Time Tracking Basics for Administrators

What is Red Rover Time Tracking?

Red Rover Time Tracking is a digital time and attendance solution built for K-12 school districts. It centralizes employee, substitute, and extra-duty hours, streamlines timesheet approvals, and integrates with Red Rover's absence management tools to support accurate payroll processing.

Topics Covered in this Tip Sheet

1. Time Tracking Settings Overview
2. Editing Time Entries
3. Reclassifying Time
4. Approving or Rejecting Time
5. Employee Check-In Screen

Time Tracking Settings Overview

During the implementation process, your Implementation Representative will assist you in configuring your time tracking settings so that you are up and running smoothly, including:

- Time Tracking Settings: Time tracking rules, including clock-in requirements, automatic timesheet processing, pay period controls, and comp time settings.
- Kiosks: Setting up electronic Kiosk to track clock events for employees and substitutes.
- Pay Schedules: Set the time frames of when employees submit timesheets, admin approve timesheets, and the actual pay date that occurs.
- Pay Steps: Define specific steps that can be assigned to an employee's position.
- Time Calculations: Determine the rules that should apply to all time tracking employees in your district.
- Time Clock Restrictions: Restrict time clock access to users on your district network.

All settings can be configured by clicking **SETTINGS** in the Navigation Menu and scrolling down to the **TIME TRACKING** section. For more information, visit Time Tracking for Admins in the Red Rover Help Center

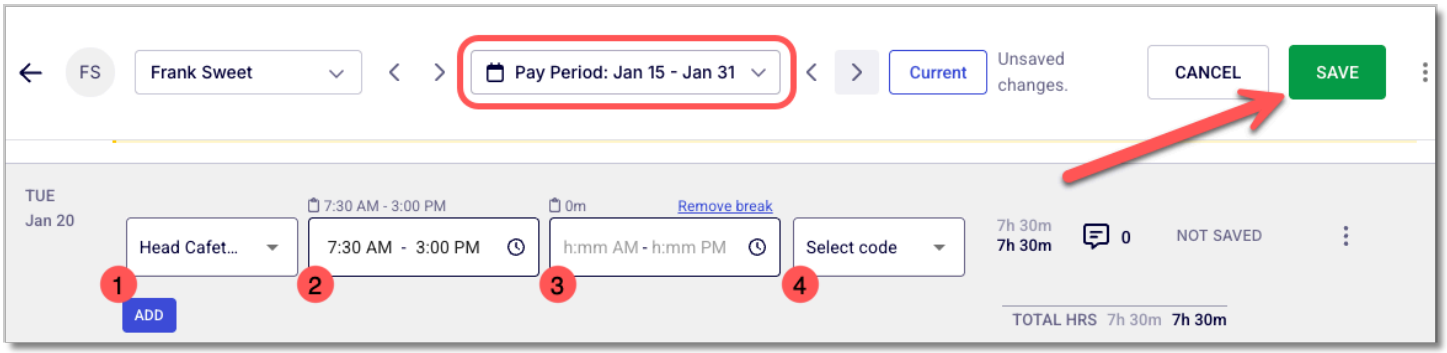
Time Tracking Basics for Administrators

Editing Time Entries

As an admin, you may have permissions that allow you to edit user's time entires. Editing time entries refers to adding or removing start, end, and break times, and editing the position or accounting code on an electronic timesheet.

To edit time:

- Go to **TIME TRACKING > TIMESHEETS**
- Select the employee's timesheet
- Select the pay period you are looking to make edits in



1. **Position/Job:** if an employee has multiple positions/jobs, edit which one should be tied to the time entry
2. **Start/End Times:** edit the start and end times of a position
3. **Break Time:** edit the duration of an employee's break times
4. **Accounting Code:** edit the accounting code tied to the employee position/job

- Click **SAVE** to save any edits you made

Notes:

- You can only edit time entries for the position types/locations you manage.
- If your district has time calculation rules (rounding/snap to schedule), you may see start/end times automatically adjust to the rules in place.
- You may be reclassifying time (see below) when editing an additional job depending on the rules. For example, if you edit the position to be an additional job that always earns overtime, you would be reclassifying time.

