

KinderConnect - Backdating Attendance

Attendance that is missed should be added to the provider's CCMS and re-transmitted to KinderConnect. All attendance must be entered or backdated before submitting attendance.

A Click **Submit** under Attendance.

Attendance ▾

- Detail
- Submit ←
- Exceptions
- Transactions
- Certify

B Select the month you are submitting and click **Correct** next to the child's name to view the details of the Incomplete Attendance.

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"/>	<input checked="" type="checkbox"/>	Simon, Barton	45:00	0	Incomplete	0.00	<input type="button" value="Add Note"/>	<input type="button" value="↓"/>			Attendance
<input type="checkbox"/>	<input type="checkbox"/>	Valdace, Billy	45:00	0	Ready	0.00	<input type="button" value="Add Note"/>	<input type="button" value="↓"/>			Attendance

C The image below shows 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 of arrival and departure times.

Valdace, Billy Date of Birth: 7/1/2015 Case Number: Child:	In:		Out:		Missing Time		Invalid Time Pair		Missing Time	
	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:
	08:00 am	04:00 pm	08:00 am			03:00 pm	12:00 am	02:00 pm		
+ Time Cells			+ Time Cells		+ Time Cells		+ Time Cells		+ Time Cells	
Daily Hours: 8:00			Daily Hours: 0:00		Daily Hours: 0:00		Daily Hours: 14:00		Daily Hours: 14:00	
Absent: -Select-			Absent: -Select-		Absent: -Select-		Absent: -Select-		Absent: -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	
+ Note		History	+ Note		History		+ Note		History	

Missed Attendance should be updated in the CCMS and re-transmitted to KinderConnect. Re-transmitting attendance will override previous attendance in KinderConnect to correct or fill in the missed attendance.

Note: There is no limit to the number of times providers can re-transmit to KinderConnect to backdate or correct attendance.