



Selah School District RED ROVER TRAINING

MANAGERS
2024-25 School Year



MANAGER TRAINING - RED ROVER



**ABSENCE MANAGEMENT
& SUBSTITUTES**

**TIME TRACKING
(TIMESHEETS AND SUPPLEMENTAL
HOURS)**

MANAGER TRAINING - General Approval Steps



Employee

Employee submits absence request or timesheet for review and approval.

Level 1 Approver

Typically Admin Assistant - Reviews absence request or timesheet for completeness and accuracy, makes edits as necessary. Approves or Denies.

Level 2 Approver

Typically Building/Department Admin/Employee Supervisor - Reviews absence or timesheet for completeness and accuracy. Approves or denies.

Payroll Processing

Final level of review. Approves and processes in payroll system.

MANAGER TRAINING TASKS- ABSENCE MANAGEMENT



- ❑ Review the [Approver Instructions and Expectations](#)
- ❑ Login and download the mobile app!
- ❑ Update your Profile and notification preferences
- ❑ Look at your people and verify you can see everyone you need to
- ❑ *Principals Only* - Enter your building Info
- ❑ Watch the [School Admin Basic Training Video](#) ~16 minutes
- ❑ **Expectations/duties of Managers:**
 - ❑ Timely (daily) Review and approve/deny absence requests according to the Approver Instructions and Expectations document (linked above)
 - ❑ Verify correct account code is used on absence
 - ❑ Level 1 Approvers Only:
 - ❑ Complete absence verification timely after completion of absence (see slide)

MANAGER TRAINING - Red Rover Log In



app.redroverk12.com

MANAGER TRAINING - Absence Policies



CERTIFICATED

Employee selects if a sub is needed on absence request

- Does your position require a sub?
- No sub for non School Days (start of year)
- Wednesday Late Starts (notify sub of delayed start time/ELC Wednesdays)

Substitute not needed to fill an absence that is less than 3.5 hours (it must be filled internally if less than 3.5 hrs/day)

- Staff to mark absence 'no sub needed'

Paid in half day, $\frac{2}{3}$ day, or full day increments.

Plan Period Coverage: One hour max per day per staff member. Employee can Bank or Pay Out hours - complete form and submit to payroll timely.

CLASSIFIED

Employee selects if a sub is needed on absence request

- Does your position require a sub?
- No sub for non School Days (start of year)
- Wednesday Late Starts (notify sub of delayed start time/ELC Wednesdays)

Paid Hourly - no minimum requirement to fill with substitute.

Bus Drivers/Nutrition/Custodial/Admin Assistant: Cover internally with current staff where possible. Then hire sub if needed.

Year-Round Classified Staff - only filled for extended absences as approved

MANAGER TRAINING - Absence Verification



Level 1 Approvers (Admin Assistants) are required to complete the absence verification after the completion of each absence to verify all information entered is accurate. **This should be completed weekly to ensure timely payroll processing.**

- [School Admin Basic Training Video](#) beginning at 9:38 mark

Examples of details to verify in each absence:

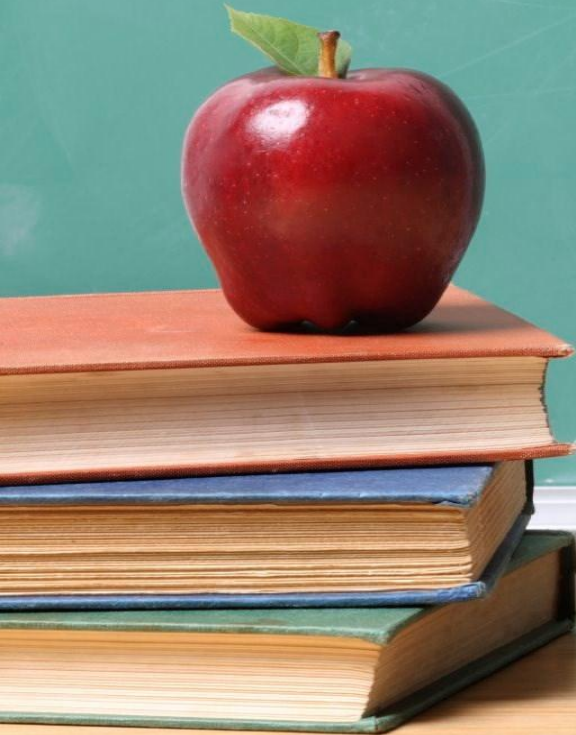
- Sub used
- Accounting Code/Sub Code
- Pay and Pay Code - including hours worked
- Any additional comments for payroll
- Verify/edit hours worked in Red Rover with sub sign-in/out sheet (certificated paid in $\frac{1}{2}$, $\frac{2}{3}$ or full day)

