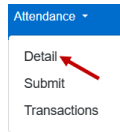
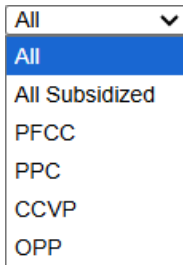


KinderConnect – Entering Weekly and Monthly Attendance

A Press **Detail** under Attendance.



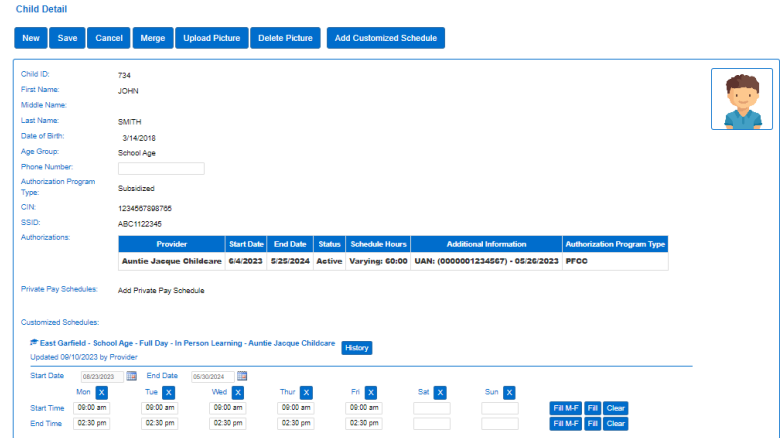
B Use the **Display** drop-down to view **All Attendance**, **Children with Submitted Attendance**, or **Children with Unsubmitted Attendance**.



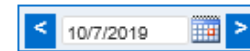
Then, use the **Contract Type** drop-down to select **All**, **All Subsidized**, **PFCC**, **PPC**, **CCVP**, or **OPP**.

Child Name	Sunday 4/25	Monday 4/27	Tuesday 4/28	Wednesday 4/29	Thursday 4/30	Friday 5/1	Saturday 5/2
Brightly, Milo Date of Birth: 12/14/2019 Case Number: 900000002 Absences: 09/20 UAN: (ZZ1000002) - 11/14/2025 Daily Hours: 0:00 Absent: Monthly Authorization (PFCC, CCVP) Sched: Varying NonSchool (33+) APE: PFCC	In: Out: Monthly Authorization (PFCC, CCVP)	In: Out: Monthly Authorization (PFCC, CCVP)	In: Out: Monthly Authorization (PFCC, CCVP)	In: Out: Monthly Authorization (PFCC, CCVP)	In: Out: Monthly Authorization (PFCC, CCVP)	In: Out: Monthly Authorization (PFCC, CCVP)	In: Out: Monthly Authorization (PFCC, CCVP)
Cloudwell, Theo Date of Birth: 11/30/2016 Case Number: 900000010 Absences: 44/20 UAN: (ZZ1000010) - 05/19/2026 Daily Hours: 0:00 Absent: Monthly Authorization (OPP or CCVP) Sched: Varying NonSchool (33+) APE: OPP	In: Out: Monthly Authorization (OPP or CCVP)	In: Out: Monthly Authorization (OPP or CCVP)	In: Out: Monthly Authorization (OPP or CCVP)	In: Out: Monthly Authorization (OPP or CCVP)	In: Out: Monthly Authorization (OPP or CCVP)	In: Out: Monthly Authorization (OPP or CCVP)	In: Out: Monthly Authorization (OPP or CCVP)
Starling, Jade Date of Birth: 12/16/2015 Case Number: 900000009 Absences: 44/20 UAN: (ZZ1000009) - 05/19/2026 Daily Hours: 0:00 Absent: Monthly Authorization (PFCC) Sched: Varying NonSchool (33+) APE: PFCC	In: Out: Monthly Authorization (PFCC)	In: Out: Monthly Authorization (PFCC)	In: Out: Monthly Authorization (PFCC)	In: Out: Monthly Authorization (PFCC)	In: Out: Monthly Authorization (PFCC)	In: Out: Monthly Authorization (PFCC)	In: Out: Monthly Authorization (PFCC)

Note: Authorizations cannot overlap but can be consecutive. If unsure which authorization applies to which days, you may review this by clicking on the Child's name for details.



C Navigate to the child and the day. Note that the system defaults to the period corresponding to the current date. To modify it, type the desired date, click on the arrows next to the date, or use the Calendar icon.



Once the selected week is displayed, enter the time **In** and **Out** corresponding to the day.

Notes:

- If any time pair is incomplete, or if one time entry is not approved, the attendance cannot be submitted, and that day will not be processed.
- Any missing attendance must be added within 4-weeks from the date of attendance or 4-weeks from the date the authorization appeared in the TAP system (for back-dated authorizations).
- No changes to days with missing in or out times will be permitted after the 4-week period and only complete attendance will be identified and included for payment when the sweep occurs.

- Attendance for children authorized for monthly services must have any incomplete attendance added by the end of the 4th week of the month.

D If they are absent, click on the **Absent** drop-down to select and choose the reason for the **Absence**. **In** and **Out** times are not required for absences.

Monday 10/7

In:	Out:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Daily Hours: 0:00

Absent:

- Absent
- School Session Out

Note: If an incomplete time pair is entered on an absent day, that day will not be processed.

E Press **Save**.

Note: Absent days may be entered but do not count toward **Monthly Specific** attendance.

F If, after setting a day to **Absent**, the Provider needs to provide care on that day, the **Absent** day can be removed and replaced with actual Attendance:

- You must deselect the **Absent** reason for each child under your care on that day by clicking on the blank field.
- Enter the correct **In** and **Out** times for each child under your care on that day.
- Press **Save**.