



**Welcome!**

**TRAVIS COUNTY ELECTIONS  
PRESIDENTIAL ELECTION  
NOVEMBER 5, 2024**



**Welcome to the Elections Team!**

**Thank you for your service to the voters of Travis County. You are an integral part of conducting elections in Travis County.**

**Your job will include managing the logistics of your polling location, qualifying and assisting voters, and processing legally required forms.**

**With your contributions, our Elections Team can ensure voters their right to a fair and free election.**





“It is our goal to give you the training and tools so that each day of voting will bring excitement and a strong sense of fulfilling your civic duty.”



**Dan Racer**

# Meet the Training Team



**Caitlin Arzate**



**Andres Sanchez**







**Adam Alvarez**



**Natalia Nassour**



**Chelsea Townsend**

# Meet the Personnel Team



**Indigo Raetz**



**Juan Gregg**



# Before your first shift

- Attend training. Please be on time to your assigned training. If you attend an in-person class, bring a pen or pencil to write with.**
- Review the Training Manual and the Personnel Handbook. Both can be found online at the Election Training Center.**
- Deputies/Judges: A team roster will be emailed to you. Please contact all team members prior to the first day of Early Voting.**
- Know the details of your site set up.**



# Key Dates

## Early Voting

**Monday, October 21, 2024 - Friday, November 1, 2024**

Voting hours are extended at 8 locations on the last 2 days of Early Voting.

## Election Day

**Tuesday, November 5, 2024**

Polls are open from 7:00 am - 7:00 pm



# Extended Hours

**Extended hours will be available at select locations on the last two days of early voting.**

**Hours will be from 7AM-10PM at the following locations:**

Austin Permitting and Development Center  
Ben Hur Shrine Center  
Carver Branch Library  
Lakeway Activity Center  
PfISD Rock Gym  
Southpark Meadows  
Travis County Clerk: Main Elections Office  
UT Texas Union



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Sun	M	T	W	Th	F	Sat
6	7 Last day to register to vote	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Early Voting begins 7AM-7PM	22 7AM-7PM	23 7AM-7PM	24 7AM-7PM	25 7AM-7PM	26 7AM-7PM
27 12PM-6PM	28 7AM-7PM	29 7AM-7PM	30 7AM-7PM	31 Extended hours* 7AM-10PM 	1 Extended hours* 7AM-10PM	2
3 Supply Pick Up	4	5 Election Day 7AM-7PM	6	7	8	9

\*Extended hours will be available at select locations on the last two days of early voting.





# Pay Period

03

Pay Period	Pay Day
October 16 - 31	November 15
November 1 - 5	November 29



# Your Timesheet

Your time is recorded digitally in the **ePollbook**.

When your clock in/out label prints from the Brother printer, you will attach it to your timesheet, **the Statement of Oaths and Compensation form**. *Please don't forget to sign this form!* (pg. 25-26)

There are separate **timesheet envelopes** for each pay period, meaning that Early Voting will have two timesheet envelopes and Election Day will have one. Place your completed timesheet in the correct timesheet envelope.



# Early Voting Worker Shifts

**Early Voting shifts will be split as follows:**

**Monday-Saturday**

**AM shift\* - 6/6:30AM-1PM**

**PM shift - 1PM-7PM\*\***

**Sunday:**

**AM shift\* - 11:00/11:30AM-3:00PM**

**PM shift - 3:00PM-6:00PM\*\***

**Early Voting locations that have extended hours on the last two days of early voting will have their shifts split differently.**

**AM shift\* - 6/6:30AM-2:30PM**

**PM shift - 2:30PM-10:00PM\*\***

**\*Sites that are lockable can arrive 30 minutes prior to polls opening**

**\*\*PM workers must stay until the completion of closing procedures after the last voter in line at 7pm has finished voting.**

**NOTE: Workers should not arrive more than 15 minutes early to a shift.**



# Site Set Up

## Early Voting

**Early Voting Deputies will have a scheduled Site Set Up Appointment with their assigned Voting Equipment Technician.**

## Election Day

**Election Day Judges, Alternate Judges, and other poll workers are responsible for setting up and closing down the polling site.**

\*For any question about site set-up, there is a limited availability for Technicians to guide you through the process. If one is not available for you, the **Call Center** will assist you. You can reach the **Call Center** at 512-854-4783.

Follow the **Poll Worker Training Manual** and your **ADA Remediation Checklist** for guidance on how to correctly set up your polling location.



# Last Day of EV & Election Night

## Early Voting Closeout

**Early Voting Deputies and one other worker are required to return the Election materials to 5501 Airport Blvd on the last night of Early Voting.**

If the Deputy is not available to return Election materials on the last night of Early Voting, the Alternate Deputy and one other poll worker may take their place.

## Central Receiving Station

**Election Day Judges and one other poll worker are responsible for returning materials to 5501 Airport Blvd at the end of Election Day.**

If the presiding Judge is unavailable to return Election materials to Central Receiving after polls close on Election day, the Alternate Judge and one other poll worker may take their place.





# Important Links

[Travis County Elections Website](#)

[Online Training Center](#)

[\*\*Poll Worker Training Manual + Supplemental Handout  
Personnel Handbook\*\*](#)

[Poll Worker Portal](#)



# Thank You!

**Travis County Elections couldn't do this without you.**

**Reach out to us with any questions, comments, or concerns**

**[TCCTrainingAdmin@traviscountytexas.gov](mailto:TCCTrainingAdmin@traviscountytexas.gov)**

**[erecruiting@traviscountytexas.gov](mailto:erecruiting@traviscountytexas.gov)**

**Front Desk: 512-854-4996**

**Call Center: 512-854-4783**