How to enter one off changes in the attendance page in Hubworks

These instructions are for one off changes

Click on the attendance tab and open up the attendance page. Then select the child that is requiring the change.

Child's normal

Click on the day that has been agreed on. A pop up will come up asking is this an active day. Click yes. Add the times. Follow this process for multiple days. Once finished please press SAVE.



Click on the + sign. This will open the page to add extra sessions. For example– before/after school care, over night care etc.

Shared Care Agreements– if alternate care is to change. It's the responsibility of the primary educator to delete the day via the attendance page first before the secondary educator can insert their hours.

PRESS SAVE AFTER ANY ALTERATIONS