



BUILDING ADMINISTRATOR USER GUIDE

Updated 08/01/2023

**PLEASE NOTE THAT THIS DOCUMENT WILL BE UPDATED FREQUENTLY – PLEASE
CHECK THE SUBSTITUTE SERVICES WEBPAGE FREQUENTLY FOR UPDATED
VERSIONS.**

**SUBSTITUTE SERVICES
614-365-5080
3700 SOUTH HIGH STREET
COLUMBUS, OH 43207
SUBSERVICES@COLUMBUS.K12.OH.US**

GETTING STARTED:

You will receive an email address requesting your activation – Once you follow the link in the email address you will be required to set up a permanent password.

Red Rover can be accessed at app.redroverk12.com

CREATE SCHOOL PROFILE & INFORMATION FOR SUBS:

You can customize a profile for your school that lets substitutes know your building contact information and other important information. You can add hyperlinks, pictures, tables, etc in these sections.

Sections include:

- Welcome Message
- Policies
- FAQs
- Contact Information

ADDING PREFERRED SUBSTITUTES:

If your building has preferred substitutes, please follow that process to add them to your school profile:

1. Click on “Schools” on the main menu bar on the left. The main screen will list your school building.
2. Click on your school building, and it’s profile information should pop up.
3. Scroll to the “Substitute Preferences” box and click “Edit” on the right-hand side.
4. You can search for preferred substitutes in the search box on the right-hand side by clicking “Add Favorite”

The “Block” and “Auto Assign” functions are not available to building administrators. To block a substitute, please submit a Substitute Performance Report and contact Subservices@columbus.k12.oh.us

CREATING ABSENCES:

1. In the dark blue menu bar on the left hand side, click “Absence and Vacancy” – Then click “Create Absence” in the drop-down menu.
2. You can search for an employee’s name in the search bar under “Name”, or click on them in the listing below.
3. In the calendar click the days the employee will be absent. They will appear dark blue.
4. Select a reason for the absence.
5. Select the times for the absence.

6. Substitute Details – If the position requires a substitute, check the “Requires Substitute” box.
7. Click “Create” at the bottom of the screen. This will then generate a confirmation number.

BUILDING SUB AUTO-ASSIGN TO A DAILY ABSENCE:

If your building utilizes a building substitute, the system will auto-assign them into daily absences. Having building substitutes assigned to your building’s daily absences ensure that CCS substitute fill rate metrics are correct and help track our substitute utilization.

Building administrators have access to move, swap or remove building substitutes in absences if necessary.

Move Substitute from daily assignment to a multi-day assignment or from a multi-day assignment to a day assignment

1. At the top of your home page, use the “< and >” to select the date you would like to view absences for. A list of absences will populate.
2. Go to the assignment the substitute you want to move is in. Click on the Job Absence “Conf#”. This will be the top number without the “C”



3. The “Edit Absence” screen will open.
4. If you plan to put another substitute in this position, check the “Hide from subs” box.
5. Click the “Remove” button. The “Save” button at the bottom will automatically turn gray, this means the action was saved.
6. Click “Home” in the left side tool bar.
7. Select the correct date.
8. The assignment will now show “Assign” underneath the Substitute column.

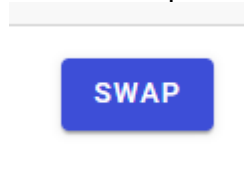
Employee	Reason	School	Created	Substitute	Conf#
TT TEST TEACHER1 Adapted Phys Ed	Personal Leave Oct 25	ZTEST SCHOOL 001 8:15 AM - 3:45 PM	🕒	Assign 8:15 AM - 3:45 PM	#663188

9. Go to the assignment you want to assign the substitute to.
10. If the assignment is open, click on “Assign”. The “Assign Substitute” screen will open.
11. In the “Name” box search for the substitute you want to assign.
12. If the substitute is available, the “Assign” button will be blue. Click on the “Assign” button. The “Edit Absence” screen will open. Make any other changes if needed. The “Save” button at the bottom will automatically turn gray, this means the action was saved.
13. Click “Home” in the left side tool bar.
14. Select the correct date.
15. If there is a substitute in the assignment, follow steps 2 thru 7 to remove the

substitute. Then follow steps 9 thru 14 to assign the correct substitute.

Swap substitutes that are in a one-day assignment

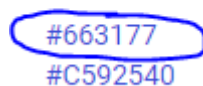
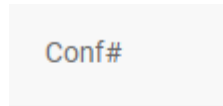
1. At the top of your home page, use the "< and >" to select the date you would like to view absences for. A list of absences will populate.
2. Click on the three dots to the right of the assignment information. ⋮
3. Select "Swap Sub".
4. A blue "Swap" button will appear next to assignments that can be swapped.



