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HUBWORKS HOW-TO GUIDE

***An instructional guide for
educators on processing and
submitting child attendances
through HubWorks***

Last updated: March 2016

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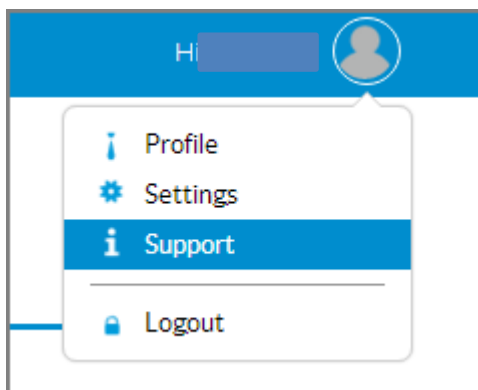
Processing and submitting child attendances

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1. HUBWORKS – SUBMITTING ATTENDANCES

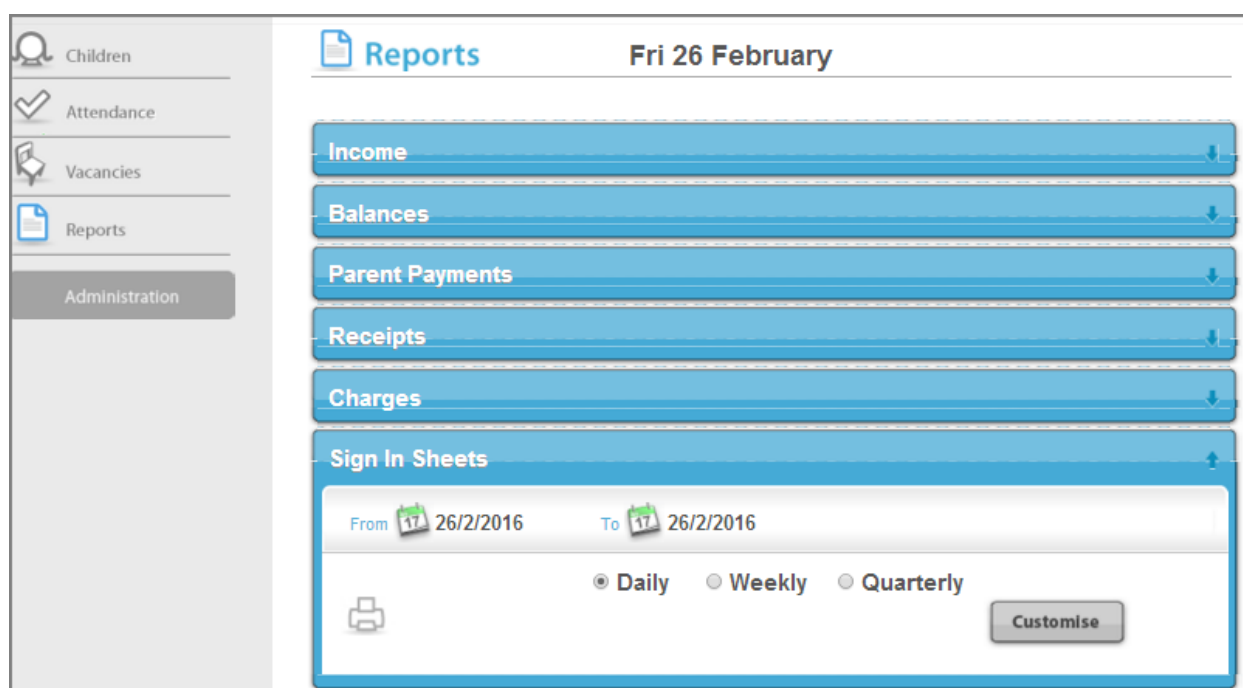
All educators, once assigned their own HubWorks login will have access to the HubWorks tutorials. These tutorial videos provide instructions on how to use HubWorks so please do make use of them and watch whenever you need to refresh your training. The videos can be found in the support section, accessible through the person icon on the top right hand side of your screen, as shown below.



In addition to the tutorial videos this HubWorks How To Guide covers some of the common questions and issues experienced by our educators in relation to processing and submitting child attendances, and instructions on how to report them.

