

KinderConnect – Common Attendance Errors

If, after clicking **Submit** initially and selecting the desired billing cycle, a child's attendance appears in red, without a **Submit** checkbox and with an **Incomplete** status, the **Provider** or the **Sponsor** needs to correct prior to submittal. The **Sponsor** needs to approve any changes made by the **Provider** prior to submittal.

Submit	Correct	Child Name	DCN	Absences	Status	Returned By	Returned On	Attendance
<input type="checkbox"/>	Correct	Taylor, Cameron		1	Incomplete			Attendance
<input type="checkbox"/>		Taylor, Cody		0	Ready			Attendance

A Click **Correct** to review.

B The example below shows the arrival time but no departure time. Make the necessary corrections and press **Save**.

Correct Attendance for TAYLOR, CAMERON

Attendance Date	Error Description	Attendance						
6/20/2019	Missing Time Out	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">In:</td> <td style="width: 50%;">Out:</td> </tr> <tr> <td>08:00 am</td> <td></td> </tr> <tr> <td colspan="2">Absent: <input type="text"/></td> </tr> </table>	In:	Out:	08:00 am		Absent: <input type="text"/>	
In:	Out:							
08:00 am								
Absent: <input type="text"/>								

C The image below shows examples of common errors made while entering attendance which can generate an **Incomplete** status.

	In:	Out:	In:	Out:	In:	Out:	In:	Out:	
NED, SONY Date of Birth: 3/13/2013 DCN: 003557333			02:30 pm		09:00 am		02:15 pm	09:00 am	02:15 pm
Daily Hours: 0:00 A sent: <input type="text"/>		Missing Time	Missing Time	Missing Time				Daily Hours: 5:15 Absent: <input type="text"/>	

Yellow boxes indicate missing **In** or **Out** times.

Red boxes indicate that there is an error in the attendance record. Example: The **Out** time is before the **In** time.

Refer to *KinderConnect – Meaning of Colors on the 'Enter Attendance' Screen* QRC for additional details.

D Attendance can be corrected from either opening the **Attendance > Details** page or by clicking **Attendance** from the Attendance submit page. Notes: Corrections to attendance can only be made within the first five days. You can only enter one **In** or **Out** time for each time pair per child per day.

Submit	Correct	Child Name	DCN	Absences	Status	Returned By	Returned On	Attendance
<input type="checkbox"/>	Correct	Taylor, Cameron		1	Incomplete			Attendance
<input type="checkbox"/>		Taylor, Cody		0	Ready			Attendance

- Attendance ▾

 - Detail ←
 - Submit
 - Transactions
 - Approval
 - Staff
 - Remittance
 - Units of Care Submitted

E The system defaults to the period corresponding to the current date. To modify, type the desired date, click < or > to select a previous or a later week, or use the Calendar button to select. Remember that you can only backdate up to five calendar days.

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>

F Make the necessary corrections.

	In:	Out:	In:	Out:	In:	Out:	In:	Out:
NED, SONY Date of Birth: 3/13/2013 DCN: 003557333			09:30 am	02:30 pm	02:00 pm	04:00 pm	09:30 am	02:15 pm
Daily Hours: 0:00 Absent: <input type="text"/>		Daily Hours: 5:00 Absent: <input type="text"/>	Daily Hours: 2:00 Absent: <input type="text"/>	Daily Hours: 4:45 Absent: <input type="text"/>	Daily Hours: 5:15 Absent: <input type="text"/>			

G Press **Save**.