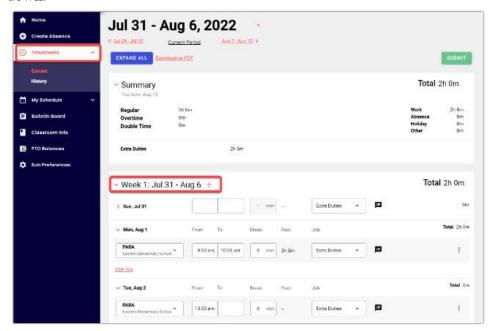
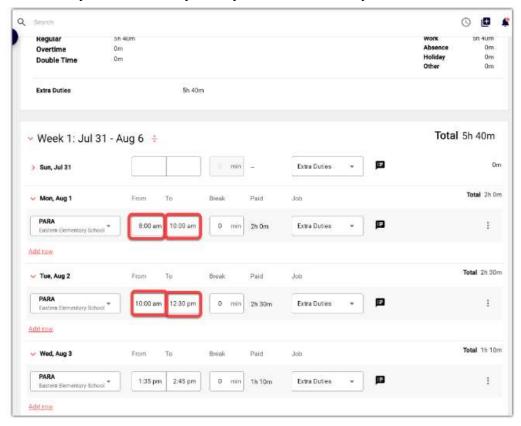
## To enter time on your Timesheet:

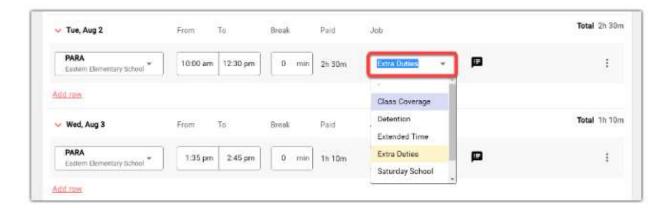
- 1. Log into Red Rover.
- 2. Go to **TIMESHEETS** in the left menu. Red Rover will display the timesheet of your current Pay Period and expand the current week. To view the previous week, click the **[WEEK]** drop down.



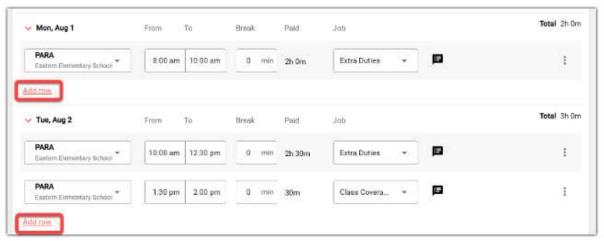
3. From here, you can manually enter your "clock in" and your "clock out" times.



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



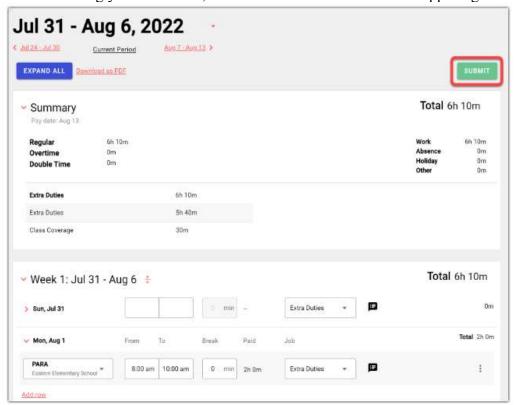
5. To add an additional time detail, click the **ADD ROW** option on the applicable date. Then, add the "clock in" and "clock out" time for that detail.



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

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

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



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