1.1 ATTENDANCE RECORD SHEETS

Windermere has developed a child attendance record sheet that is available on the educator resource webpage www.windermere.org.au/educators. It is preferred that this attendance record is used, however if you prefer to generate your own directly through HubWorks you can. There are a number of options available in HubWorks but if you choose to create and print your own through the system you MUST produce one as outlined below or it will not be accepted.



- Go to the Reports tab
- Select Sign In Sheets
- Choose Daily
- Enter the date range (it will produce one sheet for each day in that range)
- Select Customise
- Complete with information as outlined below:

Customise Sign In Sheet

Name:	Child's Name	+	Width:	Large ▼
Name:	In	+	Width:	Small ▼
Name:	Arrival	+	Width:	Small ▼
Name:	Sign in	+	Width:	Large ▼
Name:	Out	+	Width:	Small ▼
Name:	Depart	+	Width:	Small ▼
Name:	Sign out	+	Width:	Large ▼
Name:	Food \$	+	Width:	Small ▼
Name:	Tvl Km	+	Width:	Small ▼
Name:	Tvl \$	+	Width:	Small ▼
Name:	Cas	+	Width:	Small ▼
Name:	ChC	+	Width:	Small ▼

*Create columns called "In" and "Out" to display In time and Out time

Message : Educator and parent/guardian names and signatures:

Number of empty rows required : 1 ▼

The line height of the rows : Small ▼

Include a Security Clearance : ☐

Include allergy/contact page : ☐

Show In/Out Times : ☒

Show two In/Out sessions: ☒ All children ▼

☐ Portrait ☒ Landscape

Cancel
Save

This is how the attendance record will look printed:

Windermere Family Day Care (FDC) Sign In Sheet - [REDACTED] - Friday 26/02/2016												
No.	Child's Name	In	Arrival	Sign in	Out	Depart	Sign out	Food \$	Tvl Km	Tvl \$	Cas	ChC
1	[REDACTED]	07:00			09:00							
2	[REDACTED]	07:00			09:00							
3	[REDACTED]	07:00			09:00							
4	[REDACTED]	07:00			09:00							
5	[REDACTED]	07:00			09:00							
6	[REDACTED]	09:00			15:00							
7	[REDACTED]	09:00			15:00							
8	[REDACTED]	07:00			09:00							
9	[REDACTED]	09:00			15:00							
10	[REDACTED]	07:00			09:00							

1.2 SUBMITTING ATTENDANCES

Although you are required to submit your attendances each fortnight you must submit them by weeks. If you choose you can actually submit them at the end of each week (the submit button appears on Fridays) or you can wait until the end of the fortnight and submit both weeks at once.

On your attendance page, ensure that the correct date is selected (this is the Monday of the week you are submitting for). You then choose the weekly button.

 **Attendance**

 **Mon 22 February**

A-Z ▼

☐ Daily
 ☒ **Weekly**

Although you are submitting weekly (or fortnightly if you submit both weeks together) you can enter your attendance information into HubWorks on a daily basis if you wish and save it for when you are ready to submit. Simply press the save button when you've finished entering in the correct attendance data and it will store that information in the system.

This page has previously been saved.