5. Select the "Swap" button. The assigned substitutes will be automatically swapped.

Remove building substitute from assignment

1. If you are wanting to use your building substitute in a different capacity and do not want them in a classroom that day:
2. Click on the Job Absence "Conf#". This will be the top number without the "C"



3. The "Edit Absence" screen will open.
4. If you plan to put another substitute in this position, check the "Hide from subs" box.
5. Click the "Remove" button. The "Save" button at the bottom will automatically turn gray, this means the action was saved.
6. If you want to assign another substitute, click the "Assign" button and follow the steps to assign a substitute.
7. If you want the assignment to go out for notification, do not check the "Hide from subs" box. After removing the sub, verify the "Save" button is gray and go back to the "Home" page. And follow steps 7 & 8 above.

If there are no absences, the building substitutes are to report to the building as a normal workday.

VERIFYING SUBSTITUTE ASSIGNMENTS AND STAFF ABSENCES – PAYROLL:

Verifications of Substitute Assignments and Staff Absences are due every payroll reporting period on the KRONOS submission schedule. This is a required activity per payroll.

1. Click on the “Awaiting Verification” button on your home screen, or by clicking on “Absence & Vacancy” in the main menu bar on the left, and choosing “Verify” in its drop down menu.
2. Days which need to be verified will display as a gray progress bar. Click on the gray bar of the day you want to verify absences for.
3. Absences that need verification for that particular day will be displayed.
4. If details for an absence need to be changed, you can made edits to the absence and sub assignment directly from the verify screen. Click on the assignment and use the dropdowns to adjust the details of the absence/assignment.

5. If the details of the absence look correct, click the “Verify” button on the right hand side.
6. You can verify absences/assignments one at a time this way, or if you have reviewed all the absences and they look correct, you can bulk-approve them by clicking the check box at the bottom of the screen that states “I attest that I have verified the details of all assignments above” and then click the Verify All Button. ONLY utilize the “Verify All” function if you have reviewed all the absences/assignments and there are no discrepancies/errors.

Corrections to recently Verified Absences/Assignments

It is possible to “Undo” a recently verified absence/assignment on the same calendar day it was verified. If you need to make a change to a verified assignment, check the “Show Verified” box on the “Verify Substitute Assignments Screen, find the absence in question from the list, and click the “Undo Verify” box.

This will allow you to make corrections to the absence and then verify it again.

FINDING QUALIFIED LONG-TERM SUBS:

If you need a long-term substitute with a certain licensure type, please contact Substitute Services for a list. Sub Services will provide you with a listing of qualified subs, or will work to place one for you from this list.

REQUESTING ADDITIONAL USERS TO HAVE ADMINISTRATOR ACCESS:

If you need additional users for your building, please have your building administrator complete the “Building User Access Request” form.

This form is located in the “Links & Forms” post in your Bulletin Board.

QUESTIONS?

Contact Substitute Services at subservices@columbus.k12.oh.us or 614-365-5080

View Building Daily Absences and Exporting Reports

1. The Red Rover Home screen provides a view of the day's building absences. If you have access to multiple buildings, the view will be of all those locations. **Note: access to multiple buildings does cause system delays.**
2. If you do have access to multiple buildings, you will need to click on the statement "To view the detail click here to visit the Daily Report" or you can click on the "Absence & Vacancy" tab in the left side blue Menu bar, then click on "Daily Report". A view of all building absences will populate. Use the "Schools" filter to select a specific building or buildings. **Note: if you have access to only a specific location, the view will populate on the Home page upon logging in.**

Today
< **Fri, Jan 14** >

FIND SUBS

Filter absences

Date: January 14, 2022

Schools: Briggs, BRIGGS HS

Position type:

Show: ☒ Absences, ☒ Vacancies

Group by: School, Position type

375 Unfilled (60%)

250 Filled (40%)

330 No sub required (34.55%)

955 Total (14.78% absent)

3700 SOUTH HIGH

3. The Daily Report screen allows for filtering by: Date, Unfilled, Filled, No Sub Required and Position Type. Click on the appropriate tab to filter. Note: dates can be filter by selecting a date using the "Date" filter box or by clicking on the < or > in the date bar above.

