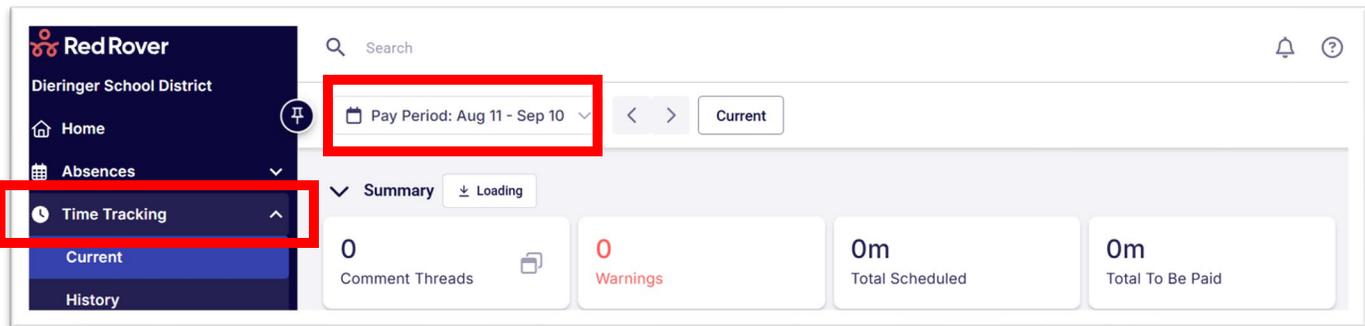# How to Enter a Timesheet

1. **Log into Red Rover and select Time Tracking in the menu**
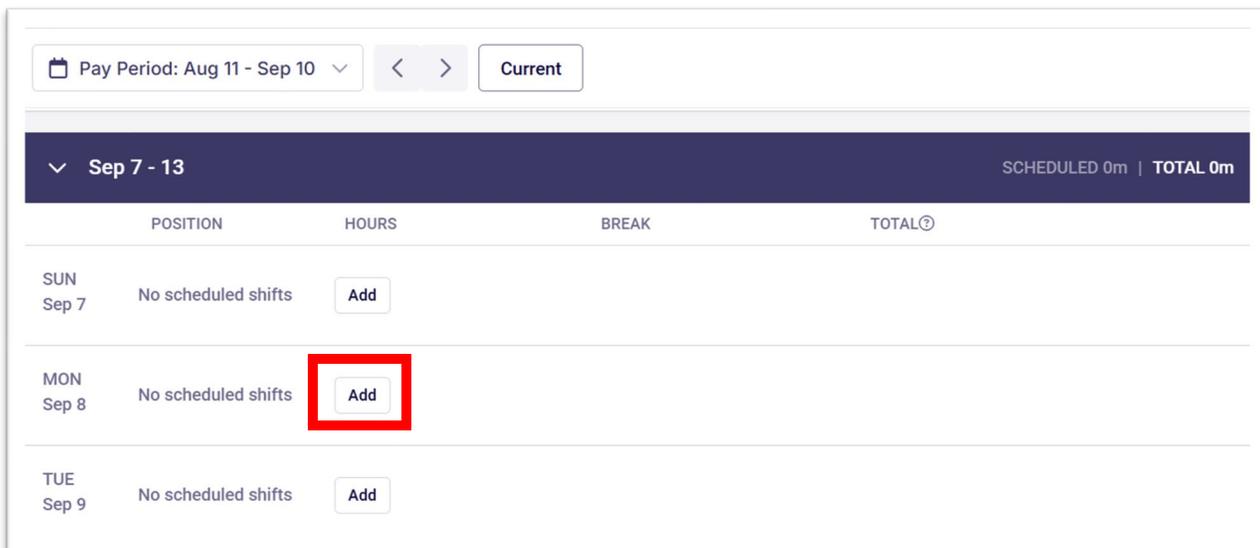   Red Rover will display the timesheet for the current Pay Period. Select "History" for reviewing timesheets from prior periods.

2. **Scroll down to the date when the extra time was worked**
   Click the add button to open the date for entering your extra time worked

3. Enter the details for your extra time worked

A. Use the first drop down box to choose the type of extra time worked, then click the Select button.

B. In the second box, enter the number of hours and minutes worked. **Enter actual minutes, not decimal minutes. For example, enter 15 minutes, not .25.**

C. Click on the Comment Bubble 💬 to enter a description of the extra time you worked, then click the Post [POST] button to save the comment.

D. Click the Save [SAVE] button at the top of the screen to complete your entry.

4. Scroll down to enter time for a different day

Follow the process outlined in #3 above to enter extra time for each of the days in the pay period.

5. To remove time entered in error

Click on the ellipsis (3 dots) on the far right of the record you want to delete and select remove [🗑 Remove]

6. Timesheets Are Automatically Submitted at the End of the Pay Period

Be sure to enter your time details by the end of the pay period (typically the 10th of each month by 5:00 PM). At that time, timesheets will automatically be submitted to your approver. Payroll submission deadlines are posted in the Red Rover section of the Business Services webpage.