Add Child 

Total 27

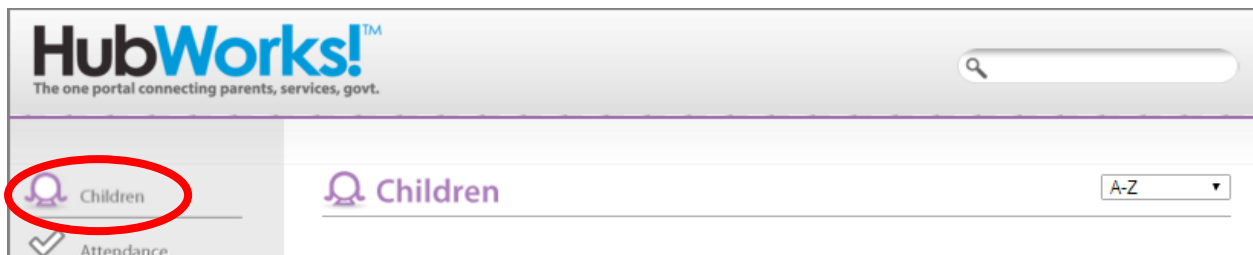
Save

Submit to Scheme

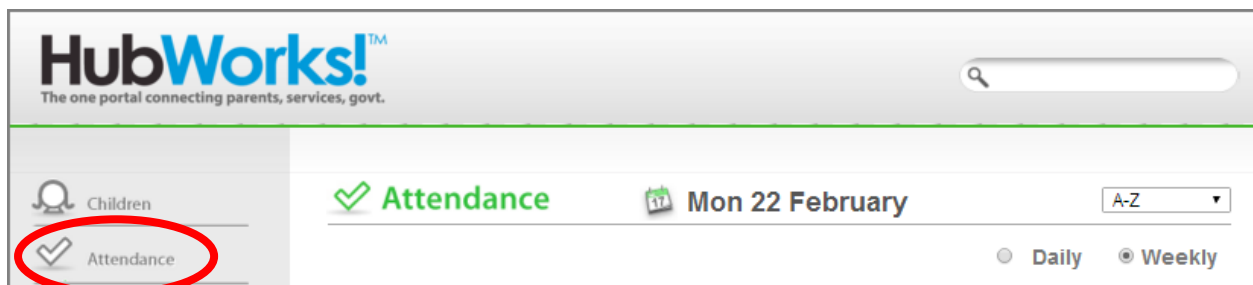
The 'submit to scheme' button will appear on the right hand side when you are able to submit (this doesn't occur until the Friday of each week). Do not press this button until you are confident you have completed all information correctly. Refer to the Educator Processing Checklist to be sure. This can be found on the educator resource webpage www.windermere.org.au/educators.

1.3 ADDING A CHILD

All children are entered into HubWorks by Windermere and allocated to the appropriate educator. Once a child is allocated to you, that child will appear in your list of children found on the Children page in HubWorks. If you have a child in care who does not appear on your list please contact and advise the Family Engagement and Participation Officer on 5943 7815.



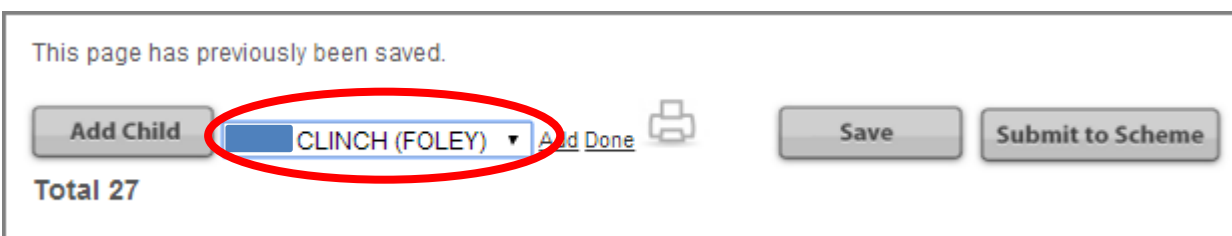
All the children listed on your Children page should also appear on your Attendance page.



If a child does not appear on your Attendance page, you can add them through the 'add child' button at the bottom of the Attendance page screen.



When you click on the add child button a drop down box will appear with a list of any other children allocated to you. Click on the drop down arrow to see the full list of children, select the child in question and then press add. You will then be able to add the attendance information for that child. If the child does not appear on this list, please contact the Family Engagement and Participation Officer on 5943 7815.



1.4 ADDING / UPDATING A CHILD'S SCHEDULE

All children, with the exception of casual care bookings, are required to have a schedule in HubWorks. The schedule is a replica of the child's booked days and hours of care, as signed by the parent/guardian on the *Booking Form*. To access the schedule go to the Children page and select the child in question, then select the schedule tab.

The screenshot displays the HubWorks interface for a child named Eve BERRY. The 'Schedule' tab is highlighted with a red circle. The schedule grid shows a booking from 8 am to 5 pm on Monday and Tuesday.