Today
< **Fri, Jan 14** >

FINI

Filter absences

Date: January 14, 2022

Schools: BRIGGS HS, View more

Position type:

Show: ☒ Absences, ☒ Vacancies

Group by: School, Position type

4 Unfilled (44.44%)

5 Filled (55.56%)

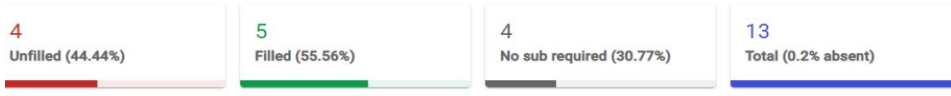
4 No sub required (30.77%)

13 Total (0.2% absent)

BRIGGS HS

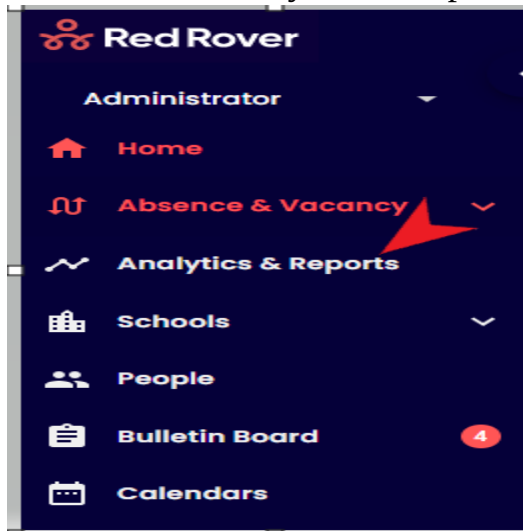
HS-HEALTH (1)

4. To print the Daily Report screen, click on the printer icon.

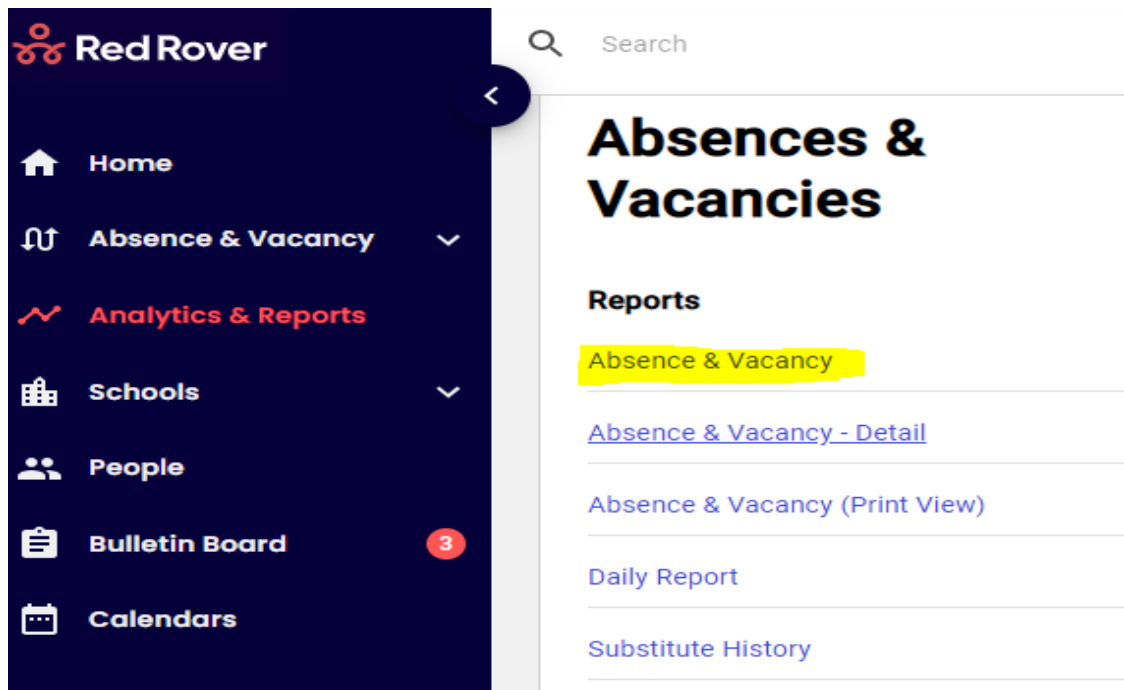


Run and Export Daily Absence Report

1. Click on the “Analytics & Reports” tab in the blue Menu bar.



2. Click on “Absence & Vacancy” under “Reports”



3. This report can be generated using custom date(s) by selecting the “Date” drop down box. Either use the “Date Range” drop down for specific date ranges or use the “From” and “To” by clicking on the date or date(s) needed. Then click “Apply”

Date

Last 7 days

Filter

Sorted by:

Date Range

Last 7 days

From

Jan 8, 2022

To

Jan 14, 2022

< January 2022 February 2022 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

CANCEL

APPLY

4. If have access to multiple locations, use the “Filtered by:” tab to select a certain school(s). Click on the tab, then click on “Add Filter”. In the drop down next to “Where” select the “School”. The next box should say “is”. In the drop down next to “is” select the school(s), then click the blue “Apply” button. The results will show the selected school.

