is a "Summary" section showing a total of 2h 0m. The summary table lists: Regular (2h 0m), Overtime (0m), Double Time (0m), Extra Duties (2h 0m), Work (2h 0m), Absence (0m), Holiday (0m), and Other (0m). Below the summary is a "Week 1: Jul 31 - Aug 6" section, also highlighted with a red box, showing a total of 2h 0m. It displays a table for the week with columns for Day, From, To, Break, Paid, Job, and Total. The table shows entries for Sunday, July 31, and Monday, August 1, with a total of 2h 0m for the week.

3. From here, you can manually enter your "clock in" and your "clock out" times.

The screenshot shows the Red Rover Timesheets interface with the "Week 1: Jul 31 - Aug 6" section expanded. The "From" and "To" time fields for Monday, August 1, are highlighted with red boxes and contain the values "8:00 am" and "10:00 am" respectively. The "Break" field is set to "0 min" and the "Paid" field is set to "2h 0m". The "Job" dropdown is set to "PARA Eastern Elementary School". The "Total" for the week is 5h 40m. The table also shows entries for Tuesday, August 2, and Wednesday, August 3, with a total of 1h 10m for the week.

4. If your time entry does needs to be classified under an additional job code, choose the appropriate job name from the "Job" dropdown.

The screenshot shows a timesheet interface with two dates: Tue, Aug 2 and Wed, Aug 3. For Tue, Aug 2, the entry is for 'PARA' at 'Eastern Elementary School' from 10:00 am to 12:30 pm, with 0 min break and 2h 30m paid. A dropdown menu is open for the 'Job' column, showing options: Class Coverage, Detention, Extended Time, Extra Duties (highlighted), and Saturday School. For Wed, Aug 3, the entry is for 'PARA' at 'Eastern Elementary School' from 1:35 pm to 2:45 pm, with 0 min break and 1h 10m paid. The 'Add row' link is visible below each date's section.

Date	From	To	Break	Paid	Job	Total
Tue, Aug 2	10:00 am	12:30 pm	0 min	2h 30m	Extra Duties	2h 30m
Wed, Aug 3	1:35 pm	2:45 pm	0 min	1h 10m		1h 10m

- To add an additional time detail, click the **ADD ROW** option on the applicable date. Then, add the "clock in" and "clock out" time for that detail.

The screenshot shows a timesheet interface with two dates: Mon, Aug 1 and Tue, Aug 2. For Mon, Aug 1, the entry is for 'PARA' at 'Eastern Elementary School' from 8:00 am to 10:00 am, with 0 min break and 2h 0m paid. The 'Add row' link is highlighted with a red box. For Tue, Aug 2, there are two entries: one from 10:00 am to 12:30 pm with 0 min break and 2h 30m paid, and another from 1:30 pm to 2:00 pm with 0 min break and 30m paid. The 'Add row' link is also highlighted with a red box.

Date	From	To	Break	Paid	Job	Total
Mon, Aug 1	8:00 am	10:00 am	0 min	2h 0m	Extra Duties	2h 0m
Tue, Aug 2	10:00 am	12:30 pm	0 min	2h 30m	Extra Duties	2h 30m
Tue, Aug 2	1:30 pm	2:00 pm	0 min	30m	Class Coverage	30m

To submit your timesheet at the end of the pay period:

- Log into Red Rover.
- Go to **TIMESHEETS** in the left menu.

3. After reviewing your timesheet, click the **SUBMIT** button in the upper right corner.

Jul 31 - Aug 6, 2022

< Jul 24 - Jul 30 Current Period Aug 7 - Aug 13 >

EXPAND ALL [Download as PDF](#) **SUBMIT**

Summary

Pay date: Aug 13

Regular	6h 10m	Work	6h 10m
Overtime	0m	Absence	0m
Double Time	0m	Holiday	0m
		Other	0m

Extra Duties

6h 10m

Extra Duties

5h 40m

Class Coverage

30m

Total 6h 10m

Week 1: Jul 31 - Aug 6

Total 6h 10m

> Sun, Jul 31

0 min

Extra Duties

0m

> Mon, Aug 1

From

To

Break

Paid

Job

Total 2h 0m

PARA

Eastern Elementary School

8:00 am

10:00 am

0 min

2h 0m

Extra Duties

[Add row](#)

4. Your timesheet will then be submitted to your approver for timesheet approval!

Jul 31 - Aug 6, 2022

< Jul 24 - Jul 30 Current Period Aug 7 - Aug 13 >

Pending approval from Superintendent **COMMENT**

0 comments [View details](#)

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Summary

Pay date: Aug 13

Regular	6h 10m	Work	6h 10m
Overtime	0m	Absence	0m
Double Time	0m	Holiday	0m
		Other	0m

Extra Duties

6h 10m

Extra Duties

5h 40m

Class Coverage

30m

Total 6h 10m