

## KinderConnect - Correct Incomplete Attendance

If, after clicking **Submit** initially and selecting the desired service week, a child's attendance appears in red, without a **Submit** checkbox and with an **Incomplete** status, the Provider needs to correct prior to submittal.

Submit: Attendance Cycle : 9/1/2021 - 9/30/2021

Attendance Not Yet Submitted:

Submit	Correct	Child Name	Hours	Absences	Status	Requested Payment Amount	Payment Note	Invoices	Returned By	Returned On	Attendance
<input type="checkbox"/>	<b>Correct</b>	Simon, Barton	45:00	0	Incomplete	0.00	<input type="button" value="Add Note"/>	<input type="button" value="v"/>			Attendance
<input type="checkbox"/>		Valdace, Billy	45:00	0	Ready	0.00	<input type="button" value="Add Note"/>	<input type="button" value="v"/>			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**.

9/7/2021 Missing Time Out

In:

Out:

Absent:

Sched: Varying: NonSchool (80:00)

**C** The image below shows examples of common errors made while entering attendance which can generate an **Incomplete** status. Yellow boxes indicate missing **In** or **Out** times while the pink boxes indicate incorrect

sequence on the times of arrival and departure.

Valdace, Billy Date of Birth: 7/1/2015 Case Number: Child:	In: <input checked="" type="checkbox"/> 08:00 am	Out: <input checked="" type="checkbox"/> 04:00 pm	Missing Time		Invalid Time Pair		Missing Time	
	<input checked="" type="checkbox"/> 08:00 am	<input checked="" type="checkbox"/> 04:00 pm	<input type="text" value="08:00 am"/> <input type="button" value="▲"/>	<input type="text" value="03:00 pm"/>	<input type="text" value="12:00 am"/> <input type="button" value="▲"/>	<input type="text" value="02:00 pm"/>	<input type="text" value="06:00 pm"/>	<input type="text" value="06:00 pm"/>
	+ Time Cells	+ Time Cells	+ Time Cells	+ Time Cells	+ Time Cells	+ Time Cells	+ Time Cells	+ Time Cells
	Daily Hours: 8:00	Daily Hours: 8:00	Daily Hours: 0:00	Daily Hours: 0:00	Daily Hours: 0:00	Daily Hours: 14:00	Daily Hours: 14:00	Daily Hours: 14:00
	Absent: <input type="text" value="-Select-"/>	Absent: <input type="text" value="-Select-"/>	Absent: <input type="text" value="-Select-"/>	Absent: <input type="text" value="-Select-"/>	Absent: <input type="text" value="-Select-"/>	Absent: <input type="text" value="-Select-"/>	Absent: <input type="text" value="-Select-"/>	Absent: <input type="text" value="-Select-"/>
Sched: 7:00AM-6:00PM	Sched: 7:00AM-6:00PM	Sched: 7:00AM-6:00PM	Sched: 7:00AM-6:00PM	Sched: 7:00AM-6:00PM	Sched: 7:00AM-6:00PM	Sched: 7:00AM-6:00PM	Sched: 7:00AM-6:00PM	Sched: 7:00AM-6:00PM
+ Note	History	+ Note	History	+ Note	History	+ Note	History	+ Note
Hours Attended: 30:00								