Date

Last 7 days

Filtered by: 1 field

Sorted by: 1 field

Add columns

Confirmation Number

Date

39 rows

Where

School

is

BRIGGS HS

Add filter

APPLY

5. The results can be sorted by clicking on the  in the column headings bar.

Confirmation Number	↑ Date	School Name	↑ Employee	Employee Identifier	Start Time	End Time	Reason
58 rows							

6. Click on “Export Report” to export the report into an Excel spreadsheet

Date

Last 7 days

Filter

Sorted by: 2 fields

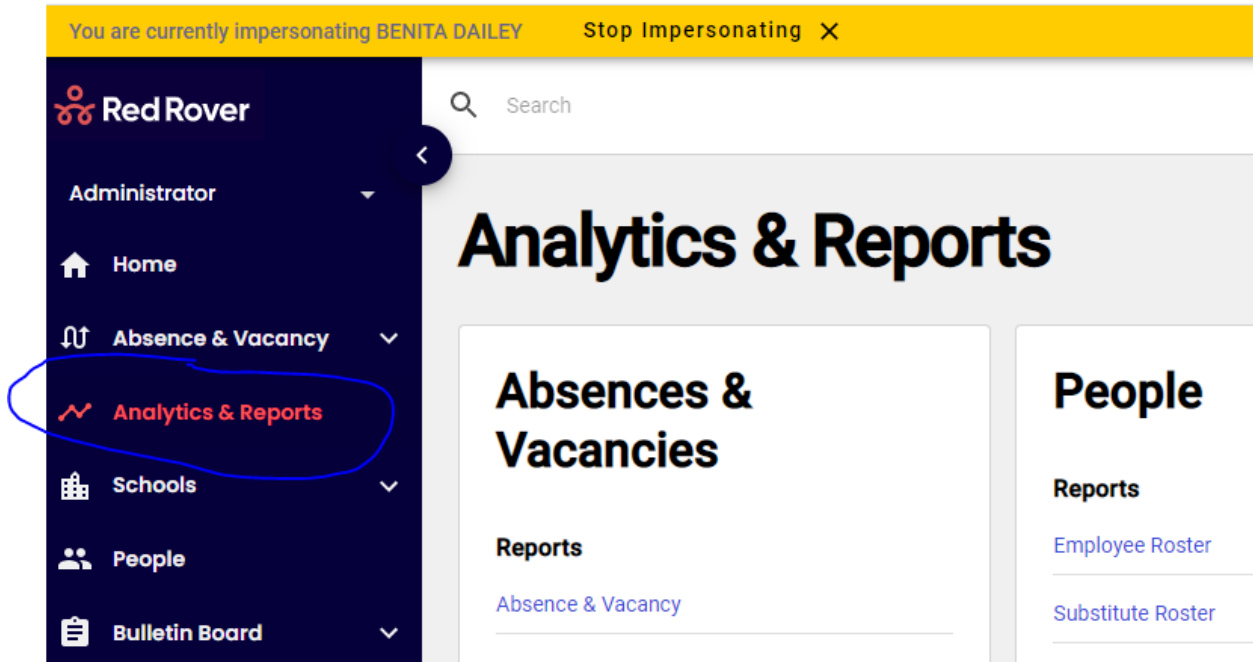
Add columns



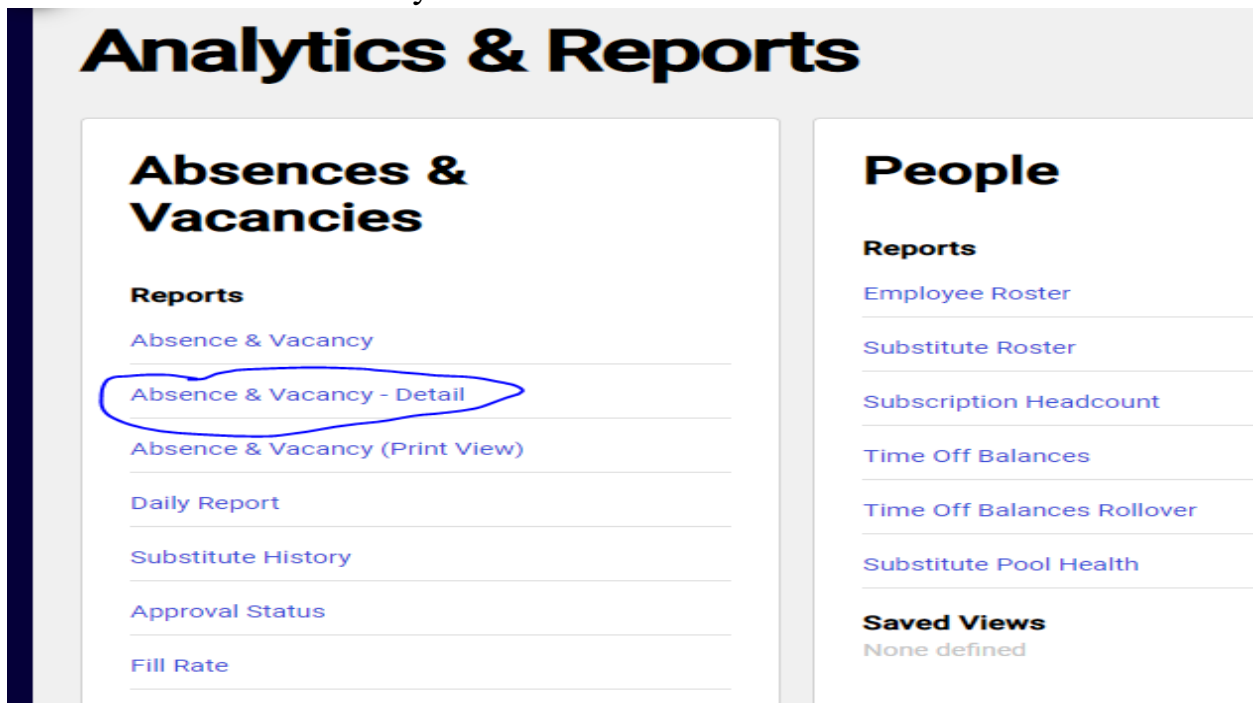
[Export Report](#)

Employee Absence Detail Report for Specified Time/Person

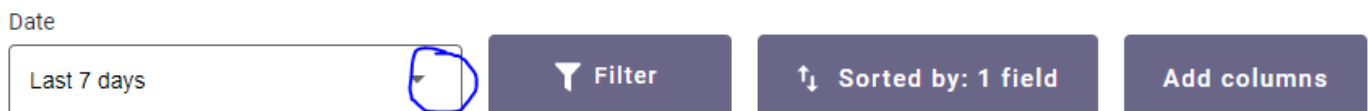
1. Select “Analytics & Reports” on the left side of screen.



2. Select “Absence & Vacancy – Detail”



3. Click on the drop down arrow under “Date”



