Red Rover

> Q **Search**

Articles in this section   ⌄

How do I Enter an Absence?

Rich Kolmus
3 months ago · Updated

Follow

Just The Basics (Quick Create)

1. Login to the Red Rover Website app.redroverk12.com.

2. In the Create Absence pod, click the **Select a Reason** dropdown, and select the reason for your absence. *(The options in the "Select a reason" dropdown may vary by each school district.)*

3. Left-click on all of the dates of your absence.

4. Choose if your absence is for the Full Day, Half Day AM, Half Day PM, or a custom Hourly absence. *(Not all districts permit hourly absences.)*

5. If necessary, choose whether your absence will require a substitute.

6. Finally, choose **Quick Create** to submit your absence or select **Add Additional Details** to further select additional options *(explained below).*

If you've chosen **Quick Create,** that's it. You will receive your absence confirmation number and Red Rover will take it from there!

Your absence has been saved. We'll take it from here.

Confirmation # 101016

The "Add Addition Details" Options

*(All fields are optional other than the **Create** button.* **Always be sure to CREATE** the absence, *see step 5)*

1. You can leave notes to the substitute. "Please feed the fish." "Lesson Plan's are in my top drawer." These notes are visible to you, the substitute, and any administrators viewing the

absence.

2. Red Rover will also allow you to leave notes to the Administrator. These notes are only visible to yourself and any administrators viewing your absence. **Note:** Some absence reasons will require Notes for the Administrator. This field will be highlighted in red if the absence reason you selected requires these notes.

3. Some employees will have the option to **Pre-Arrange** a substitute for their absence. To do so, click the **Pre-Arrange** button.

Create Absence: Prearranging Substitute

Wed-Thu, Feb 5-6 (2 days) - 3rd Grade

Absence	Substitute schedule	
Wed-Thu, Feb 5-6		
8:30 AM - 4:00 PM	8:30 AM - 4:00 PM	Giles Elementary

Name

Search for last name

Show

Everyone ▾

4 substitutes

Favorite	First name	Last name	Primary phone	
	Jane	Bingley	5552311234	SELECT
	Charlotte	Collins	5552312345	**SELECT**
	Elizabeth	Darcy	5552313456	SELECT
	Lydia	Wickham	5552314567	SELECT

Red Rover will provide you with a list of the substitutes qualified and available for your position. Before selecting a substitute, please contact them to confirm they are aware and would like to substitute for your absence. For your convenience, Red Rover provides the substitutes' phone numbers on the Pre-Arrange page. Once you have confirmed the details with your desired sub, simply press the **Select** button.

4. Some employees will also have the ability to "**Edit Substitute Details**."

Create Absence: Editing Substitute Details

Wed-Thu, Feb 5-6 - 3rd Grade

February 5, 2020

| 8:30 am | 4:00 pm |

Add row

February 6, 2020

| 8:30 am | 4:00 pm |

Add row

CANCEL　　SAVE

If the district allows, Red Rover will allow employees to adjust the times and locations of the substitute's job without impacting the times of the employee's absence. Some examples could include:

- a full day absence that only requires a substitute for half of the day.
- any absence in which the substitute's times/locations do not match the employee's standard times/locations.

If any changes are made, be sure to click the **Save** button.

5. Last, but most important, be sure to click the **Create** button anytime using the "Add Additional Details" Screen.

Red Rover

Home
My Schedule
PTO Balances
Sub Preferences

Create absence

Absence Details

Select a reason

Illness

	February 2020					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

ℹ Uses 15 hours of your balance

◉ Full Day (8:30 AM - 4:00 PM)
○ Half Day AM (8:30 AM - 1:00 PM)
○ Half Day PM (1:00 PM - 4:00 PM)

Notes for administration
Can be seen by the administrator and the employee.

Substitute Details

These times may not match your schedule exactly depending on district configuration.

👤 **Charlotte Collins**
pre-arranged   REMOVE

Absence	Substitute schedule

Wed-Thu, Feb 5-6

8:30 AM - 4:00 PM   8:30 AM - 4:00 PM   Location Giles Elementary

☑ Requires a substitute

Notes for substitute
Can be seen by the substitute, administrator and employee.

PRE-ARRANGE   EDIT SUBSTITUTE DETAILS

5

CREATE

Important: You are not finished until you see that you have a confirmation number associated. Once you have that confirmation number, you will see the absence show up on your schedule.

Was this article helpful?

Yes   No

4 out of 4 found this helpful

Have more questions? Submit a request

Return to top ⊕

Recently viewed articles

Substitute Basic Training Video

Notifications for Employees

Getting Started as an Employee on Red Rover

Setup for Absence Approvals in Red Rover

Informing your Substitutes of the transition to Red Rover - Implementation Resources

Related articles

Employee Basic Training Video

Setting Up My Substitute Preferences

How do I Cancel/Delete or Edit My Absence?

Getting Started as an Employee on Red Rover

How do I See My Absence History

Red Rover Technologies