HUBWORKS QUICK FACTS

You can download the HW User Guide to your desktop:
Click on your name and cameo in blue banner
Click on Support!
Locate Downloads (bottom right)
Click on FDC Educator User Guide Dec 2016
Save to desktop

Want to know more about HW in details – step by step tutorials are available
Click on your name and cameo in blue banner
Go to Support
Scroll down to Video Tutorials!
Choose which video tutorial you would like to watch online.

How to view children's information on HW relating to their Eligible hours, CCS information, Absences, Parent information, ACCS, etc
Click on the Children's tab
Choose the child's individual tab name
See diagram below of where to open up this information box
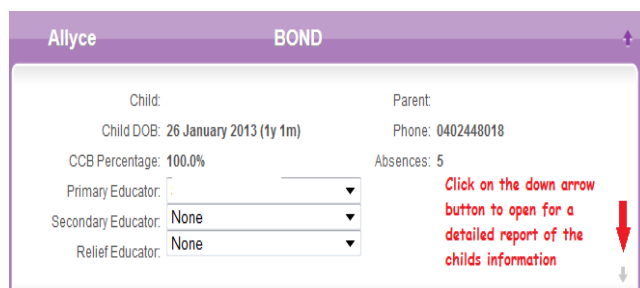
How to view or print a child's Enrolment form
Go to the children's Tab
Choose your child's name and open the tab
Locate 'Enrolment Form' on the Task Bar, you can view the child's enrolment details here
To print or save the PDF document, scroll right down to the end of the page and locate the printer symbol on the bottom left hand side.

Enrolment Form Tab
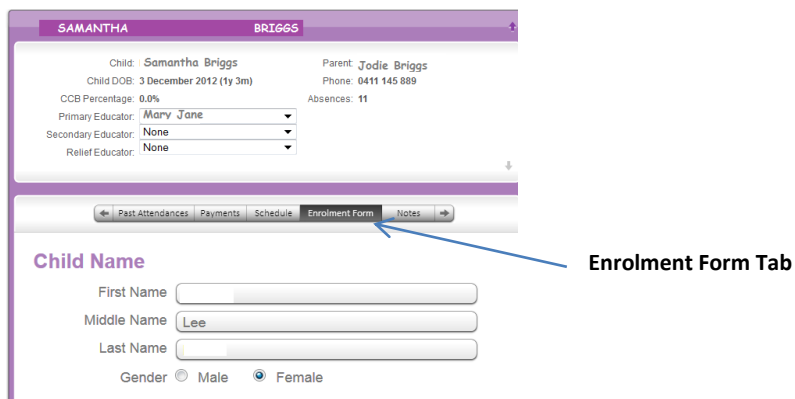
How to show a child is Absent on HW
Choose the child's tab on your Attendance Page, click the nominated day to show Red
On your Attendance Sheet corresponding with the same day this is to be marked with an **'A'** for this absence and initialled.
Press 'SAVE' once updated

How to print Sign in Sheets
Go to Reports
Go to Sign in Sheets
Click the dates you wish to see
Choose weekly
Click on the printer button – *print in 'Landscape'*

How to Customize a Sign in Sheet to show two sign in/out areas for children that are School Age
Go to Reports
Click Sign in Sheets tab
Choose Weekly - press the Customize button
Click on show two in/out sessions – tick the box – press the arrow down and click select your children – choose the child/ren's name that you wish to show 2 sign in areas.

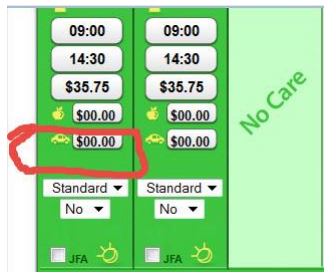**How to add Transport & Food charges to a child's Attendances**
Go to Attendance Page
Choose the child's tab name
Nominate the day and look for the following two pictures – apple and car (see diagram below)
Insert your daily charges
Press 'SAVE' once completed