4. Either enter the date range manually in the “From” and “To” boxes or use the < > arrows to scroll through the months and select dates. To choose multiple dates, click on the first date, then hold down the shift key and click on the last date. After entering dates, click on “APPLY”

Date

Last 7 days ▼

Filter

Sorted by: ↑

Date Range

Custom ▼

From

Aug 23, 2021

To

Nov 15, 2021

< November 2021 December 2021 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

CANCEL

APPLY

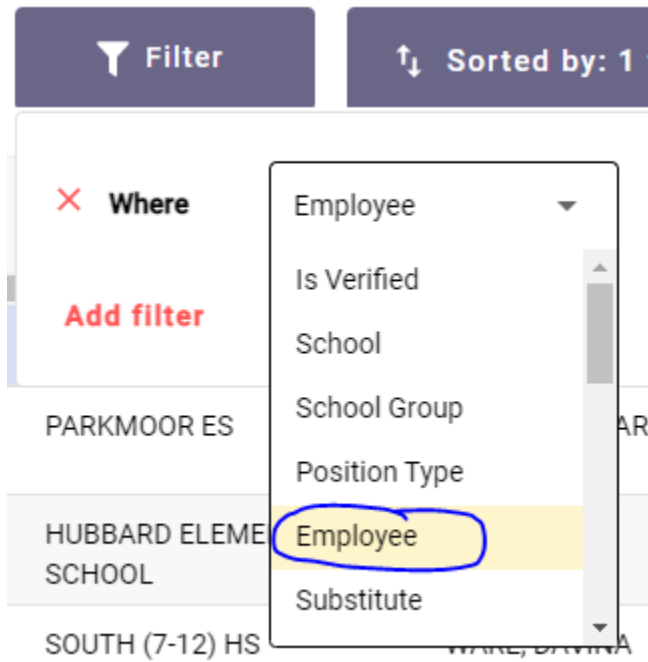
5. Click on “Filter” then “Add Filter”

Filter

No filters applied

Add filter

6. In the drop down box next to “Where” click the arrow and select “Employee”.



7. Click in the drop-down box that appears over the words “APPLY”. Either scroll to the name you want or start typing the last name of the employee and click on the name.



