



Secretary – Approve Quick

TIME TRACKING > APPROVE

Approvers can approve time each day of a pay period, or they can wait until the entire timesheet is submitted at the end of a pay period.

You can choose to be notified any time a "time entry requires approval" and/or "when the approval deadline is approaching." and can adjust your notification preferences by clicking your initials or picture in the upper right corner of Red Rover and choosing "My Profile."

What are you looking for?

**Hours:** This teacher is requesting additional pay for working on prep – *Is their prep from 10:20-11:20?*

**Accounting Code:** Accounting code must be added - *View Timesheet to add code*  
*To find account # faster – type key work or number in the account box.*  
*Example "Missed" will pull any account with the name missed*

**Paid:** Is time showing to be paid? (see break comment below)

**Break:** Most timesheets will not include a break – *common mistake is entering total hours in break time which results in 0 hours paid*

**Comments:** Must have comments to explain why time was worked.

Timesheet View

**Hours:** Correct – This is their prep hour

**Comments:** Yes - Clear and concise

**Accounting Code:** 110.XXX.0000.0000.0XX.0XXX.51970000 – \*MissedPrep/Assessment/Absorb/GEHmbnd

**TIME CAN BE APPROVED**

**Hours:** This is not their prep hour

**Comments:** Missing

**Accounting Code:** 110.XXX.0000.0000.0XX.0XXX.51970000 – \*MissedPrep/Assessment/Absorb/GEHmbnd

**TIME SHOULD BE REJECTED**

Notes should be added to the comment section if a timesheet is denied. The staff member will receive notice of the status, can correct the error and resubmit.