

## KinderConnect - Correct Incomplete Attendance

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

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

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

**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.

**Note:** A Provider can only enter one **In** or one **Out** per time pair. A Primary Caretaker must approve all times entered by a provider prior to submission of attendance.

Barker, Betty	In: Out:	In: Out:	In: Out:
Date of Birth: 1/1/2009 Case Number: 555555	09:30 am	03:35 pm	12:00 am 02:00 pm
Total Hours: 14:00 Hours Attended: 14:00 Hours Absent: 00:00	Daily Hours: 0:00 Absent:	10:00 pm <b>Missing Time</b> Daily Hours: 0:00 Absent:	06:00 pm <b>Missing Time</b> Daily Hours: 14:00 Absent:
Sched: 3:00PM-4:00PM	Sched: 3:00PM-4:00PM	Sched: 3:00PM-4:00PM	Sched: 3:00PM-4:00PM

**Note:** If any attendance is incomplete, missing an approved time entry, or has an incomplete time pair on an absent day, the attendance for that day will not be processed when swept by the system.

In: Out:	In: Out:	In: Out:
09:00 am	07:00 am	07:00 am 08:00 pm
Daily Hours: 0:00 Absent:	Daily Hours: 0:00 Absent:	Daily Hours: 11:00 Absent:
Varying: NonSchool Sched: (60:00)	Varying: NonSchool Sched: (60:00)	Varying: NonSchool Sched: (60:00)
Note History	Note History	Note History