8. Click on “Apply”



9. A list of all absences in the date range will appear. You can click on the arrow in the date header to sort before exporting.

Date
Aug 23, 2021 - Nov 15, 2021

Filtered by: 1 field

Sorted by: 1 field

Add columns

[Export](#)

Confirmation Number	Date	School Name	Employee	Employee Identifier	Start Time	End Time	Reason
8 rows							
#572928	11/15/2021	BERWICK PREK-8 ALTERNATIVE	ROUSH, ZACHARY	188078	8:15 AM	3:45 PM	Personal Illness
#454789	09/03/2021	BERWICK PREK-8 ALTERNATIVE	ROUSH, ZACHARY	188078	8:15 AM	3:45 PM	Personal Illness
#438427	08/30/2021	BERWICK PREK-8 ALTERNATIVE	ROUSH, ZACHARY	188078	8:15 AM	3:45 PM	Personal Illness
#430151	08/27/2021	BERWICK PREK-8 ALTERNATIVE	ROUSH, ZACHARY	188078	8:15 AM	3:45 PM	Personal Illness
#430151	08/26/2021	BERWICK PREK-8 ALTERNATIVE	ROUSH, ZACHARY	188078	8:15 AM	3:45 PM	Personal Illness
#427668	08/25/2021	BERWICK PREK-8 ALTERNATIVE	ROUSH, ZACHARY	188078	8:15 AM	3:45 PM	Personal Illness
#421217	08/24/2021	BERWICK PREK-8 ALTERNATIVE	ROUSH, ZACHARY	188078	8:40 AM	3:45 PM	Personal Illness
#421217	08/23/2021	BERWICK PREK-8 ALTERNATIVE	ROUSH, ZACHARY	188078	8:15 AM	3:45 PM	Personal Illness

10. Click on “Export Report” to create an excel report.

[Export Report](#)

eason	Subst
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11. Click on the spreadsheet that will populate at the bottom of the screen

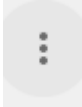


12. After you open the spreadsheet “Save As” change the “Save as type” to Excel Workbook.

Entering Absences

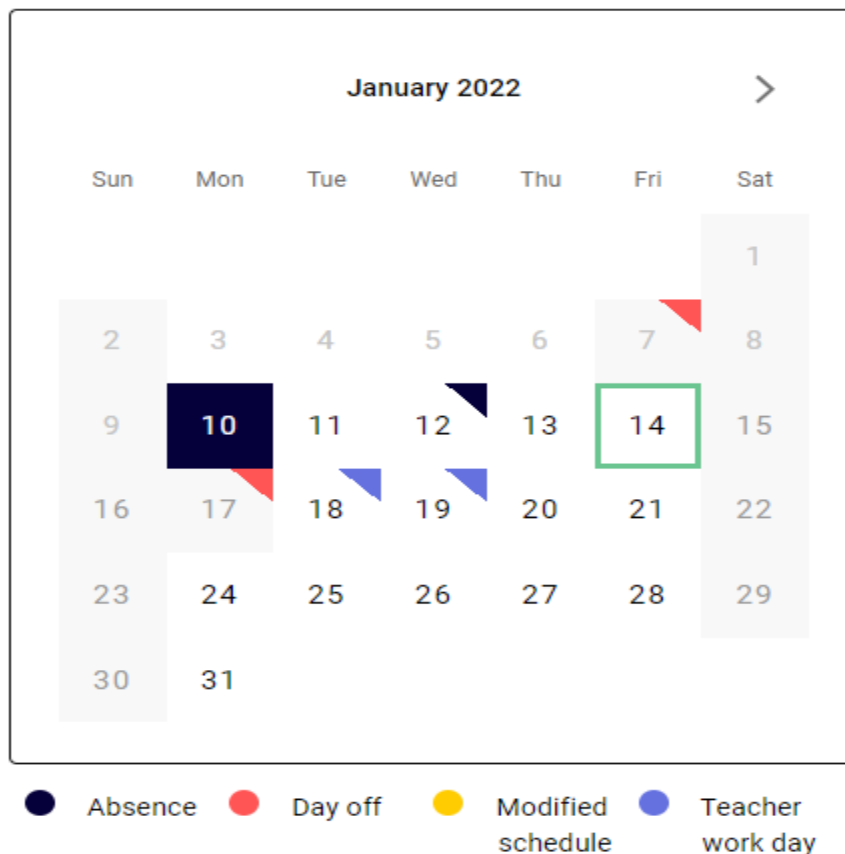
1. Absences can be entered by:

