Time Tracking Basics for Employees

What is Red Rover Time Tracking?

Red Rover Time Tracking is a time and attendance system designed with you in mind! In Red Rover, you can easily clock in and out, review your work schedule, submit timesheets, and track your hours with confidence — helping ensure your time is recorded accurately for payroll.

Topics Covered in this Tip Sheet

1. Timesheet Submission Reminders
2. Using the Kiosk Time Clock
3. Using the Application Time Clock
4. Manual Entry of Time
5. Reviewing Past Timesheets

Timesheet Submission Reminders

To encourage you to submit your timesheets, Red Rover will send out submission reminder emails and push notifications when you have incomplete timesheet entries and have not yet submitted your timesheet. You can edit the type of reminder you want to receive in your Notification Preferences. To view Notification Preferences, click your profile icon in the bottom left, then select **ACCOUNT SETTINGS.**

When are these reminders sent?

Timesheet submission reminders are sent:

- At 7:00 AM (local time) after the end of the pay period.
- And at 7:00 AM (local time) on the submission deadline date if you have not yet submitted your timesheet and this is not the same date as above.

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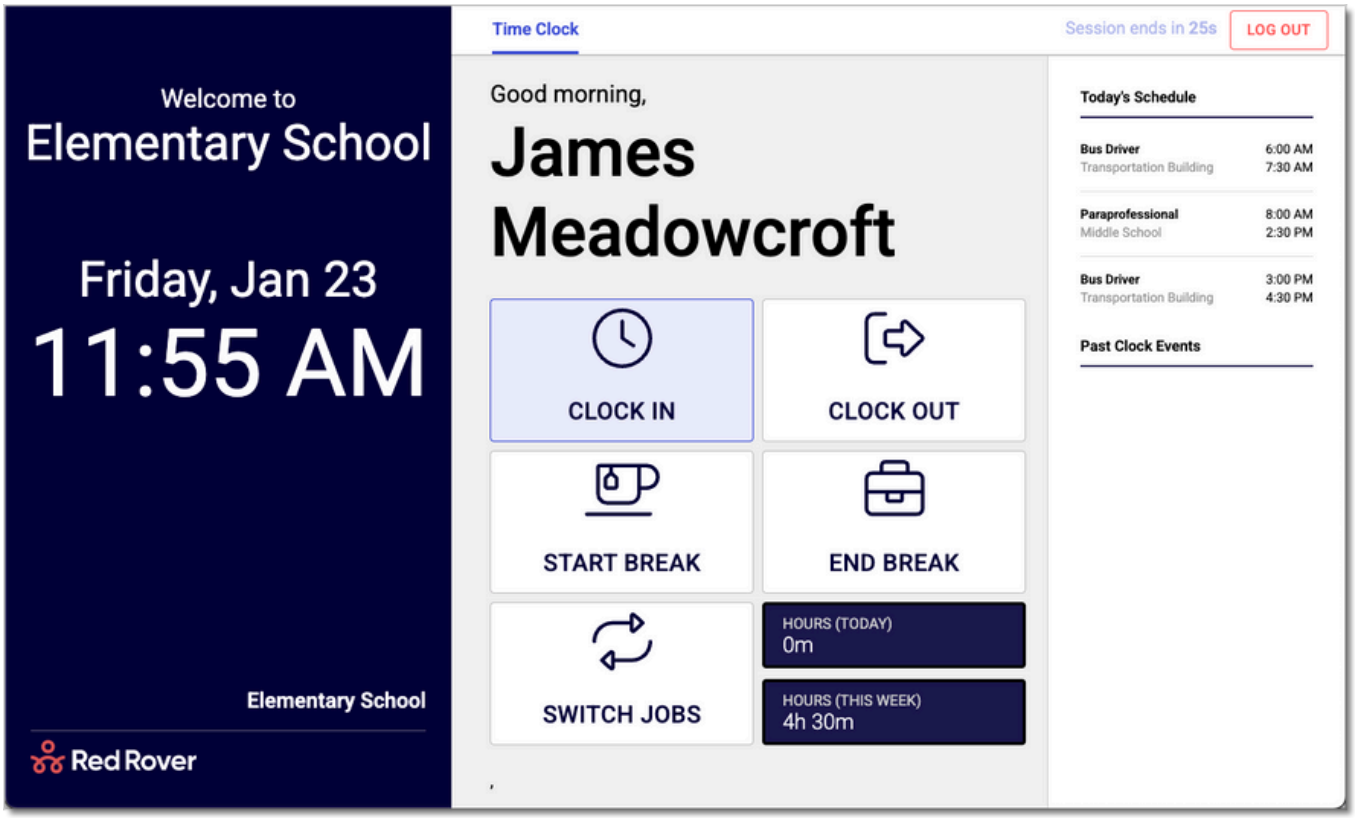
Using the Kiosk Time Clock

