HALDANE

Red Rover Attendance Procedures for 2026-2027

As you are aware, all HFA members will be using the Red Rover software application for keeping record of HFA employee absences. All HFA employee absences need to be entered into Red Rover in advance of absence(s). HFA employees use their Haldane Google credentials to sign into their Red Rover account.

What stays the same:

- HFA Employees need to reach out to Laurie Hyatt (ES) or Ashley Murphy (MS & HS) communicating date(s) of absence(s) and need for coverage. Laurie and Ashley will arrange for substitute coverage.

- HFA Employees need to communicate and leave substitute plans as communicated by buildings.

What changes:

- Once HFA employees have communicated substitute needs to Laurie or Ashley, employees need to enter their absence(s) within their Red Rover account **in advance of the absence**.
  Laurie and Ashley will not be able to confirm substitute coverage unless the absence(s) is entered into Red Rover.

- HFA employees will no longer need to fill out white slips - Red Rover replaces white slips.

Additional Information:

- HFA employees will not be able to enter an absence once the absence time begins (for example, if you try to enter an absence at 7:45 am for a full day or ½ am absence, Red Rover will not allow you to do so). In these situations, HFA members should be in contact with respective office assistants who will enter the absence into Red Rover.

- In emergency situations where HFA employees cannot enter the absence into Red Rover, please email/contact respective building office assistants who will enter the absence into Red Rover.