

Poll Worker Training Manual Supplemental



November 3, 2026

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Key Dates

- Last day to register for the general election – October 5, 2026
- Last day to apply for Ballot by Mail – October 23, 2026
- Early Voting– October 19 - 30, 2026
- Election Day – November 3, 2026
- ID cure date – November 9, 2026

Daily Timesheets

In addition to the *Early Voting Worker Timesheet* (1), a *Daily Timesheet* (2) will be submitted with materials in the Daily Balancing Envelope for each day of Early Voting. Procedures for filling out the *Early Voting Worker Timesheet* can be found on page 63 in the manual and remain the same.

To fill out the *Daily Timesheet* use the following procedures:

- ☐ Follow the steps on page 60 in the Training Manual to clock out.
- ☐ When the timesheet label prints on the Brother printer (page 61), you will receive a triplicate label (3).
- ☐ Cut or tear along the dotted line to separate the label into three labels.
 - ☐ Place one label on your *Early Voting Worker Timesheet*.
 - ☐ [a] Place the second label on the first available square of the *Daily Timesheet*. The third label is retained for the poll worker's records.
 - ☐ [b] Circle the position worked on that day. Do this for each square filled out, every time.
 - ☐ [c] If no label prints, write the information in the available square.
 - ☐ [d] Print the name of the location and the date at the top of the form.

Early Voting Worker Timesheet

1 Employee Information: LAST NAME, FIRST NAME, YOUR PERSONAL PHONE, POLLING SITE NAME, POSITION (CIRCLE ONE): Deputy, Alt Deputy, Clerk, Site Set Up (Handwritten Information), Set Up Appointment Date, Location Name, Only one AM worker per site may claim the one hour site up credit, By checking this box, I confirm that I attended in polling site set up with the Voting Equipment Technician at the assigned date and time, DAY 3 (Place Label Here), Date, Position Worked, Location Name, Last Name, First Name, Time In: Time Out, Number of Hours Worked.

Daily Timesheet

2 Location, Date

After clocking out, each employee (AM & PM) should place a Poll Worker Time Sheet label on the first available square. Circle the position worked for that day. PM Deputies should place the completed form in the Daily Balancing Envelope. Daily Timesheets should be sent back for all but the last day of Early Voting.

Worker 1 (Place Label Here)	Worker 2 (Place Label Here)	Worker 3 (Place Label Here)
Last Name	Last Name	Last Name
First Name	First Name	First Name
Time In: Out:	Time In: Out:	Time In: Out:
Number of Hours Worked:	Number of Hours Worked:	Number of Hours Worked:
Position (Circle One): Deputy Alt Deputy Clerk	Position (Circle One): Deputy Alt Deputy Clerk	Position (Circle One): Deputy Alt Deputy Clerk
Worker 4 (Place Label Here)	Worker 5 (Place Label Here)	Worker 6 (Place Label Here)
Last Name	Last Name	Last Name
First Name	First Name	First Name
Time In: Out:	Time In: Out:	Time In: Out:
Number of Hours Worked:	Number of Hours Worked:	Number of Hours Worked:
Position (Circle One): Deputy Alt Deputy Clerk	Position (Circle One): Deputy Alt Deputy Clerk	Position (Circle One): Deputy Alt Deputy Clerk

3

Poll Worker Time Sheet

2026-10-30 12:30

EV1501 - Travis County Clerk's Office

Name: DOE, JOHN

Address: 5501 AIRPORT DR

Job Title: ALT. DEPUTY

Election Name: November 3, 2026 Joint General and Special Elections

Time Worked: 10-30-2026 6:00 AM 10-30-2026 12:30 PM

Total Work Hours: 6.5

2026-10-30 12:30

Poll Worker Time Sheet

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Poll Worker Time Sheet

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Election Name: November 3, 2026 Joint General and Special Elections

Time Worked: 10-30-2026 6:00 AM 10-30-2026 12:30 PM

Total Work Hours: 6.5

Daily Timesheet

Location Travis County Clerk Date 10/30/26

After clocking out, each employee (AM & PM) should place a Poll Worker Time Sheet label on the first available square. Circle the position worked for that day. PM Deputies should place the completed form in the Daily Balancing Envelope. Daily Timesheets should be sent back for all but the last day of Early Voting.