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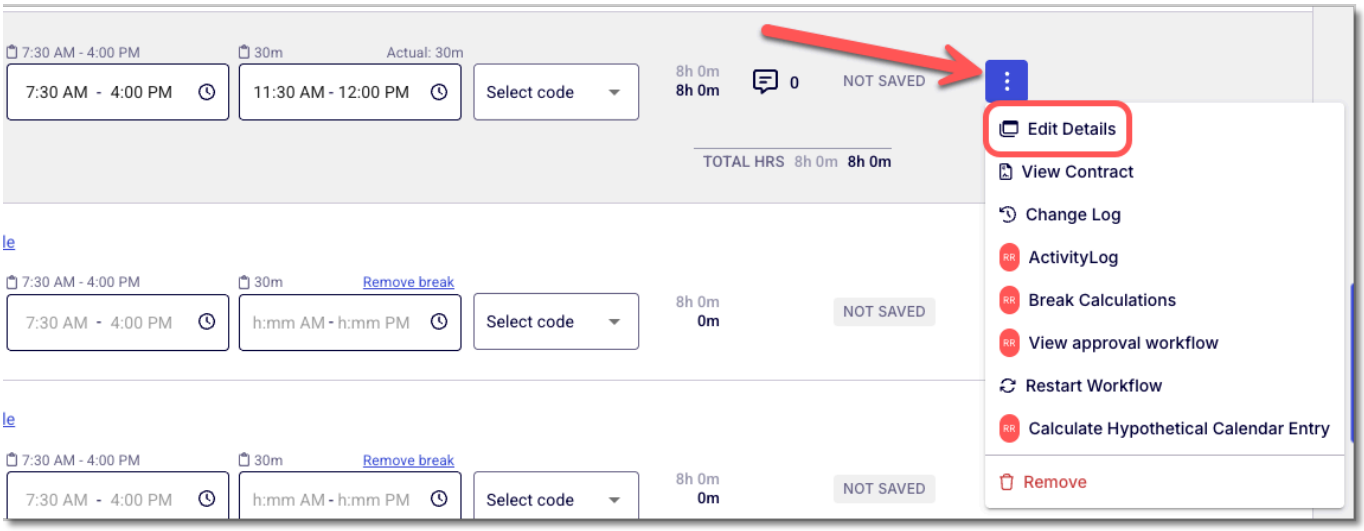
Reclassifying Time Entries

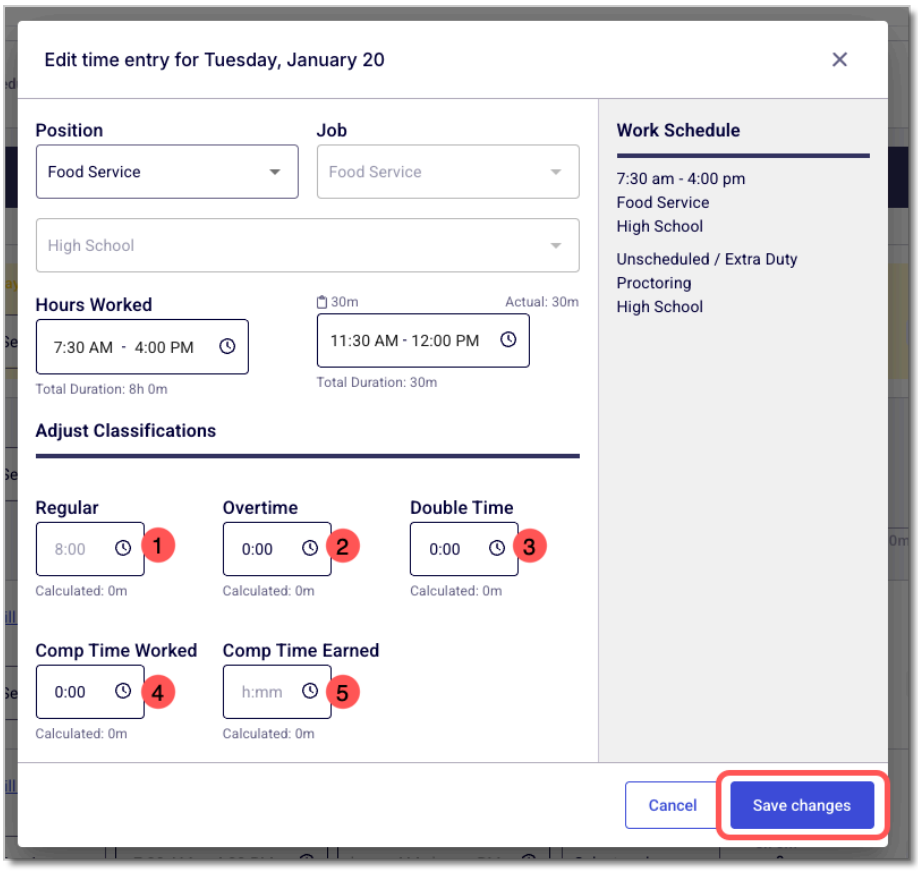
Reclassifying time refers to changing the type of time. This includes changing regular time to overtime or comp time. To reclassify time:

- Go to **TIME TRACKING > TIMESHEETS**
- Select the employee's timesheet
- Select the 3 dots next to the time entry you want to reclassify
- Click **EDIT DETAILS**



Here is where you can adjust Regular Time, Overtime, Double Time, Comp Time worked, and Comp Time earned.