- Clicking the  in the top right corner of the Home screen
- Clicking on “Absence & Vacancy” in the blue Menu bar, then clicking “Create Absence”
- Searching for the employee by name or EID in the search bar. Select the employee

and click the , located to the right of the employee’s name, then click “Create Absence”

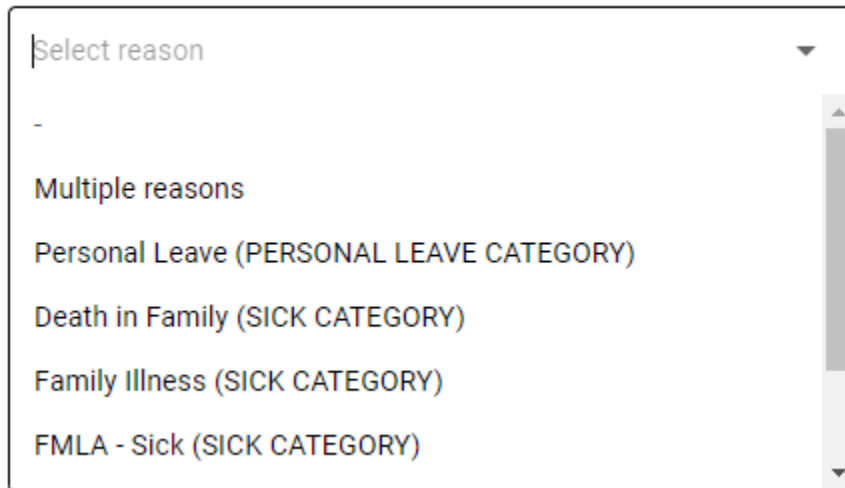
2. The Absence Detail screen will populate. Select the date(s) by clicking on the date(s) in the calendar. As you click on a date it will turn dark blue. To remove a date, click on it again, the dark blue will go back to white.

Absence Details



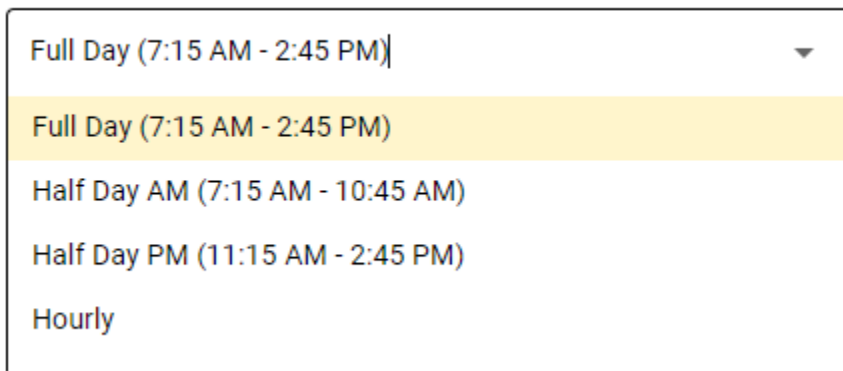
3. Go to the “Reason” drop down box and select the appropriate reason.

Reason



4. Go to the “Times” drop down box and select the appropriate schedule. If the pre-populated schedules are not suitable, select “Hourly” and enter the times.

Times



Can be seen by the administrator and the employee.

5. The “Requires a substitute” and “for the entire absence” checkboxes are selected by default. If a substitute IS NOT required, uncheck the box by clicking on it, same procedure if a substitute is not needed for the entire absence.

☒ Requires a substitute

☒ for the entire absence

6. If notes or administrator comments are required, they can be entered in the appropriate box.

Notes to administrator

Can be seen by the administrator and the employee.

Administrator comments

Can be seen and edited by administrators only.

7. Under the Substitute Details section, the following actions can be taken:
- a. If you do not want the job to be sent out to substitutes (in case you are waiting to confirm a pre-arrangement, etc), check the “Hide from subs” box. **NOTE: remember to uncheck when ready for the job to be sent out to all substitutes.**
 - b. If the it is a multi-day job, substitutes can be given the option to accept part of the assignment by checking the “Allow sub to accept part” box.
 - c. Notes can be entered for the substitute
 - d. Documents can be attached for the substitute
 - e. If a substitute has CONFIRMED they accept the job, the “Pre-Arrange” box can be selected to put in the confirmed substitute. **NOTE: DO NOT PUT IN A SUBSTITUTE IF THEY HAVE NOT CONFIRMED.**

