

[Getting Started as an Employee on Red Rover](#)

[Employee Basic Training Video](#) (video)

Your office manager will let you know which absences need a substitute

Each building will do things a little differently, so make sure you follow those instructions

You are allowed to pre-arrange subs

Once leave has been approved by your administrator only your office manager and administrator can edit it

Classroom Info – Add information about your class to make your absences more attractive to subs

PTO Balances – May not be accurate until after payroll upload

Substitute Preferences – [Instructions](#)

Notification preferences – Make sure to set your notification preference

[How to Clock Time and Submit Timesheets](#) (video)

Manual Entry – Not applicable to Licensed and Supervisory staff

Timesheet records will auto-save. Only hit the “Submit” button at the end of the pay period.

You will have 48 hours to submit your timesheet once the pay period ends. All timesheets must be submitted by 11:59pm on the 18th

If you work more than 6 hours you’re required to take a 30-minute break. Make sure to record your break time for each day and to not exceed your contracted hours

[Red Rover Help Center](#)

Great how-to guides & videos

Red Rover Mobile App Instructions:

[Android](#)

[Apple](#)