How to add a child to weekly Attendances who is not scheduled to show or is Alternate care
On the main page click the Attendance Tab
Click on 'Add Child' – located on the lower left hand side of the page under children's names
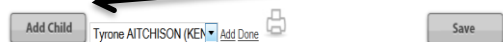Click on the arrow button and locate the child you wish to add and then press done
If the child you are looking for is not showing this may be due to no activity and has been automatically exited by CCMS – please email or call the office to ask to have this child added.
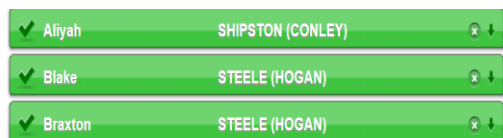
How to view and update an Attendance showing 4 sessions in a day – School Age Children/Kindy
Click on the Attendance Tab
Choose the child's name
On the right hand side of the screen you will see a '+' click on this to open up showing more sessions
Scheduled hours will show automatically – for manual changes you can update from this page
Press 'Save' after all changes have been updated

Click on the '+' to see more sessions and expand the page view – to close press the '-' icon

How to create an Invoice:
Go to children's tab
Chose Payments tab
Click create Invoice
Choose the nominated week/s
Press the printer button
Check everything is showing correctly
Press file to print or to save, choose save as – save to desktop
To email directly from Hubworks – choose the envelope
(This will only show if parent has supplied an email address – all parent are required to have an email address)

How to make a Parent Payment:
Go to Children's tab
Choose the child's name
Click on payments tab
Choose the date
Insert the amount being paid
Type your description - for Parent Payment put the Week Ending date that payment was for.
Payment Method – cash is most common
Press 'SAVE'

This payment will appear in the record of payments box above with a red circle on the right hand side – if this is wrong you can delete this payment by clicking on the **red circle** and start again.

The child's Booked hours will be changing permanently
Complete a new *Booking Agreement Form* to keep for your records and then update the child's Schedule on Hubworks.   Email your coordinator these permanent changes.

Does an Educator get charged a Levy while on Holidays?
No

I am on holidays but my children are still showing up on my attendances for a nominated week
Go to your Attendance page and nominate the week (this can be done in advance)
Delete all attendances by clicking the 'X' on the right hand side.
This will delete each child to show no care on your Hubworks for the nominated week. Do not delete children that are doing alternate care with another educator whilst you are away.
Press 'SAVE'

How to print a receipt

You need to record the payment first by following the steps outlined in **'How to make a Parent Payment'** – shown in step above

Once you have completed the payment follow these steps:

: locate the payment made in the description box showing all transactions

: click on the parent payment receipt you wish to print (the view will expand showing details of this payment)

: locate the printer icon and press print

Locate the payment receipt, click to expand

Click the printer icon to print the receipt

How to find how many Year to Date (YTD) absences a child has used?

Choose the child, open up the Tab, you will find this information located on the right hand side under the parents name – to open up for more information, click on the little arrow right hand side facing down, this will open up the window for detailed info about the child. (refer diagram on page 1 – How to view children's information on HW relating to their Eligible hours, CCS information, Absences, Parent information, ACCS etc – this information will be shown in this view)

How do I alter a child's times for a once of change to the weekly Attendances?

Go to the Attendances page

Choose the child's tab

Nominate the day applicable for the change

Enter the time you wish to show

Press **'Save'**

MOST IMPORTANT - If you do any changes to your attendances always remember to press **'SAVE'** otherwise it will not update your changes.

You *don't touch the Schedule in your HW* for this process, the Schedule is for permanent Booking Agreements!

I have made a mistake on my last processed attendances – what do I do?

Email admin with what you would like changed and this will be adjusted to show on the next processing period.

Can the Service see my side of Hubworks and parent payments?

No – The Service can only see attendances, schedules, registration and a running record of CCS, ACCS etc paid by the govt in the payments tab area.

The Service is not linked where we can see your parent payments and business side, this can only be accessed by your by logging in with your username and password.

Alternate Care

For any child to show on Attendances for alternate care there needs to be a nominated Secondary Educator, if you are nominated as the secondary Educator the child's tab will show up on your children's list, if it is not showing you will have to contact admin.

On the main page click the Attendance Tab
Click on 'Add Child' – located on the lower left hand side of the page under children's names
Click on the arrow button and locate the child you wish to add and then press done
If the child you are looking for is not showing this could be due to two circumstances:

- There has been no attendances for 8 weeks and the child has been automatically exited by CCCS – please email or call the office to ask to have this child added.

- You are not the nominated Secondary Educator

CHILD ENROLMENTS ARE TO BE COMPLETED BY THE CO-ORDINATION UNIT ONLY!