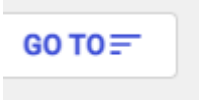
Absence	Substitute schedule	
Mon, Jan 10		
7:15 AM - 2:45 PM	7:15 AM - 2:45 PM	BRIGGS HS
☐ Hide from subs ☐ Allow sub to accept part		
Accounting code		
Select code		
Notes to substitute		
Can be seen by the administrator, employee, and substitute		
Enter notes for substitute		
 Add file(s) or drag here max 5MB; .pdf, .txt, .docx, .xlsx, .pptx, .jpg, .gif, .tiff, .png		
PRE-ARRANGE EDIT SUBSTITUTE DETAILS		

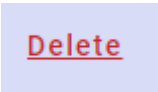
A blue rectangular button with the word "CREATE" in white capital letters.

8. After verifying entered information is correct, click on the button at the bottom of the screen. A green box will appear with the job confirmation #. You must get a confirmation # to complete the process.

Change or Cancel an Absence

1. Locate the absence by:

A light gray rectangular button with the text "GO TO" in blue, followed by a blue icon of three horizontal lines.

- a. Going to the employee's profile, select the button at the right of the employee's name, then select "Absences for 2022-2023". Once navigated to the section click on the confirmation #
 - b. Using the search bar, search for the confirmation number and click on the absence in the results box
2. The "Edit absence" screen will populate. Make the necessary changes and click the  button at the bottom of the screen.
3. To delete an absence click the  button at the bottom of the page.



VERIFYING SUBSTITUTE ASSIGNMENTS AND STAFF ABSENCES CHECKLIST

Verifications of Substitute Assignments and Staff Absences are due daily according to the below schedule. The verification process is a district requirement.

Verifications are to be completed daily by:

High Schools, Middle Schools and Career Centers: **3:15 pm**

Elementary and K – 8: **4:00 pm**

Substitute Sign-In/Out

- Day to Day Substitutes are to swipe in KRONOS and sign-in/out on a building sign-in/out tracking sheet
- Building Substitutes are to swipe in KRONOS and sign-in/out on a building sign-in/out building tracking sheet
- Day to Day Substitutes are to be greeted by a building designee to confirm they are at the correct building
- A cross check using Red Rover Daily Absence and the building sign-in/out tracking sheet is to be completed at the start of the school day
- Substitute Services is to be notified immediately of substitutes who are a “no-show” or at the wrong location
- Substitutes who are a “no-show” are to be removed from the assignment

Building Substitute Absence

- Building Substitute is to report absence to the school and Substitute Services immediately
- Immediately upon their return, the Building Substitute is to complete an Absence Report and send to Payroll and Substitute Services, this can be emailed
- **This process is currently being updated. Communication will be provided when the new process is ready to be implemented.**

Daily Verification Process

- Prior to the daily deadline, follow the guided steps below
- Verification changes **MUST BE COMPLETED BEFORE THE END OF PAYROLL PERIOD** – refer to the payroll schedule for pay period dates
- FYI: Any changes to a classified staff (secretary/instructional assistant) absence, must also be updated in KRONOS

Process

- Click on the “Awaiting Verification” button on your home screen, or by clicking on “Absence & Vacancy” in the main menu bar on the left and choosing “Verify” in its drop-down menu.
- Days which need to be verified will display as a gray progress bar. Click on the gray bar of the day you want to verify absences for.
- Absences that need verification for that day will be displayed.

Process continued

- If details for an absence need to be changed, you can make edits to the absence and sub assignment directly from the verify screen. Click on the assignment and use the dropdowns to adjust the details of the absence/assignment. Or click on the confirmation # on the left-hand side, this will open the Absence Edit screen, when edits are complete, return to the Verify screen.
- If the details of the absence are correct, click the “Verify” button on the right-hand side.
- You can verify absences/assignments one at a time this way, or if you have reviewed all the absences and they are correct, you can mass-approve them by clicking the check box at the bottom of the screen that states “I attest that I have verified the details of all assignments above” and then click the Verify All button. ONLY utilize the “Verify All” function if you have reviewed all the absences/assignments and there are no discrepancies/errors.

Corrections to recently Verified Absences/Assignments

- It is possible to “Undo” a recently verified absence/assignment on the same calendar day it was verified. If you need to make a change to a verified assignment, check the “Show Verified” box on the “Verify Substitute Assignments Screen, find the absence in question from the list, and click the “Undo Verify” box.
- This will allow you to make corrections to the absence and then verify it again.

QUESTIONS?

Contact Substitute Services at subservices@columbus.k12.oh.us or 614-365-5080