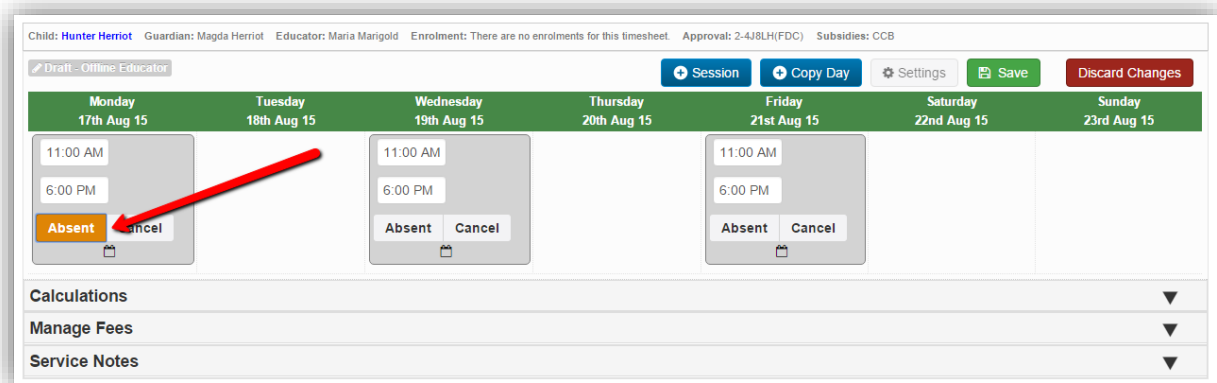


## Absences

Absences are entered on the timesheet by clicking the **'Absent'** button on each session.



The screenshot shows the HarmonyWeb timesheet interface for a child named Hunter Herriot. The interface includes a header with child details, a toolbar with buttons like 'Session', 'Copy Day', 'Settings', 'Save', and 'Discard Changes', and a main grid of sessions for the week of 17th to 23rd Aug 15. Each session card shows time slots (11:00 AM and 6:00 PM) and buttons for 'Absent' and 'Cancel'. A red arrow points to the 'Absent' button on the Monday 17th Aug 15 session. Below the grid are sections for 'Calculations', 'Manage Fees', and 'Service Notes'.

## Additional Absences

If a child's YTD absences have exceeded 42, you can select a valid absence reason for additional absences.

The valid additional absence reasons include:

- Illness (Medical Certificate)
- Non-Immunisation
- Rostered Days Off
- Rotating Shift Work
- Temp School Closure/Pupil-Free
- Shared Care Arrangements
- Attendance At Pre-school
- Exceptional Circumstance

### Helpful Hint:

*See the CCMS Child Care Service Handbook for details on additional absence days, and supporting documentation information.*

## Exceeded Absences – with valid reason

Update the timesheet and absences as normal.

On the absent session, click the arrow and select **'Session Settings'**.

Child: **Hunter Herriot** Guardian: Magda Herriot Educator: Maria Marigold Enrolment: There are no enrolments for this timesheet. Approval: 2-4J8LH(FDC) Subsidies: CCB

**Draft - Offline Educator** + Session + Copy Day Settings Save Discard Changes

Monday 17th Aug 15	Tuesday 18th Aug 15	Wednesday 19th Aug 15	Thursday 20th Aug 15	Friday 21st Aug 15	Saturday 22nd Aug 15	Sunday 23rd Aug 15
<div>11:00 AM</div> <div>6:00 PM</div> <div>Session Settings</div> <div>↓</div>		<div>11:00 AM</div> <div>6:00 PM</div> <div>Absent Cancel</div> <div>↓</div>		<div>11:00 AM</div> <div>6:00 PM</div> <div>Absent Cancel</div> <div>↓</div>		

Calculations ▼  
Manage Fees ▼  
Service Notes ▼

The following window will appear:

### Session Editor

Child: Hunter Herriot Guardian: Magda Herriot Approval: Harmony  
Webbased FDC

**Session** Fees Inclusion Support

Date of session: 17/08/2015 (Monday) Start Time: 11:00 AM End Time: 6:00 PM

Attendance: Absent ☐ On absence apply override rate

**Absence Reason**  
If you have exceeded your number of eligible year to date absences (usually 42 days), you must provide a reason to receive Child Care Benefit for this session.  
Select...

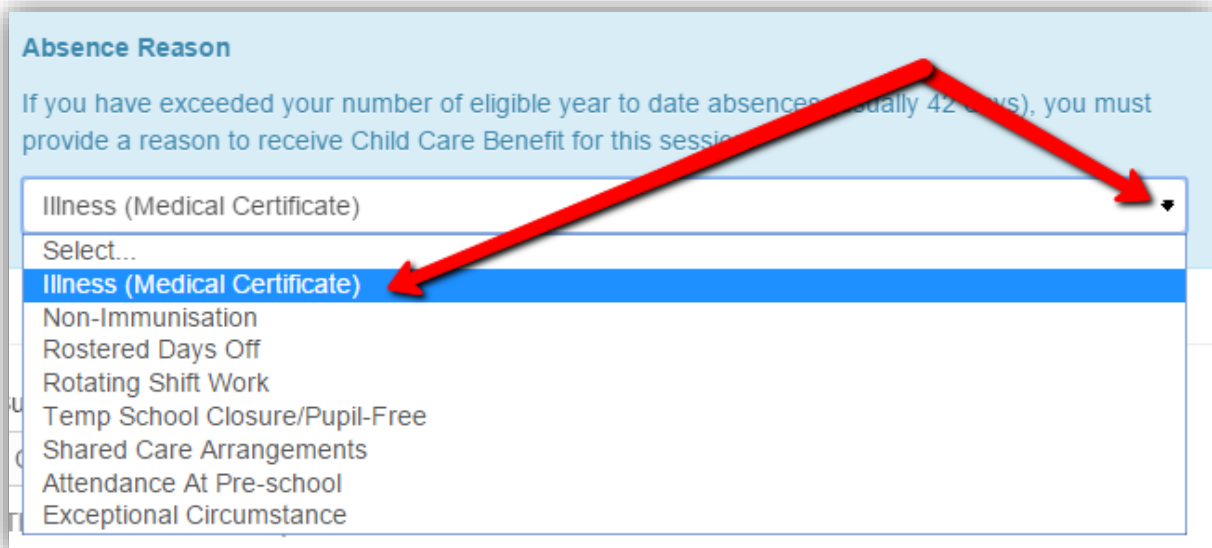
**Subsidy Scheme**  
CCB ☐ This session is not eligible for CCB  
This session is for a CCB (Formal, Informal, and Service SCCB Enrolments) enrolment. Only compatible subsidy schemes are shown.

Is this a before or after school session?  
☒ Neither ☐ Before School ☐ After School

☐ This is a public holiday in care session.  
If the child was in care during a public holiday, then the public holiday rate in the educator's fee schedule will be applied for the hours in this session.

Cancel Save

Select the relevant absence reason from the dropdown box and click 'Save'.



**Absence Reason**

If you have exceeded your number of eligible year to date absences (usually 42 days), you must provide a reason to receive Child Care Benefit for this session.

Illness (Medical Certificate)

Select...

**Illness (Medical Certificate)**

Non-Immunisation

Rostered Days Off

Rotating Shift Work

Temp School Closure/Pupil-Free

Shared Care Arrangements

Attendance At Pre-school

Exceptional Circumstance

You may now save the timesheet and submit to CCMS.

#### **Exceeded Absences – no valid reason**

Update the timesheet and absences as normal.

Save the timesheet.

The following warning will appear:



Warning: The selected child has reached their 42 absence days within the financial year. An absence has been identified within this timesheet. If this is an approved additional absence, then an absence reason must be selected in the session settings.

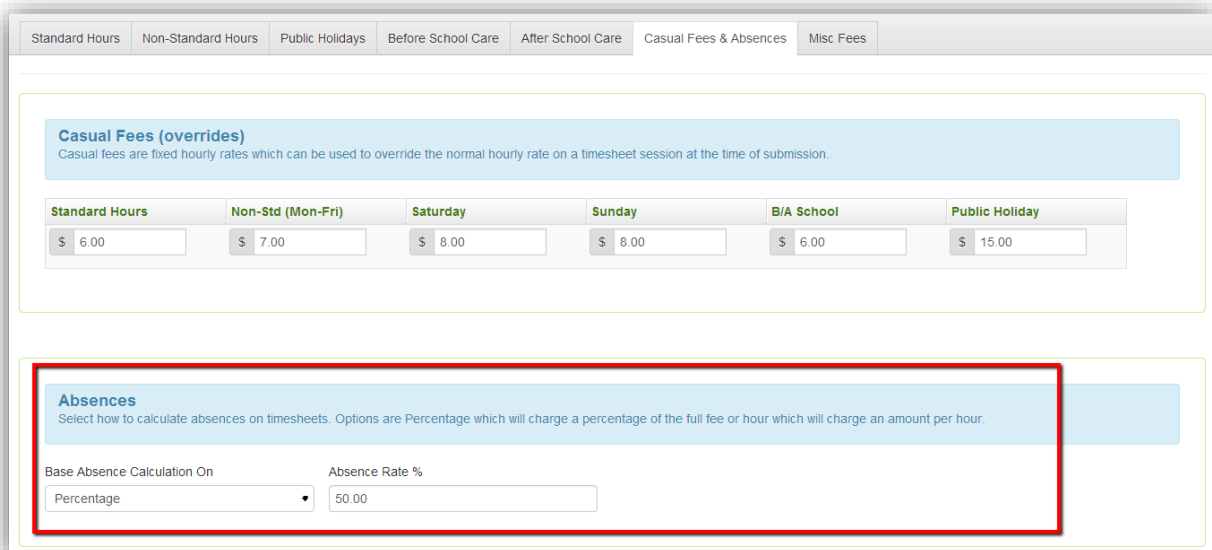
OK

Click 'OK'.

Ignore the warning and do not enter a reason. When the attendance record is submitted to CCMS, the absence will be reported as a non-eligible absence.

### Applying the Absence Rate

You may choose to implement a different rate for absences. This rate will be specified in the fee schedule, under '**Casual Fees & Absences**'.



**Casual Fees (overrides)**  
Casual fees are fixed hourly rates which can be used to override the normal hourly rate on a timesheet session at the time of submission.

Standard Hours	Non-Std (Mon-Fri)	Saturday	Sunday	B/A School	Public Holiday
\$ 6.00	\$ 7.00	\$ 8.00	\$ 8.00	\$ 6.00	\$ 15.00

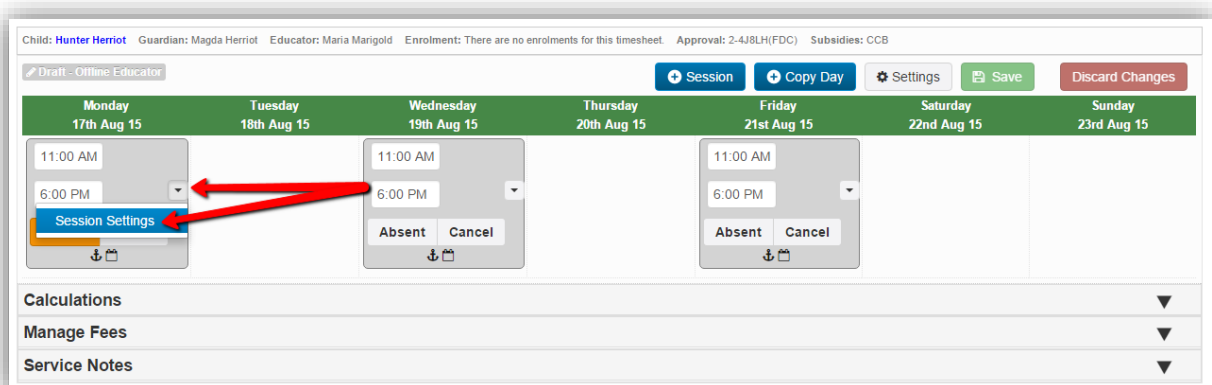
**Absences**  
Select how to calculate absences on timesheets. Options are Percentage which will charge a percentage of the full fee or hour which will charge an amount per hour.

Base Absence Calculation On: Percentage ▼

Absence Rate %: 50.00

To apply this rate to absent days, follow the below process.

On the absent session, click the arrow and select '**Session Settings**'.



Child: **Hunter Herriot** Guardian: Magda Herriot Educator: Maria Marigold Enrolment: There are no enrolments for this timesheet. Approval: 2-4J8LH(FDC) Subsidies: CCB

Draft - Offline Educator + Session + Copy Day Settings Save Discard Changes

Monday 17th Aug 15	Tuesday 18th Aug 15	Wednesday 19th Aug 15	Thursday 20th Aug 15	Friday 21st Aug 15	Saturday 22nd Aug 15	Sunday 23rd Aug 15
11:00 AM 6:00 PM Session Settings ⬇️		11:00 AM 6:00 PM Absent Cancel ⬇️		11:00 AM 6:00 PM Absent Cancel ⬇️		

Calculations ▼

Manage Fees ▼

Service Notes ▼

The following window will appear:

### Session Editor

Child: Hunter Herriot Guardian: Magda Herriot Approval: Harmony  
Webbased FDC

Session Fees Inclusion Support

Date of session  
17/08/2015 (Monday)

Start Time  
11:00 AM

End Time  
6:00 PM

Attendance  
Absent
☐ On absence apply override rate

Absence Reason

If you have exceeded your number of eligible year to date absences (usually 42 days), you must provide a reason to receive Child Care Benefit for this session.

Select...

Subsidy Scheme  
CCB
☐ This session is not eligible for CCB

This session is for a CCB (Formal, Informal, and Service \$CCB Enrolments) enrolment. Only compatible subsidy schemes are shown.

Is this a before or after school session?  
☒ Neither ☐ Before School ☐ After School

☐ This is a public holiday in care session.

If the child was in care during a public holiday, then the public holiday rate in the educator's fee schedule will be applied for the hours in this session.

Cancel Save

Tick the box '**On absence apply override rate**'.

Click '**Save**'.

### Session Editor

Child: Hunter Herriot Guardian: Magda Herriot Approval: Harmony Webbased FDC

Session Fees Inclusion Support

Date of session  
17/08/2015 (Monday)

Start Time  
11:00 AM

End Time  
6:00 PM

Attendance  
Absent

☒ On absence apply override rate

**Absence Reason**

If you have exceeded your number of eligible year to date absences (usually 42 days), you must provide a reason to receive Child Care Benefit for this session.

Illness (Medical Certificate)

Subsidy Scheme  
CCB

☐ This session is not eligible for CCB

This session is for a CCB (Formal, Informal, and Service SCCB Enrolments) enrolment. Only compatible subsidy schemes are shown.

Is this a before or after school session?

☒ Neither
☐ Before School
☐ After School

☐ This is a public holiday in care session.

If the child was in care during a public holiday, then the public holiday rate in the educator's fee schedule will be applied for the hours in this session.







Cancel Save

The absence rate will now be applied to the session. You will need to complete the process for other absent sessions within the day if there are multiple sessions.

Click **'Save'**.

Child: **Hunter Herriot** Guardian: Magda Herriot Educator: Maria Marigold Enrolment: There are no enrolments for this timesheet. Approval: 2-4J8LH(FDC) Subsidies: CCB

[Draft - Offline Educator](#) [+ Session](#) [+ Copy Day](#) [Settings](#) [Save](#) [Discard Changes](#)

Monday 17th Aug 15	Tuesday 18th Aug 15	Wednesday 19th Aug 15	Thursday 20th Aug 15	Friday 21st Aug 15	Saturday 22nd Aug 15	Sunday 23rd Aug 15
<div>11:00 AM</div> <div>6:00 PM</div> <div>Absent Cancel</div> <div> </div>		<div>11:00 AM</div> <div>6:00 PM</div> <div>Absent Cancel</div> <div> </div>		<div>11:00 AM</div> <div>6:00 PM</div> <div>Absent Cancel</div> <div> </div>		

[Calculations](#) ▼  
[Manage Fees](#) ▼  
[Service Notes](#) ▼

## Helpful Hint:

*To confirm that the absence rate has applied, click the 'Calculations' button. You can view the breakdown of fees and ensure the rate has applied as expected.*