

When to Use Timesheets vs. Red Rover Sub System for the Maintenance & Operations Department (Custodians, Grounds, Maintenance)

Purpose:

This guide provides clarification on when to submit a timesheet versus when to use the Red Rover sub system. Following these guidelines ensures accurate payroll processing and compliance with district policies and the PSEC contract.

Use a **TIMESHEET** for:

Timesheets are required for the following situations:

- **Overtime (for non-exempt staff):** Any time worked beyond your regular schedule that has been pre-approved by your supervisor.
- *Overtime per Section 10.7 of the PSEC Collective Bargaining Agreement:* As approved by the direct supervisor, all hours worked in excess of forty (40) hours per week will be compensated at the rate of one and one-half (1½) times the employee's hourly rate.
- **Extra Hours:** Additional hours worked outside your regular assignment but within your job classification and duties, such as:
 - Attending mandatory meetings or trainings outside regular hours
 - Covering shifts or duties beyond your regular schedule without a substitute
- **Facility Use:** When your time is needed to support external facility rentals or events.

Note:

- Turn in timesheets by the first of the month *to the Maintenance & Operations Department Secretary*
 - Once timesheets are submitted to the M&O secretary, they then must be signed by your supervisor, and submitted to Payroll by the payroll cutoff date.
 - Incomplete or late timesheets may delay payment to the following month.
- First Aid Classes will be paid off of sign in sheets. No need for a timesheet.

RED ROVER SUB SYSTEM – When to Use:

Use Red Rover for:

- Absences requiring a substitute, such as:
 - Sick Leave
 - Personal Leave
 - Vacation Leave
 - Other absences where *your duties* require coverage (bereavement leave, etc.)
- Professional Development/Training – If your absence is for a training or workshop and a substitute is needed.

Do not submit a timesheet for hours covered in Red Rover. All substitute time is recorded and paid based on Red Rover entries.