If your district has enabled the Kiosk Clock, you can clock in and clock out on devices designated by the district. The Kiosk Clock allows you to login in various ways.

- Type your **Identifier, Badge Number, or Phone Number,** then press the green arrow to pull up your profile.
- If applicable, you can scan a **QR Code,** by tapping the “Scan with Camera” link and aligning your badge QR code with the camera’s guides
- Finally, some districts will allow you to clock in by tapping your **RFID badge** (electronic door key) to an RFID scanner connected to the Kiosk.

Once the kiosk knows who is clocking time, it will present you with options to Clock In or Clock Out, Start or End a Break, or Switch between jobs. It will also show a list of recent clock events, along with your schedule, and hours worked today and this week.



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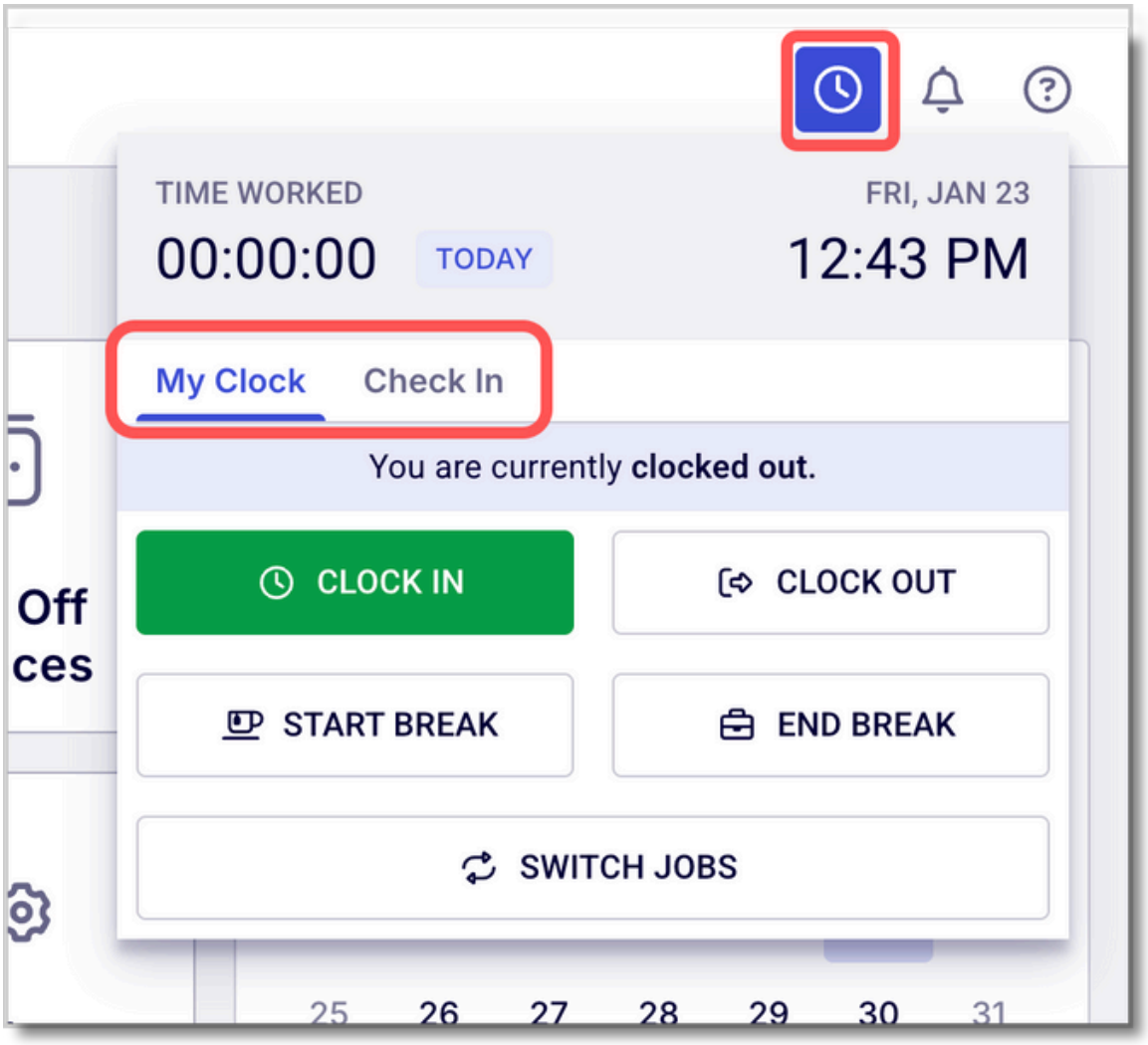
Using the Application Time Clock

