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 a **No Attendance** status, the **Provider** or the **Sponsor** needs to enter attendance prior to submittal.

Submit	Correct	Child Name	DCN	Absences	Status	Returned By	Returned On	Attendance
		LAST, DAISY	1234567891	0	No Attendance			Attendance
☐ Submit	Correct	SMITHY, JOHNNY	9876543219	0	Incomplete			Attendance

A Click *Attendance* to go to the **Attendance > Detail** page.

The system defaults to the period corresponding to the current date. Enter the attendance in the corresponding cell boxes.

Child Name	Sunday 9/29		Monday 9/30		Tuesday 10/1		Wednesday 10/2	
	In:	Out:	In:	Out:	In:	Out:	In:	Out:
LAST, DAISY Date of Birth: 1/28/2014 DCN: 1234567891 Child ID: 12345								
	Daily Hours: 0:00 Absent:		Daily Hours: 0:00 Absent:		Daily Hours: 0:00 Absent:		Daily Hours: 0:00 Absent:	
	⌄		⌄		⌄		⌄	

B Make the necessary changes, then press **Save**.

[Save] [Cancel] [Holiday]

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

| SMITHY, JOHNNY Date of Birth: 5/16/2016 DCN: 9876543219 Child ID: 98765	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:
			07:22 am			04:28 pm	07:21 am		07:21 am	04:38 pm
					06:00 pm					
	Daily Hours: 0:00 Absent: ⌄		Daily Hours: 0:00 Absent: ⌄		Missing Time Daily Hours: 0:00 Absent: ⌄		Daily Hours: 0:00 Absent: ⌄		Daily Hours: 9:17 Absent: ⌄	

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 *Correct* from the **Attendance > Submit** page. **Note**: Corrections to attendance can only be made within the first ninety days.
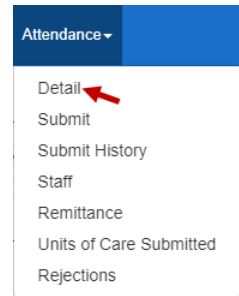
Attendance ▾
Detail
Submit
Submit History
Staff
Remittance
Units of Care Submitted
Rejections

Submit	Correct	Child Name	DCN	Absences	Status	Returned By	Returned On	Attendance
		LAST, DAISY	1234567891	0	No Attendance			Attendance
☐ Submit	Correct	SMITHY, JOHNNY	9876543219	0	Incomplete			Attendance

E If you click *Correct* in the **Attendance > Submit** page, a window pops up displaying the dates that need to be corrected.

Correct Attendance for SMITHY, JOHNNY

Attendance Date	Error Description	Attendance	
		In:	Out:
9/3/2024	Missing Time In		04:49 pm
		Absent: ⌄	
9/9/2024	Missing Time Out	07:17 am	
		Absent: ⌄	

F Make the necessary corrections, then press **Save**.