



Hubworks Attendance- Weekly Checklist

MONDAY:

- **Print out weekly sign-in sheets (SIS) – in case ESI not working.**
This can be done for all children on one sheet.
- **Check each child's weekly attendance hours-**
'attendance' button Access the child's details through the arrow on the right **press save**. Saved attendances will then show on your ESI.

FRIDAY:

- If your care week finishes on Friday, check 'attendance' is correct **Save & Press "SUBMIT TO SCHEME TAB"**
Double Check that all attendance and ESI times make sense (cannot overlap or be the same) and all times are recorded otherwise attendances will not process.
- Resubmits need to be in the office by 12pm Friday to make next Statement period.
- Relative Care Forms need to be submitted to the office at the end of the week

SATURDAY & SUNDAY:

- **If you have weekend care or Relative Care:**
Submit Attendances and paperwork to Scheme no later than Sunday 5:00pm
This is very important as the Scheme's Attendances are submitted no later than Monday to CCS **If your attendances are not submitted by Sunday, this will mean a delay in the submission of all attendances for the scheme, which could result in a delay of pays.**

NEW ENROLMENTS; children cannot start care with the service without ample notice. When the parent has been contacted by admin you will be CC'd into email. Child will appear on your list of children only when all admin processes have been met (CWA signed). If a child has not attended for 14 weeks, the child will drop off and will need to be re-enrolled. **CCSS will not pay absences on last day even if reenrolled.**

VACANCIES: Please check your vacancies on Hubworks and ensure your current vacancies are accurate. Each week, when you submit your attendances please also press the vacancies submit tab.

CHANGES:

- Once-off time change **'attendance' button** – change child's time **save**
- Permanent time changes – update **child's schedule** **save**
- Child sick Attendance page – press child (area turns **red** – meaning absence) **save**
(CCSS will pay absences up to 7 days before and after physical day of care with supporting document at CCSS discretion).
- Educator sick Press X in top corner of child's hours and no care will appear **save**

It is important that the office has all sign in and out ESI times of your week's attendances. Your payment for CCS is closely linked to the attendance records for compliance.

- If there is no ESI sign in and out times on the attendance record for the nominated day, the attendance will not be submitted for payment. Once an ESI report or sign in sheet has been signed and received, please re-send your this record to office@choicesfdc.com.au where this will be submitted to CCS in the next processing period. If you do Alternate Care or have had a Relief Educator – please let the office know ahead of time so that this can be updated.