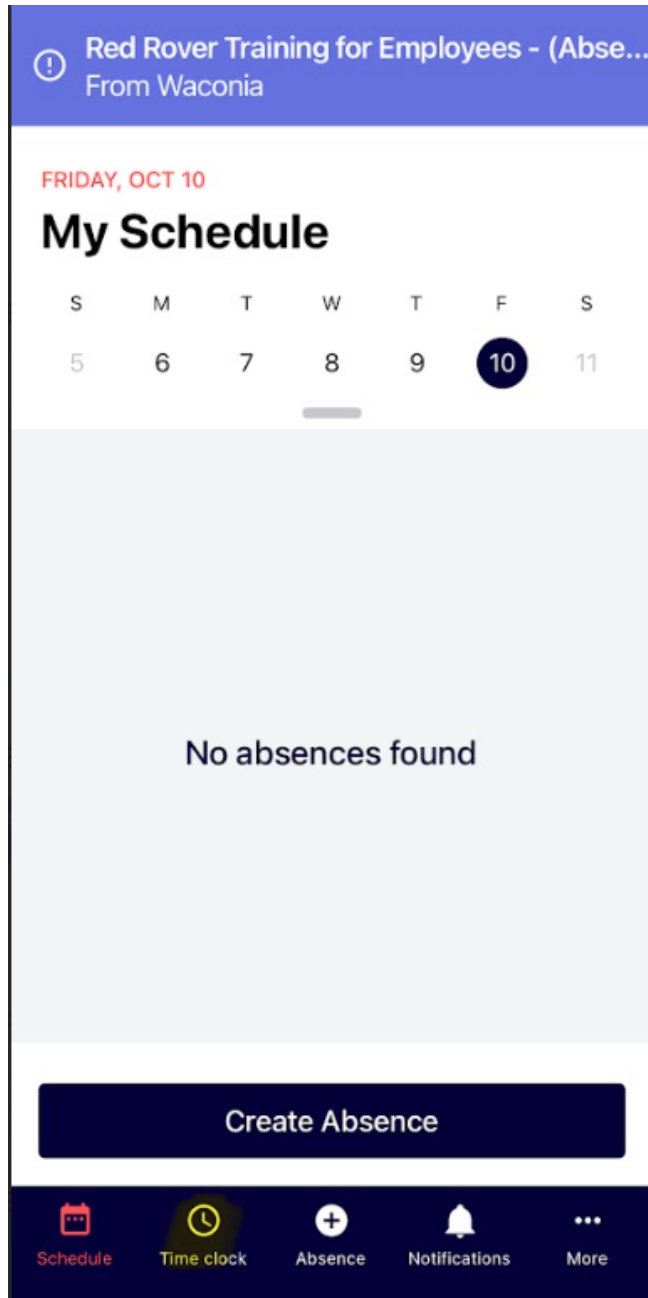


How to View Your Timesheet and Leave a Comment

Timesheet comments can be left at any time of the day and on non WiFi systems. If you remember at 6pm at night while you're preparing dinner for your family you can pull out your phone, log into the Red Rover app and leave a comment stating what time you punched in and out on a given day.

From the App Homepage Navigate to TIMECLOCK



How to View Your Timesheet and Leave a Comment

Select VIEW TIMESHEET

 Red Rover Training for Employees - (Abse...
From Waconia

Time Clock

TIME WORKED FRI, OCT 10
00:00:00 TODAY 9:55 AM

My Clock

You are currently **clocked out**.


Clock In


Clock Out


Switch Jobs


Show Barcode


View Timesheet

 Schedule

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How to View Your Timesheet and Leave a Comment

Select pay period you would like to review/ add comments to

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Timesheet

Period

Oct 1 - 15, 2025 (Oct 31)

Summary

0.00 >

Warnings

7

>

Comments

Add a comment >

Week 1: Oct 1 - 5

0.00

Sun, Sep 28

Add Shift >

Mon, Sep 29

Add Shift >

Tue, Sep 30

Add Shift >

Wed, Oct 1

0.00 >

 Schedule

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How to View Your Timesheet and Leave a Comment

Scroll down to view each day. Any day with a red exclamation mark: read the print- example “started late, missing end time” Click into that day to leave a comment with your correction

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Timesheet

Week 2: Oct 5 - 12

0.00

Sun, Oct 5

Add Shift >

Mon, Oct 6

0.00 >

Tue, Oct 7

0.00 >

Wed, Oct 8

0.00 >

Thu, Oct 9

0.00 >

Fri, Oct 10

 0.00 >

Started Late, Missing end time

Sat, Oct 11

Add Shift >

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How to View Your Timesheet and Leave a Comment

Once the correct day is open, select COMMENTS

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OCT 1 - OCT 15 (OCT 31)
Wed, Oct 1

Total

0.00

Scheduled

8.00

Position

Educational Assistant
District Office

Job

Educational Assistant

Start

Not Set

End

Not Set

Comments

Add a comment >

Status

Not Saved

Remove

Schedule

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How to View Your Timesheet and Leave a Comment

Click into comments box, leave note and select small blue arrow box to submit/save note

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OCT 1 - OCT 15 (OCT 31)

Comments

Ellen Employee N/A

Forgot to punch in at 7:45am, forgot to punch out at 2:45pm

Add a comment

➤

Schedule Time clock Absence Notifications More

How to View Your Timesheet and Leave a Comment

After comment is added select SAVE in the upper right hand corner to add it to the timesheet

 Red Rover Training for Employees - (Abse...
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[< Back](#)[Save](#)

You have **unsaved changes**.

OCT 1 - OCT 15 (OCT 31)
Wed, Oct 1

Total

0.00

Scheduled

8.00

Position

Educational Assistant
District Office

Job

Educational Assistant

Start

Not Set

End

Not Set

Comments

2 comments >

Status

Not Saved

Schedule

Time clock

Absence

Notifications

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