Child Information:

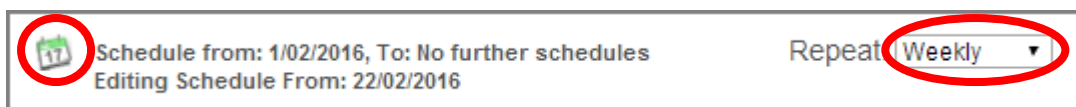
- Child: [Redacted]
- Child DOB: [Redacted]
- CCB Percentage: [Redacted]
- Parent: [Redacted]
- Phone: [Redacted]
- Absences: [Redacted]

Navigation Tabs: Past Attendances, Payments, **Schedule**, Enrollment Form, Notes, Health & Welfare

Schedule Settings:

- Schedule from: 1/02/2016, To: No further schedules
- Editing Schedule From: 22/02/2016
- Repeat: Weekly

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 am							
1 am							
2 am							
3 am							
4 am							
5 am							
6 am							
7 am							
8 am	Booked	Booked					
9 am	Booked	Booked					
10 am	Booked	Booked					
11 am	Booked	Booked					
12 pm	Booked	Booked					
1 pm	Booked	Booked					
2 pm	Booked	Booked					
3 pm	Booked	Booked					
4 pm	Booked	Booked					
5 pm	Booked	Booked					
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 pm							



Schedule from: 1/02/2016, To: No further schedules
Editing Schedule From: 22/02/2016

Repeat Weekly

The text next to the calendar icon will indicate what date you are viewing the schedule from. To make a change to that schedule edit without changing the date but to input a future schedule click on the calendar icon and select the start date. Then select the frequency of the schedule from the drop down box on the right hand side. You can select from weekly, fortnightly, 3 weekly, and 4 weekly.

Most children will have a weekly booking however sometimes there are circumstances where there is shift work, split care, or other reasons for requiring bookings to differ each week. If you need to add in a fortnightly schedule (as an example) click on the calendar icon and select the start date for week one. Then choose to repeat fortnightly from the drop down box. Add in the care details for each day required in that week and save (you do this by clicking on the day in question). A yellow box will appear on the schedule and at the bottom of the screen additional information will appear for you to complete the start and end times, as shown below.



Thursday Hours 1

Start Time: 06:00 End Time: 18:00

Educator: Fee: Std/NonStd

Delete Save

Once you've saved week one you can add the schedule for the second week by selecting the start date for week two and following the same process as above.

1.5 ADDING AN ATTENDANCE

If a child in your care has used additional hours of care, an additional day or changed their day/s of care just for one week you DO NOT need to update their schedule. Schedules are only changed when there is a permanent change to the care booking. Any one-off change in a week or casual bookings must be entered through the attendance page only.

To add an additional day click on the day the child was in care. For this example, we'll use Thursday. When you click on the day in question a callout will appear asking if this is an active day; select yes. It will then add the attendance for that day. Amend the start and finish time as required.

Attendance 22 February A-Z

☐ Daily ☒ Weekly

Active Day?
☐ Yes ☐ No

Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Sun 28
08:00	08:00	No Care	No Care	No Care	No Care	No Care
17:00	17:30	No Care	No Care	No Care	No Care	No Care
\$63.00	\$66.50	No Care	No Care	No Care	No Care	No Care
\$00.00	\$00.00	No Care	No Care	No Care	No Care	No Care
\$00.00	\$00.00	No Care	No Care	No Care	No Care	No Care
Standard	Standard	No Care	No Care	No Care	No Care	No Care

Summary:

Std Hours	18:30	\$129.50	\$129.50
Non Std Hours	00:00	\$00.00	
Child Count	2	Non Eligible	\$00.00
		Levy	\$00.00

1.6 DELETING A CHILD OR AN ATTENDANCE

As an educator you do not have the capacity to delete children from HubWorks. When a child is ceasing care with you complete an *Exit Form* and send/scan it in to the Family Engagement and Participation Officer immediately. We will update the child's enrolment with their end date and the system will remove them from your HubWorks from that date. Exit forms can be found on the educator resource page at www.windermere.org.au/educators.

You can however, delete a child from your attendance page if they haven't used care for the week you are submitting for. To delete a child, click on the cross at the end of the bar where their name appears and it will delete the entry. This only deletes them for the period you are submitting attendances for; it will not delete them completely from HubWorks.

