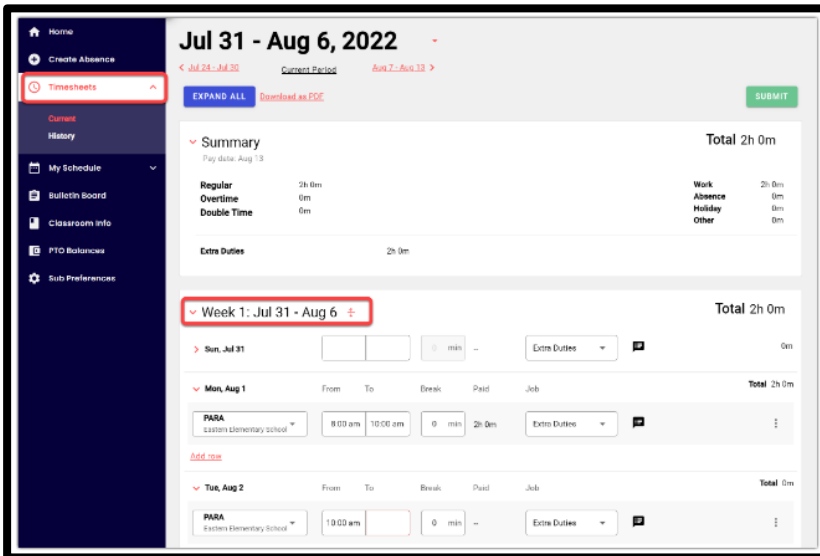


## How to Enter Time on your Electronic Timesheet



Log into Red Rover using your District Network Email Address and Password

Go to **TIMESHEETS** in the left menu. Red Rover will display the timesheet of your current Pay Period and expand the current week.

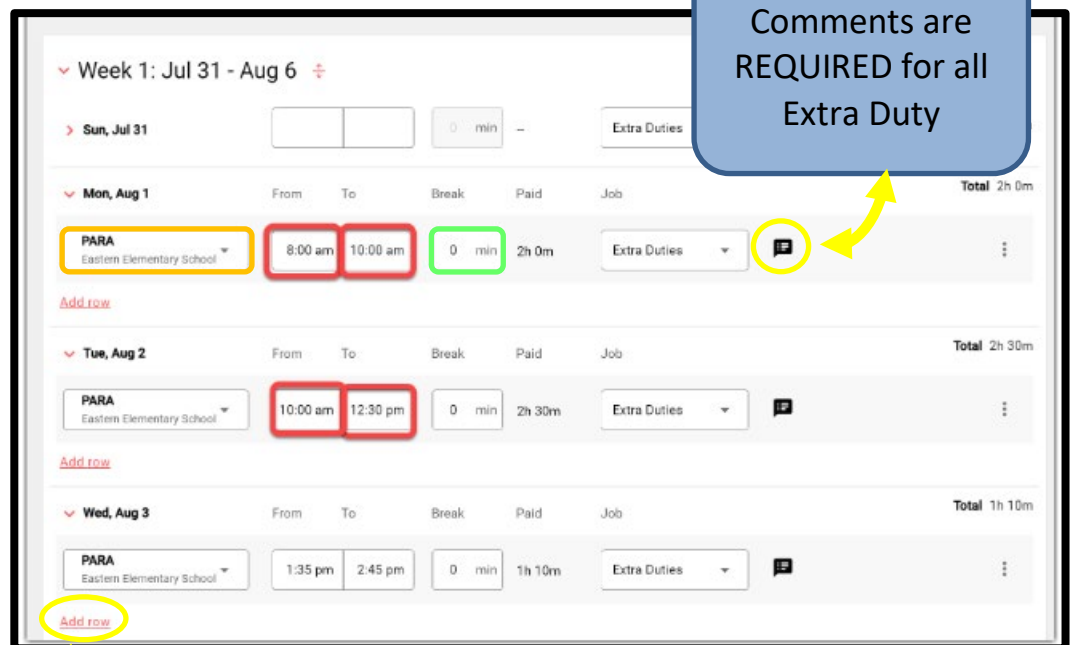
To view the previous week, click the **[WEEK]** drop down.

Choose the appropriate job name from the **"Job"** dropdown.

Manually enter your **"clock in"** and your **"clock out"** times

**Break time** only needs to be used when a time deduct is required (example: lunch)

Comments are required for all Extra Duty



Comments are **REQUIRED** for all Extra Duty

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.