1. **Regular:** time an employee is scheduled to work
2. **Overtime:** automatically calculates based on contract rules
3. **Double Time:** automatically calculated based on contract rules
4. **Comp Time Worked:** comp time worked based on the employee's weekly threshold
5. **Comp Time Earned:** may be different from comp time worked if the contract has a multiplier



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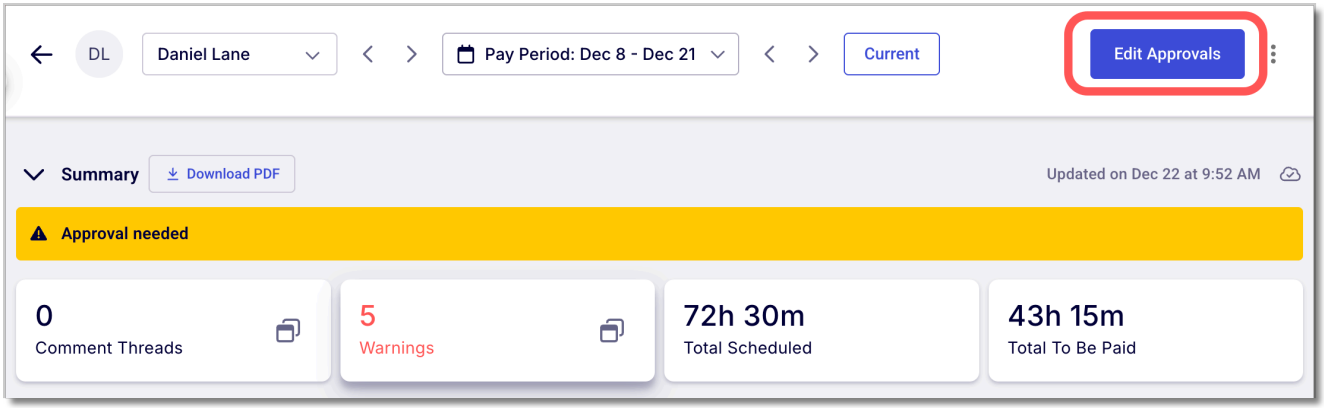
Approving Time

For your convenience, there are a 2 ways to approve employee's timesheets in Red Rover:

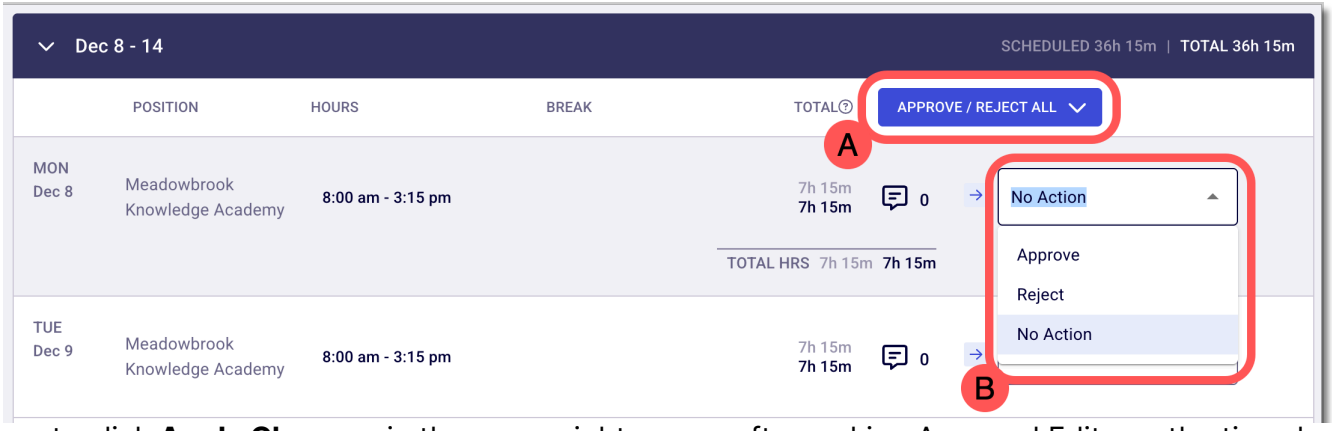
- Go to **TIME TRACKING > APPROVE**. Here is the approval inbox where you can approve or reject time. For more information on navigating this screen, check out Approving and Editing Time on Timesheets
- Approve time directly on an employee's timesheet

How to Approve Time on a Timesheet

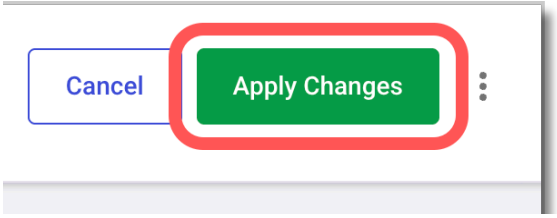
Time can also be approved directly on an employee's timesheet. Admins with Approval access to a timesheet can click the **EDIT APPROVALS** button in the upper right to approve or reject time.



Then, admins can approve or reject time entries one week at a time **(A)** or one day at a time **(B)**.



Be sure to click **Apply Changes** in the upper right corner after making Approval Edits on the timesheet.



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Check-In Screen

The employee check-in screen is a tool that shows you an overview of employee's clock in status. This screen shows all time tracking employees.

Go to **TIME TRACKING > EMPLOYEE CHECK IN.**