✓	[Blue Box]	SYMONS (2/02/2015)	✕
✓	[Blue Box]	WATSON (22/09/2014)	✕

You can also delete a specific day of care if needed (this usually applies when you have been unable to provide care for a particular day or days). Click on the little cross in the top right hand corner for that day and the attendance for that day will be deleted.

Mon 12	Tue 13	Wed 14	Thu 15	Fri 16
No Care	08:30	09:15	06:00	
	14:30	16:00	18:00	
	\$46.20	\$51.97	\$95.10	
	\$00.00	\$00.00	\$00.00	
	\$00.00	\$00.00	\$00.00	
	Standard	Standard	Standard	
	No	No	No	
	JFA	JFA	JFA	

Mon 12	Tue 13	Wed 14	Thu 15	Fri 16
No Care	08:30	09:15		
	14:30	16:00		
	\$46.20	\$51.97		
	\$00.00	\$00.00		
	\$00.00	\$00.00		
	Standard	Standard		
	No	No		
	JFA	JFA		

1.7 RECORDING AN ABSENCE

When a child is absent and the family is being charged for the attendance you must record it in HubWorks. Click on the day the child was absent, just above the date and it will turn red.

Mon 12	Tue 13	Wed 14	Thu 15	Fri 16
No Care	08:30	09:15		
	14:30	16:00		
	\$46.20	\$51.97		
	\$00.00	\$00.00		
	\$00.00	\$00.00		
	Standard	Standard		
	No	No		
	JFA	JFA		

Mon 12	Tue 13	Wed 14	Thu 15	Fri 16
No Care	08:30	09:15		
	14:30	16:00		
	\$46.20	\$51.97		
	\$00.00	\$00.00		
	\$00.00	\$00.00		
	Standard	Standard		
	No	No		
	JFA	JFA		

Children are NOT eligible for Child Care Benefit if they start care or finish care on an absence. However, if a parent has given you notice that a child is ceasing care and does not bring that child into care on or before the last day (in succession) you do not record the child as absent. Instead you must indicate cessation of care on those days from the drop down box, as highlighted in red below.

Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Sun 28
07:45	07:45		07:45			
17:00	17:00		17:00			
\$102.24	\$102.24		\$102.24			
\$00.00	\$00.00		\$00.00			
\$00.00	\$00.00		\$00.00			
Standard	Standard		Cessati			
No	No		No			
JFA	JFA		JFA			

1.8 SPLIT SESSIONS OF CARE

If a child is in care for two separate sessions this must be recorded in HubWorks. This generally occurs with before and after school care but can also occur in other situations. If a child is in your care and attends preschool (and you are getting paid for the time the child is in preschool) you only need to enter it as one session of care.

To enter a split session of care, click on the little plus sign underneath the Sunday session.

Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18
No Care	<div>08:30</div> <div>14:30</div> <div>\$46.20</div> <div>\$00.00</div> <div>\$00.00</div> <div>Standard</div> <div>No</div> <div>JFA</div>	<div>09:15</div> <div>16:00</div> <div>\$51.97</div> <div>\$00.00</div> <div>\$00.00</div> <div>Standard</div> <div>No</div> <div>JFA</div>	No Care	No Care	No Care	No Care
<div>Increase</div> <div>Not eligible</div> <div>Hours To Claim</div> <div>Not eligible</div> <div>+</div>						

Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18
No Care	<div>08:30</div> <div>14:30</div> <div>\$46.20</div> <div>\$00.00</div> <div>\$00.00</div> <div>Standard</div> <div>No</div> <div>JFA</div>	<div>09:15</div> <div>16:00</div> <div>\$51.97</div> <div>\$00.00</div> <div>\$00.00</div> <div>Standard</div> <div>No</div> <div>JFA</div>	No Care	No Care	No Care	No Care

Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18
No Care	No Care	No Care	No Care	No Care	No Care	No Care

Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18
No Care	No Care	No Care	No Care	No Care	No Care	No Care

This will bring up the screen as shown on the left here. You can enter up to three separate sessions for a child.

To add the extra session, follow the instructions provided earlier in this document for 'adding an attendance'.

1.9 MULTIPLE CHILD CARE COUNT

If a family has more than one child in approved care and is receiving Child Care Benefit they are entitled to receive an increased percentage rate for each additional child in care. Therefore if a family has multiple children with Windermere Family Day Care you must ensure the correct child care count is recorded when you submit the attendances in HubWorks. For example if you have two siblings in your care you would record a number 2 in the Child Count box.

Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Sun 28
08:00	08:00	No Care	No Care	No Care	No Care	No Care
17:00	17:30					
\$63.00	\$66.50					
\$00.00	\$00.00					
\$00.00	\$00.00					
Standard	Standard					

Std Hours	18:30	\$129.50	\$165.57
Non Std Hours	00:00	\$00.00	
Child Count		2	
Non Eligible		\$00.00	
Levy		36.07	

It is the responsibility of the parent to advise their service if they have children in another approved child care service (not Windermere Family Day Care) so they must tick the box on the attendance record sheet and indicate how many children to ensure that their correct percentages are paid.

1.10 CASUAL CARE BOOKINGS

Children with casual care bookings should have no information saved in their schedule, as a casual booking does not require a permanent booking of specific days and hours. Casual care attendances (and any additional days of care charged at the casual rate) must be added and charged directly through the attendance page in accordance with the information recorded on their attendance record (sign-in sheet). Follow the instructions earlier in this document for 'adding an attendance'.

To record the casual care fee you click on the little yellow person icon and select the casual care rate from the drop down box. This will update the fee.

Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Sun 28
<div> <div>Educator </div> <div>Fee Casual Rate \$ Close</div> </div>				07:00	No Care	No Care
				09:00		
				16.40		
				\$00.00		
				Standard 		
Std Hours		01:00		\$08.20		\$16.40
Non Std Hours		01:00		\$08.20		
		Child Count		Non Eligible		Levy
		3		\$00.00		\$00.00

1.11 ADDING THE PARENT LEVY

The parent levy can only be allocated to one educator per child and is generally allocated to the primary educator. If you share care of a child with another educator and you cannot add or change the parent levy it means that it has been allocated to the other educator so you don't need to do anything. We will adjust the levy in this circumstance when we process the attendances.

To enter the parent levy, calculate the total of the standard and non-standard hours for the week and multiply it by the levy rate (\$1.95 per hour for Cardinia and \$2.30 per hour for Bayside families. Knox families will continue to be charged \$1.40 until September and then it will increase to \$1.95).

HubWorks records a quarter hour as .15, half hour as .30 and three quarter hour as .45 so we have developed levy calculations sheets to make it easier for you to calculate the correct amount. These are available on the educator resource webpage at www.windermere.org.au/educators.

Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Sun 28
08:00	08:00	No Care	No Care	No Care	No Care	No Care
17:00	17:30					
\$63.00	\$66.50					
\$00.00	\$00.00					
Standard 	Standard 					
Std Hours		18:30		\$129.50		\$165.57
Non Std Hours		00:00		\$00.00		
		Child Count		Non Eligible		Levy
		2		\$00.00		36.07

1.12 ADDING FOOD AND TRAVEL COSTS

Food and travel is entered as a dollar amount per day. The apple icon represents food and the car icon represents travel. Enter any costs into these fields as required.

Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Sun 28
08:00	08:00	No Care	No Care	No Care	No Care	No Care
17:00	17:30					
\$63.00	\$66.50					
🍏 \$00.00	🍏 \$00.00					
🚗 \$00.00	🚗 \$00.00					
Standard	Standard					
👤	👤					

1.13 BOOKING TIMES

In alignment with *Windermere's Early Childhood Education & Care Services Fee Policy*, all care must be booked and charged for in 15 minute blocks. For example, 9am, 9.15am, 9.30am and 9.45am. Although HubWorks allows you to enter times by the minute, please ensure you **ONLY** enter care in these 15 minute block times.

If a child arrives before their booked time or is collected after their booked time, you must record this in HubWorks. For example, if a child is booked to attend at 9am and comes into care at 8.50am you would record a start time of 8.45am in HubWorks.

1.14 UPDATING A CHILD'S SCHEDULE

As mentioned previously in this document, changes to a child's schedule in HubWorks should not be made unless it is a permanent change to the booking. In accordance with legislation you must send through a *Booking Form* for any permanent changes to care arrangements so that we can keep a copy of these on the child's file, and also ensure that HubWorks has been updated correctly.