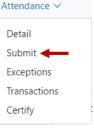
KinderConnect - Backdating Attendance

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.



Click **Submit** under Attendance.



B

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

tendance I	Not Yet Subr	mitted: Show All	~								
Submit	Correct	Child Name	Hours	Absences	Status	Requested Payment Amount	Payment Note	Invoices	Returned By	Returned On	Attendance
	Correct	Simon, Barton	45:00	0	Incomplete	0.00	Add Note	£			Attendance
		Valdace, Billy	45:00	0	Ready	0.00	Add Note	£			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				Missing Time			Invalid Time Pair			Missing Time		
Date of Birth:	In:		Out:	In:		Out:	In:		Out:	In		Out:
7/1/2015 Case Number:	✔ 08:00) am 🗸	04:00 pm	08:00 an	n 🖌	A		0	03:00 pm	12:00 ar	n	02:00 pm
Child:	+ Time Cells Daily Hours: 8:00			+ Time Cells Daily Hours: 0:00			06:00 pr	n		A		06:00 pm
							+ Time Cells			+ Time Cells		
	Absent:	-Select-	· · ·	Absent: -Select-		t- 🗸	Daily Hours: 0:00		Daily Hours: 14:00			
	Sched:			Sched:			Absent:	-Select	- ~	Absent:	-Sele	ct- ~
Hours Attended: 30:00			History	7:00AM-6:00PM + Note History			Sched: 7:00AM-6:00PM + Note History			Sched: 7:00AM-6:00PM + 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.