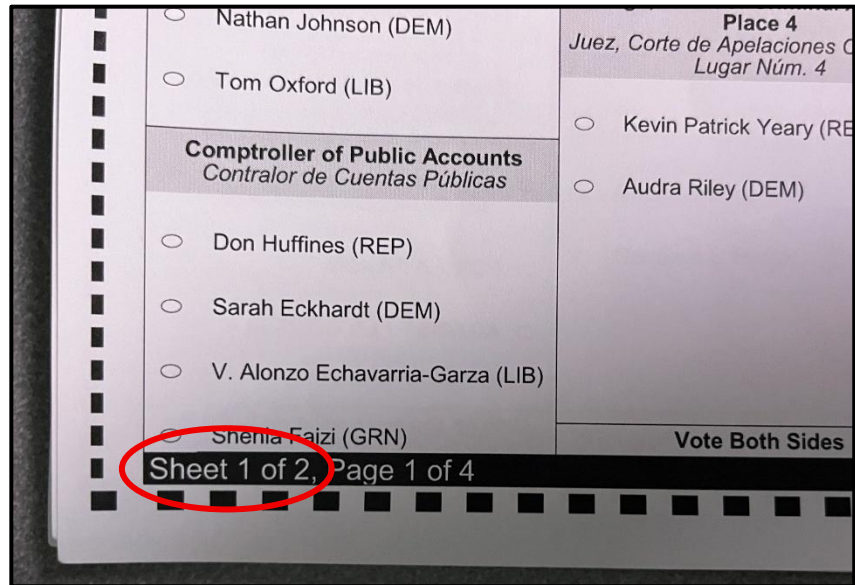
Worker 1 (Place Label Here)	Worker 2 (Place Label Here)	Worker 3 (Place Label Here)
Last Name	Last Name	Last Name
First Name	First Name	First Name
Time In: 6:00 Out: 12:30	Time In: Out:	Time In: Out:
Number of Hours Worked: 6.5	Number of Hours Worked:	Number of Hours Worked:
Position (Circle One): Deputy Alt Deputy Clerk	Position (Circle One): Deputy Alt Deputy Clerk	Position (Circle One): Deputy Alt Deputy Clerk
Worker 4 (Place Label Here)	Worker 5 (Place Label Here)	Worker 6 (Place Label Here)
Last Name	Last Name	Last Name
First Name	First Name	First Name
Time In: Out:	Time In: Out:	Time In: Out:
Number of Hours Worked:	Number of Hours Worked:	Number of Hours Worked:
Position (Circle One): Deputy Alt Deputy Clerk	Position (Circle One): Deputy Alt Deputy Clerk	Position (Circle One): Deputy Alt Deputy Clerk

- ☐ Each Deputy should confirm that poll workers have placed their labels on the form once they have clocked out.
- ☐ The PM Deputy will file the completed form in the Daily Balancing Envelope.

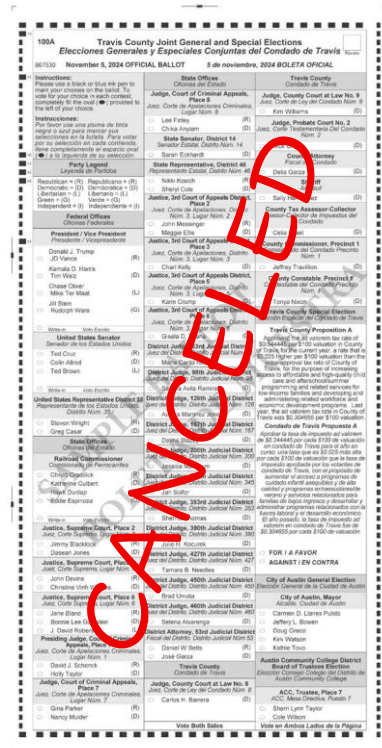
Surrendering Ballot by Mail

Because of the large number of entities participating in the current election, voters who receive a mail-in ballot may have a ballot that has multiple sheets. When checking in a voter who is surrendering their mail in ballot, refer to the procedures on page 100 in the Training Manual and adjust as follows:

- When you remove the ballot from the envelope, determine if there are multiple sheets by looking at the bottom left corner of the ballot. The footer will indicate the sheet number (Sheet 1) out of how many sheets total (of 2).