Depending on your district's settings, you may be able to clock in and out using the Application Time Clock available on the website and mobile app. It is important to note that your district may only allow one method, or both!

Using the Red Rover Website:

1. Open the Red Rover website, app.redroverk12.com, and clock in/out by tapping the Clock icon in the upper right corner of the screen.
2. After tapping the clock Icon, Red Rover will let you choose to clock in or out, start or end a break, or switch into a different job.
3. When choosing to clock time, the application clock may ask you about the job that you are clocking time for (position, job, location, etc.)

If your organization uses both the clock in/out and check-in features simultaneously for various positions, My Clock and Check In tabs will appear at the top of the time tracking window.



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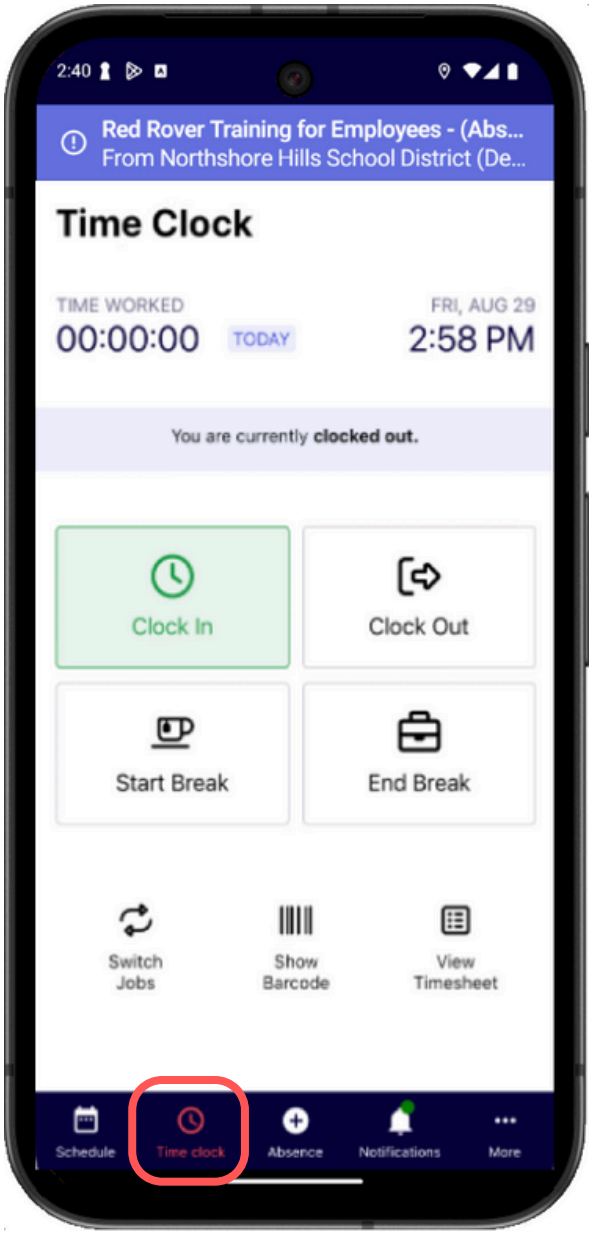
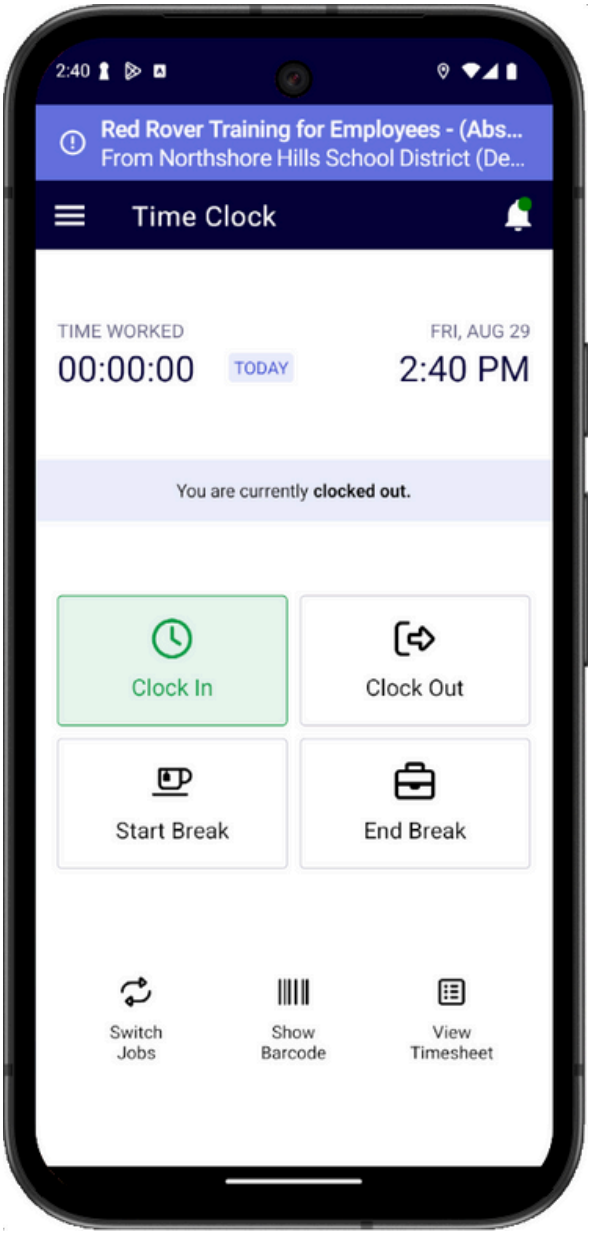
Using the Application Time Clock

Using the Mobile App:

iOS (Apple)	Android
1. Tap the **TIME CLOCK** at the bottom of the screen	1. Tap the **MENU** button, then **TIME CLOCK**
2. Select an option to clock in or out, start or end a break, or switch into a different job. 	2. Select an option to clock in or out, start or end a break, or switch into a different job. 

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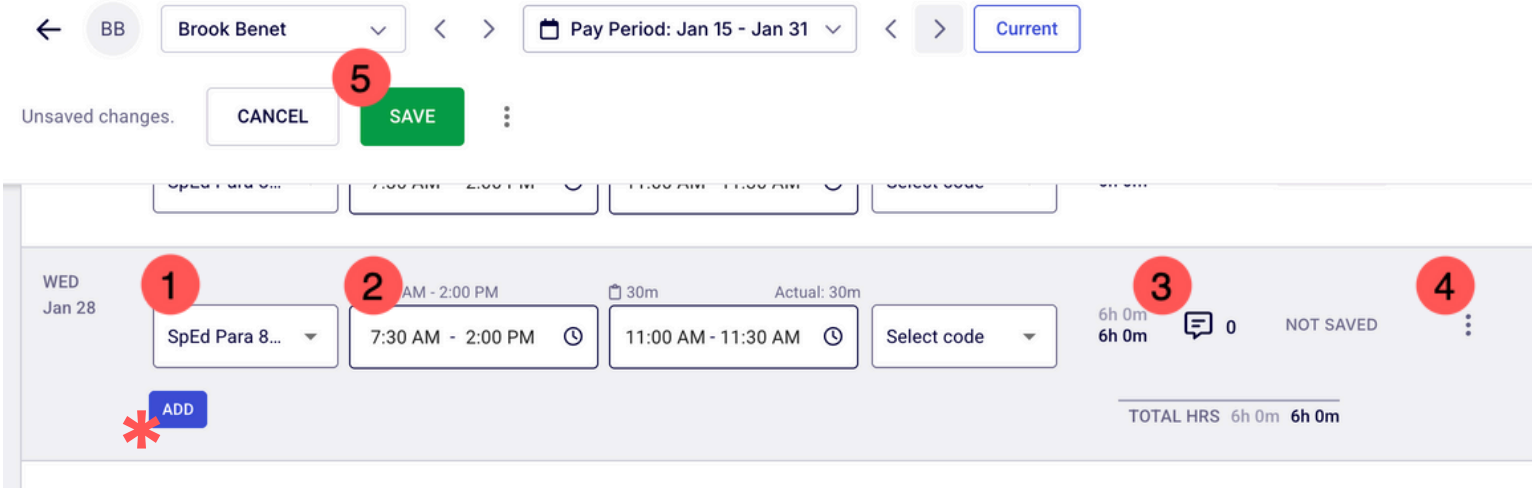
Entering Time on Your Electronic Timesheet

You may be able to manually enter their time on their Timesheet on the Red Rover website and mobile app depending on your district's settings.

1. Log into Red Rover and go to **TIME TRACKING > TIMESHEETS** in the Main menu on the left. By default, Red Rover will display the timesheet of your current Pay Period.
2. On your timesheet, you can manually enter the details of your work times.



1. Specify the **position type/job** you are clocking time for by clicking the drop down.

2. Enter the **times** you've worked. Your district may ask for this in different formats.

3. **Comments** can be shared with your approver or payroll team. To add a comment, click the Note icon.

4. If necessary, you can **delete** a row by clicking the vertical ellipsis and selecting, **REMOVE**.

5. Any time you make a change to your timesheet, be sure to click **SAVE**

* If a day doesn't include a time entry row or if you need to enter time for a separate job, click **ADD** to add any additional time entry rows

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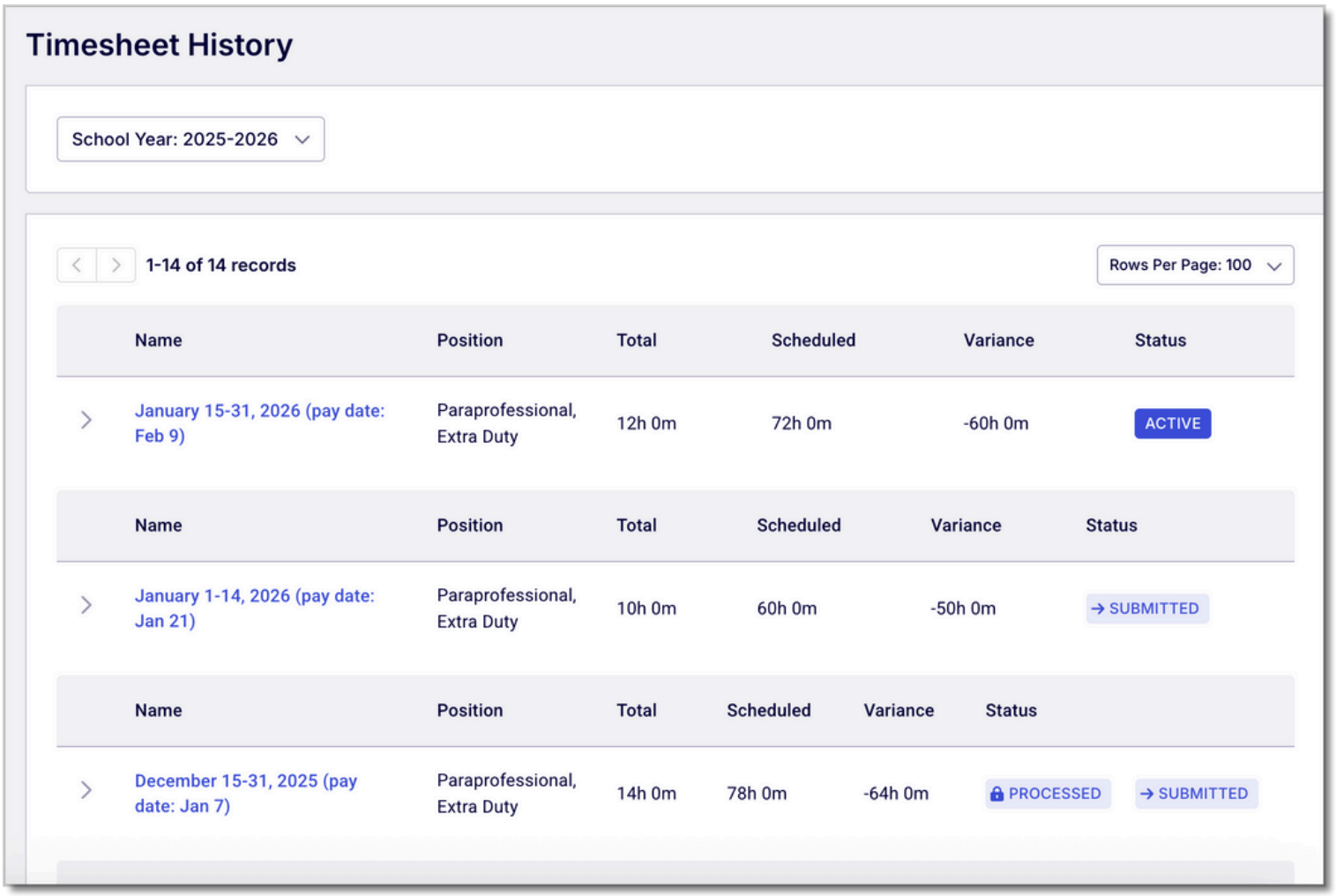
Reviewing Past Timesheets

Regardless of having access to editing your current timesheet, you have access to review past timesheets.

1. Go to **TIME TRACKING > HISTORY**
2. There you can click on each timesheet to review details. If a timesheet has been Rejected, click into the timesheet, make the necessary changes, and then click SAVE to resubmit your time to your approver.

You can view timesheets from past school years, along with viewing the status of your timesheets.