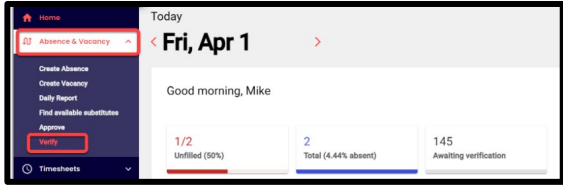




### Secretary – Sub Verification

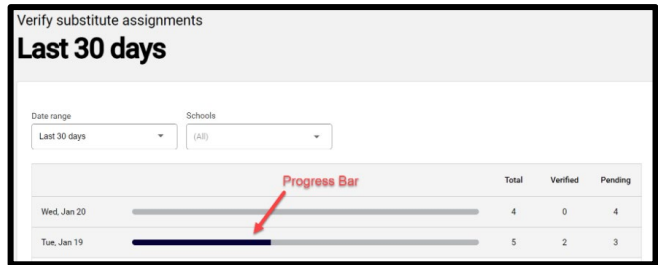
Verifying absence and sub details is a vital part of using Red Rover's data for processing payroll. Marking the details as "verified" is the school's way of saying that it is "ok to pay".



#### To verify absences:

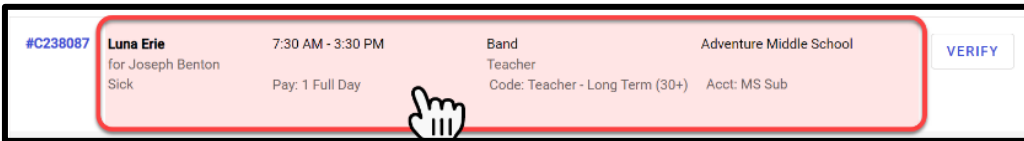
Click **Absence & Vacancy** in the left menu and choose **Verify**.

From here, you'll see a verification tracker, showing how many absences need to be verified on each day for the last 30 days. The progress bar on each date will track how many absences need to be verified. Green is Good!



Click anywhere on the row for a particular date.

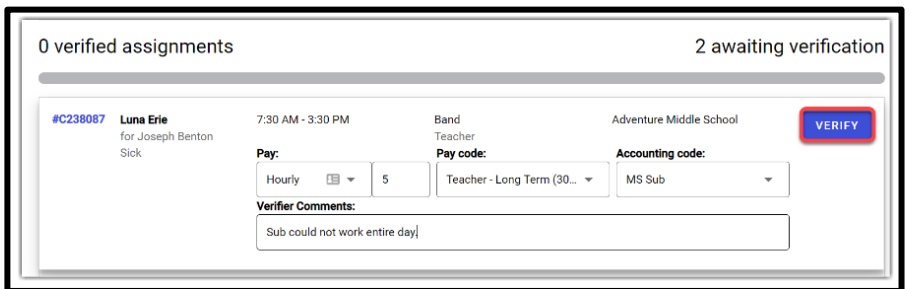
To modify the data of a particular assignment simply click anywhere in the row to make the necessary changes.



Adjust the **Pay Type**, **Pay Code**, and **Accounting Code** as needed.

The record will show a daily or hourly pay indicator, depending on the position type for that employee

If a sub did not work the entire assignment, you can override the value here to indicate the **hours** that the **substitute should be paid for**.



Make sure to add any comments to the absence in the **Verifier Comments** box. Once the record is correct, click **Verify**.

