

Harmony for Educators

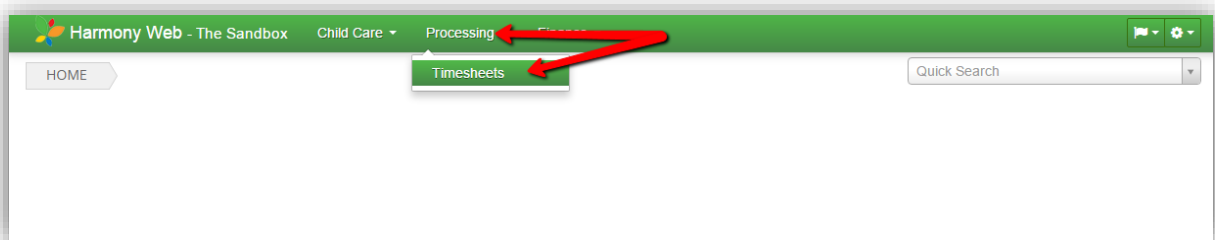
Processing

Electronic Timesheet Forms

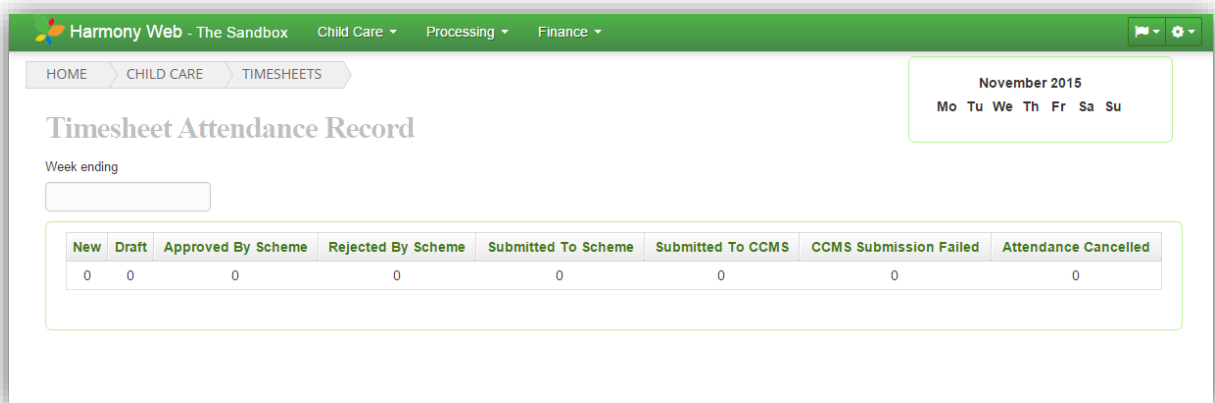
The timesheet forms will prepopulate based on the child's booking created by your service. You may alter the timesheet as required, produce fee estimates and submit directly to your service. Once the timesheet has been processed, the subsidy estimates will automatically update with the amounts paid.

Opening your Timesheet Forms

Click **'Processing'** and select **'Timesheets'**:



The **'Timesheet'** Window will appear:



Enter a week ending date. Your search results will appear below:

Harmony Web - The Sandbox Child Care Processing Finance

HOME CHILD CARE TIMESHEETS

Timesheet Attendance Record

Week ending
18/10/2015

< Prev Week Next Week >

New	Draft	Approved By Scheme	Rejected By Scheme	Submitted To Scheme	Submitted To CCMS	CCMS Submission Failed	Attendance Cancelled
4	1	0	1	0	0	0	0

October 2015

Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Search Results

Chantel Greene Non CCB New	Embry Greene Non CCB New	Hunter Herriot CCB New	Valentina Gilboy CCB New
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Click on a child's name to open their timesheet:

Search Results

Chantel Greene Non CCB New	Embry Greene Non CCB New	Hunter Herriot CCB New	Valentina Gilboy CCB New
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The child's timesheet form will appear:

Site 1
Timesheet E-Form

It is an offence under Family Assistant Law to provide false or misleading information.

1. Child Attendance Details Week Ending: 22 November 2015

Child	KERRY JAMES	Educator	Maggie Neil	Status	Draft
Guardian	ELLIOT ANTAO	Enrolment	There are no enrolments for this timesheet		
Approval	2-S064(FDC)	Subsidies	CCB, Test		

2. Charged Hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
In	8:00 AM	8:00 AM		8:00 AM	3:00 PM		
Out	6:00 PM	6:00 PM		11:30 AM	6:00 PM		
Absent							
Other							
Start 24							

3. Booked Hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	08:00 - 18:00	08:00 - 18:00		08:00 - 11:30	15:00 - 18:00		

4. Fees

Fee Schedules: Daily AMEP

Fee Name	UoM	Amount	Qty	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Eligible For Subsidy	Total
Breakfast	Daily	3.5		0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	\$0.00
Dinner	Daily	25		0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	\$0.00
Lunch	Daily	4		0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	\$0.00
Travel	Km	0.5		0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	\$0.00

5. Educator Comments

6. Service Comments

7. Fee Estimation

Week Ending Date: 22-11-2015 YTD Absences:

Total Fees	Total Hours	Total Admin Levy	Total JFA	Total Other	Total CCB	Total CCR	Carry Over balance	Parent To Pay	Amount Received

Parent Signature _____ Educator Signature _____

I certify the records shown are a true and accurate of care provided. Care was provided by educator who is authorised to charge and collect fees on behalf of the service.

1. Child Attendance Details

This will display timesheets details such as parent, child, enrolment, subsidy type etc. It will also show you the status of the timesheet. The status will change as your timesheet passes through each part of processing:

New – The timesheet has been populated based on the booking and has not yet been updated and saved.

Draft – The timesheet has been updated and saved.

Submitted to Scheme – The timesheet has been submitted to your service for submission.


Approved – Your service has approved the timesheet for CCMS submission.

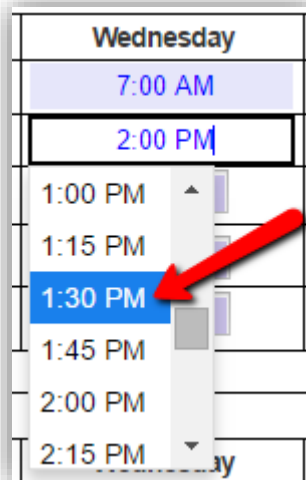
Submitted to CCMS – Your service has submitted your timesheet to CCMS.

Note: Timesheets in the status of draft are subject to change. If you or your service alters the timesheet, fee estimates given to parents may change.

2. Charged Hours

This is the hours that you are charging for. These hours will populate based on the booking. You can update the hours and add new sessions as required.

To update a time, click into the box and press the  key. You can then select a time from the dropdown that appears:



Alternatively, you can type the times into the box following the format HH:MM followed by 'a' or 'p' and the 'tab' key (e.g. 7:30a for 07:30am).

Click the + button to add a second set of times:

2. Charged Hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
In	7:00 AM		7:00 AM	8:00 AM	8:00 AM	8:00 AM	
Out	2:00 PM		2:00 PM	2:00 PM	2:00 PM	8:00 PM	
	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>
	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>
	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>

A second set of times will appear:

2. Charged Hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
In	7:00 AM		7:00 AM	8:00 AM	8:00 AM	8:00 AM	
Out	2:00 PM		2:00 PM	2:00 PM	2:00 PM	8:00 PM	
	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>
	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>
	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>
In							
Out							
	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>	Absent <input type="checkbox"/>
	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>
	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>	Start 24 <input type="checkbox"/>

You may also click the – button to remove the set of times. You may add as many sets of times as you require.

Absences

To mark a session as absent, click the 'Absent' box:

2. Charged Hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
In	7:00 AM		7:00 AM	8:00 AM	8:00 AM	8:00 AM	
Out	2:00 PM		2:00 PM	2:00 PM	2:00 PM	8:00 PM	
Absent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you charge a different rate for absences, you may apply this in the 'Other' options:

Monday
8:00 AM
6:00 PM
Absent <input checked="" type="checkbox"/>
Other <input type="checkbox"/>
Start 24 <input type="checkbox"/>

Click '**Other**' and select '**Absence Rt**':

Monday
8:00 AM
6:00 PM
Absent <input checked="" type="checkbox"/>
Other <input checked="" type="checkbox"/>
Casual <input type="checkbox"/>
Before Sch <input type="checkbox"/>
After Sch <input type="checkbox"/>
Public Ho <input type="checkbox"/>
Absence Rt <input checked="" type="checkbox"/>

The Absence Rate will be applied to the session. You will need to complete this same process for any other absence sessions you would like to apply the rate to.

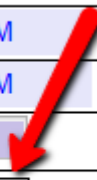
NOTE: The Absence Rate will need to have been setup in your fee schedule in order for it to apply a different rate.

Casual Sessions

If you charge a casual fee for casual sessions, follow the below process:

Click '**Other**':

Tuesday	
8:00 AM	
6:00 PM	
Absent	<input type="checkbox"/>
Other	<input type="checkbox"/>
Start 24	<input type="checkbox"/>



Select '**Casual**':

Tuesday	
8:00 AM	
6:00 PM	
Absent	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>
Casual	<input checked="" type="checkbox"/>
Before Sch	<input type="checkbox"/>
After Sch	<input type="checkbox"/>
Public Hol	<input type="checkbox"/>
Absence Rt	<input type="checkbox"/>

The casual rate will be applied to the session. You will need to complete this same process for any other casual sessions you would like to apply the rate to.

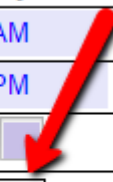
NOTE: The casual rate will need to have been setup in your fee schedule in order for it to apply a different rate.

Before and After School Care

Before and After School Care can be flagged against each session (if it has not already been entered on the child's booking).

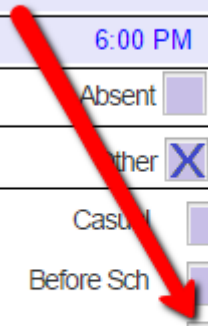
Click '**Other**':

Tuesday	
8:00 AM	<input type="checkbox"/>
6:00 PM	<input type="checkbox"/>
Absent	<input type="checkbox"/>
Other	<input type="checkbox"/>
Start 24	<input type="checkbox"/>



Select '**Before Sch**' or '**After Sch**':

Friday	
3:00 PM	<input type="checkbox"/>
6:00 PM	<input type="checkbox"/>
Absent	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>
Casual	<input type="checkbox"/>
Before Sch	<input type="checkbox"/>
After Sch	<input checked="" type="checkbox"/>
Public Hol	<input type="checkbox"/>
Absence Rt	<input type="checkbox"/>



The session will be flagged as before or after school care and will charge the corresponding rate.

Public Holidays

If you charge a different rate for children in care on a public holiday, you may apply this in the 'Other' options:

Click **'Other'**:

Tuesday	
8:00 AM	<input type="checkbox"/>
6:00 PM	<input type="checkbox"/>
Absent	<input type="checkbox"/>
Other	<input type="checkbox"/>
Start 24	<input type="checkbox"/>

Select **'Public Hol'**:

Friday	
3:00 PM	<input type="checkbox"/>
6:00 PM	<input type="checkbox"/>
Absent	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>
Casual	<input type="checkbox"/>
Before Sch	<input type="checkbox"/>
After Sch	<input checked="" type="checkbox"/>
Public Hol	<input checked="" type="checkbox"/>
Absence Rt	<input type="checkbox"/>

The public holiday rate will be charged for the session. Remember to complete this step for any additional sessions you would like to charge this rate for.

24 Hour Care

When entering 24 hour care on a timesheet, the beginning of each 24 hour care period will need to be marked.

Enter both sets of times (for overnight care, finish the session on the 1st day at 12am, and begin the session on the following day at 12am).

