

## 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	Correct	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Taylor, Cameron		1	Incomplete			Attendance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Taylor, Cody	13:45	0	Ready			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**.

Attendance Date	Error Description	Attendance								
6/29/2018	Missing Time Out	<table border="1"> <thead> <tr> <th>In:</th> <th>Out:</th> </tr> </thead> <tbody> <tr> <td>09:00 am</td> <td></td> </tr> <tr> <td colspan="2">Absent: <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Sched: 9:00AM-12:00PM 1:00PM-5:00PM</td> </tr> </tbody> </table>	In:	Out:	09:00 am		Absent: <input type="checkbox"/>		Sched: 9:00AM-12:00PM 1:00PM-5:00PM	
In:	Out:									
09:00 am										
Absent: <input type="checkbox"/>										
Sched: 9:00AM-12:00PM 1:00PM-5:00PM										

**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 red boxes indicate incorrect

sequence on the times of arrival and departure. You can only enter one **In** or **Out** time for each time pair.

<b>Barker, Betty</b> Date of Birth: 1/1/2009 Case Number: 555555  Total Hours: 14:00 Hours Attended: 14:00 Hours Absent: 00:00	<b>In:</b> 09:30 am <input type="text"/> <b>Out:</b> <input type="text"/> Daily Hours: 0:00 Absent: <input type="checkbox"/> Sched: 3:00PM-4:00PM	<b>In:</b> <input type="text"/> <b>Out:</b> 03:35 pm 10:00 pm <input type="text"/> <b>Missing Time</b> Daily Hours: 0:00 Absent: <input type="checkbox"/> Sched: 3:00PM-4:00PM	<b>In:</b> 12:00 am <b>Out:</b> 02:00 pm <input type="text"/> <input type="text"/> 06:00 pm <b>Missing Time</b> Daily Hours: 14:00 Absent: <input type="checkbox"/> Sched: 3:00PM-4:00PM
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Note: A Provider can only enter one **In** or one **Out** per time pair. A Caretaker must approve all time entered by a provider prior to submission of attendance.