SUPPLEMENTAL TIME PROCESS



1. Complete [Supplemental Request Form](#)
2. Employee tracks & submits time in Red Rover (NEW) as worked
3. Admin Assistant Review
 - a. Review time in Red Rover
 - b. Refer back to Supplemental Contract and Track Employee time
 - c. Approve (or deny) employee time in Red Rover and submit to secondary approver & payroll.

"60 Day Rule" - any extra/supplemental hours must be submitted within 60 days.



COMP & FLEX TIME -

ADMIN ASSISTANTS & ELIGIBLE SSP YEAR-ROUND CLASSIFIED STAFF



- [Protocol for Flex & Comp Time - Admin Assistants](#)
- Template: [Comp Log](#)
- "70 Day" Rule
- Admin Assist Calendars and Change Process

COMP & FLEX TIME -

ADMIN ASSISTANTS & ELIGIBLE SSP YEAR-ROUND CLASSIFIED STAFF



FLEX TIME	COMP TIME
Received pre-approval to work more than 8 hours in one day, and less than 8 hours on another day (within the same week) - Total worked time still equals 40 hours per week.	Received pre-approval to work more than 8 hours in one day, and are unable to flex during same week. Comp time is taken as 'time off' in another week.
Not a Regular Occurrence	Not a common/regular occurrence - expectation is employee will complete their normal daily tasks within their standard work day.
Actual Time Worked for each day is recorded on employees timesheet in Red Rover (total of 40 hours)	Comp Time EARNED is NOT recorded on employee time sheet, but on an external COMP LOG submitted to payroll each month. Report only regular hours on timesheet. Comp Time USE IS recorded on employee timesheet in Red Rover. Enter as a leave (Comp Time) like you would sick leave, or annual leave.

MANAGER TRAINING TASKS- TIMESHEETS & EXTRA HOURS



- ❑ Review the [Approver Instructions and Expectations](#)
- ❑ Watch: [Reviewing, Editing and Approving Timesheets](#) ~ 5 minutes
- ❑ **Expectations/duties of Managers:**
 - ❑ Timely (weekly) Review and approve/deny timesheets/extra hours according to the Approver Instructions and Expectations document (linked above)
 - ❑ Level 1 Approvers Only:
 - ❑ Track any extra/supplemental time on the pre-approved supplemental form to ensure employee has not exceeded approved supplemental hours

MANAGER TRAINING - It's All in the Details



EVERYTHING in Absence Management & Timesheets affects staff and substitute paychecks, as well as program budgets. Take your time to check details and complete your tasks timely.

ABSENCE MANAGEMENT -Importance of reviewing the details of each absence

- Does the absence require a sub according to district practices? (Certified-minimum 3.5 hrs)
- Is it complete, is there a detailed note (if required)?
- Editing account code on absences
- Verifying Absences -
 - Are all vacancies reported? **Don't miss entering a sub - they will not get paid if not in Red Rover!**
 - Use your sub sign in/out sheets to verify all subs are entered, and for actual hours worked!
- Absences impact timesheet reporting- make sure to review daily

TIMESHEETS - due and approved WEEKLY

- Does classified staff have all contracted hours recorded?
- For extra time - was there a supplemental done? Track the hours - did they exceed approved time?
 - Verify correct account code is used - matches the supplemental.
- Is comp time use reported correctly?



I NEED HELP, WHO DO I CONTACT?

- [Tina Fleming](#) (ext. 8010) - Certificated Payroll and All Staff Benefits
- [Shawna Treat](#) (ext. 8011) - Classified Payroll
- [Carly Osborn](#) (ext. 8014)- Human Resources (Classified)
- [Tiera Gonzalez](#) (ext. 8008)- Human Resources (Certificated)
- [Heidi Diener](#) (ext. 8007)- Human Resources/Public Relations
- [Stefanie Henry](#) (ext. 8012) - Director of Financial Services
- [Chris Scacco](#) (ext. 8005)- Associate Superintendent of District Operations
- [Chad Quigley](#) (ext. 8004) - Executive Director of Human Resources