- Confirm that all sheets of the ballot are accounted for and write “Canceled” on the front and back of each sheet. Voters who are surrendering a mail ballot that has multiple sheets **must surrender all sheets of the ballot** to be eligible to vote in person.
- **A voter that does not have all sheets of a multi-sheet ballot will be required to vote provisionally.** If the voter is missing a sheet of their ballot, ask them if they can retrieve the other sheet. If they cannot, they will vote provisionally following the procedures on page 103 and 107 of the Training Manual.



Media in Polling Locations

Media is required to follow Texas Election Code 61.003, and must remain 100 feet from the building entrance of the polling location. If media arrives at your site, immediately contact the Call Center to inform us of the presence. It is important to remember that poll workers are not authorized to speak to the media on behalf of Travis County Elections. If a member of the media asks to communicate with someone from Travis County, you can give them the Call Center phone number (512-854-4783) or have them email CountyClerk@traviscountytx.gov.

Electioneering

It is prohibited to electioneer, including expressing preference for or against any candidate, measure, or political party, **regardless of whether they are or are not on the ballot**, or relating to the conduct of an election. Tex. Elec. Code Sections 61.003, 85.036.

Electioneering in the form of sound amplification is prohibited by law within 1000 feet of polling sites. If election workers can hear it within the 100-foot boundary, The judge should call the Call Center.

Voting Guides, such as from the League of Women Voters or other organizations, even if non-partisan, are not to be posted or distributed at polling sites. **Only materials authorized by the Secretary of State may be posted at polling locations.** If a voter brings written material to help them vote individually, this is permitted but sharing it with any other voter (even if related) is considered electioneering and is not allowed.

This is NOT Allowed

This IS allowed

Materials with campaign slogans or other support messages such as MAGA hats, Biden or Obama or other candidate attire, Democrat, Republican or Green Party pins, etc.	Materials or attire showing support for a specific organization, such as: NRA, Black Lives Matter, Turning Point USA. Or showing support for an issue, like "Protect the Environment" or "Save Big Bend"
Materials or attire with "Vote Democrat" or "Vote Republican"	Materials or attire with "Voting Matters"
Showing such support WITHIN the 100-foot boundary from polling site entrances and/or the 20-foot boundary around curbside voting stations.	Showing support for candidates, parties, measures (on the ballot or not) OUTSIDE the 20-foot boundary around curbside voting stations and the 100-foot boundary from polling sites.
Posting or distributing voting guides (even if considered non-partisan) at the polling site. A voter handing off written materials with voting information on it to another voter at the site	An individual voter bringing written materials to assist with them in casting their ballot

Poll Worker Training Manual Updates

Please make a note of the following updates to the manual:

Location in manual	Topic/content	Update
Page 10	Forms Box	An orange folder has been added with some of the forms previously in the yellow folder. The supply checklist taped inside the Forms Box will be the updated version.
Page 132, 136	Materials to Bring to the Elections Office – have in the front seat to turn in at the front at EV Closeout & CRS	Add Red Emergency Ballot Bag to the list (and remove from the lists on page 133 & 137 of items to return in the clear bag at the back of the building.
Page 133	Clear Return Bag – Daily Balancing Envelope	Add to list of documents: • Election Worker Assistance form • LAST DAY OF EV: Curbside Transportation Roster / Information of Person who Provided Transportation to Seven or More Voters During Early Voting or Election Day
Page 137, Bullet 5	Yellow Envelope 2 The list printed on the Yellow Envelope 2 is outdated, so use the updated list below. Note that the Poll Watcher documentation goes in its own Poll Watcher envelope (page 127). All items to return in the Yellow Envelope 2: • Oath of Election Workers (page 14) • Notice of Total Voters (page 16) • Reasonable Impediment Declaration (RID) forms (page 90) • Standard Affidavits (page 141) • Completed Oaths of Assistance/Interpreter forms (page 118) • Election Worker Assistance Sheet (page 119) • Curbside Voter Statement (page 121-123) • Curbside Transportation Roster / Information of Person who Provided Transportation to Seven or More Voters During Early Voting or Election Day (page 124)	

Curbside Setup

If you see instructions for curbside setup that refer to Setup A and Setup B, use these guides:

