

## 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 (Arizona): 1/1/2025 - 1/31/2025

Attendance Not Yet Submitted:

| Submit                   | Correct        | Child Name    | Hours | Absences | Status     | Invoices | Returned By | Returned On | Attendance |
|--------------------------|----------------|---------------|-------|----------|------------|----------|-------------|-------------|------------|
| <input type="checkbox"/> | <b>Correct</b> | JOHNSON, JACK |       | 0        | Incomplete |          |             |             | Attendance |
| <input type="checkbox"/> |                | JOHNSON, JILL | 70:55 | 0        | Ready      |          |             |             | Attendance |

**A** Click **Correct** to review.

**B** The example below shows the arrival time but no departure time. Take note of the date, then go to the **Attendance > Detail** page to make the necessary corrections.

| Attendance Date | Error Description | Attendance   |
|-----------------|-------------------|--|
| 12/4/2024       | Missing Time Out  | <p>In: <input checked="" type="checkbox"/> 09:15 am <input type="checkbox"/></p> <p>Out: <input type="text"/></p> <p>Absent: <input type="text"/></p> <p>Sched: Varying: NonSchool (00:00)</p> |

**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                                    | In:  | Out:   | Missing Time   | Invalid Time Pair                 | Missing Time  |
|---|--|--|--|-----------------------------------|---|
| Date of Birth: 7/1/2015<br>Case Number:<br>Child: | <input checked="" type="checkbox"/> 08:00 am | <input checked="" type="checkbox"/> 04:00 pm | <input type="checkbox"/> 08:00 am <input type="checkbox"/> | <input type="checkbox"/> 03:00 pm | <input type="checkbox"/> 12:00 am <input type="checkbox"/> 02:00 pm |
|   | + 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  |
| Absent: -Select-                                  | 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              | Sched: 7:00AM-6:00PM  |
| + Note History                                    | + Note History                               | + Note History                               | + Note History   | + Note History                    | + Note History  |
| Hours Attended: 30:00                             |  |  |  |                                   |   |

**D** Press **Save** after making the corrections.