Click **'Start 24'**.

The below example is 7am Monday until 7am Tuesday:

2. Charged Hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
In	7:00 AM	12:00 AM					
Out	12:00 AM	7:00 AM					
Absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start 24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Booked Hours

Booked Hours will display the hours from the booking. This will not change if you alter the timesheet hours.

4. Fees

Additional Fees may be entered here. The fees created on you fee schedule will appear here. You can also add your own. This is also where you may change your fee schedule (if you have more than one).

Fee Schedule

The fee schedule in use will display with a checked box next to it:

4. Fees

Fee Schedules: Daily AMEP

Fee Name	UoM	Amount	Qty	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Eligible For Subsidy	Total
Breakfast	Daily	3.5		0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	\$0.00
Dinner	Daily	25		0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	\$0.00
Lunch	Daily	4		0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	\$0.00
Travel	Km	0.5		0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	\$0.00

To change, simply click and tick the box of the fee schedule you require to be used.

Additional Fees

The fees populated here will be direct from your fee schedule. You will simply need to enter the quantity or value. You may only add daily fees to days with hours attended.

The below example includes a daily breakfast charge and 50km of travel charges across 2 days:

4. Fees

Fee Schedules: Daily AMEP

Fee Name	UoM	Amount	Qty	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Eligible For Subsidy	Total
Breakfast	Daily	3.5		1	1	0	0	0	0	0	<input checked="" type="checkbox"/>	\$7.00
Dinner	Daily	25		0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	\$0.00
Lunch	Daily	4		0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	\$0.00
Travel	Km	0.5		25	25	0	0	0	0	0	<input checked="" type="checkbox"/>	\$25.00

You may also add an additional one-off fee by clicking the + button:

4. Fees

Fee Schedules: Daily AMEP

Fee Name	UoM	Amount	Qty	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Eligible For Subsidy	Total
Breakfast	Daily	3.5		1	1	0	0	0	0	0	<input checked="" type="checkbox"/>	\$7.00
Dinner	Daily	25		0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	\$0.00
Lunch	Daily	4		0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	\$0.00
Travel	Km	0.5		25	25	0	0	0	0	0	<input checked="" type="checkbox"/>	\$25.00

You will then need to add in a fee name, the fee amount and the quantity. You will also need to specify whether you would like the fee to be submitted to CCMS as part of the total fee for subsidy to be paid against.

4. Fees

Fee Schedules: Daily AMEP

Fee Name	UoM	Amount	Qty	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Eligible For Subsidy	Total
Breakfast	Daily	3.5		1	1	0	0	0	0	0	<input checked="" type="checkbox"/>	\$7.00
Dinner	Daily	25		0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	\$0.00
Lunch	Daily	4		0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	\$0.00
Travel	Km	0.5		25	25	0	0	0	0	0	<input checked="" type="checkbox"/>	\$25.00
Late Fee	Weekly	5	1								<input type="checkbox"/>	\$5.00

5. Educator Comments

These notes will be visible to your service. Click into the box to type a note:

5. Educator Comments

Late fee charged for Monday as parent was 30 minutes late.

6. Service Comments

An audit trail of any changes that you service makes to your timesheet will display here. This will help you to identify changes to total hours, total fees etc.

6. Service Comments

On 2015-11-27 15:04 for Friday the public holiday was changed from Unselected to Selected by the Service
 On 2015-11-27 15:06 for Wednesday the end time was changed from 14:00:00 to 15:00:00 by the Service
 On 2015-11-27 15:06 for Thursday the attended status was changed from Attend to Absent by the Service
 On 2015-11-27 15:06 for fee name Breakfast on Wednesday the quantity was changed from zero to 3.00 by the Service

7. Fee Estimation

By pressing the 'Calculate' button, you will be provided with a fee estimate based on the timesheet details entered, and the child's enrolment details.

Print Blank Print Calculate Discard Save

7. Fee Estimation
 Week Ending Date: 08-03-2015 YTD Absences: 0

Total Fees	Total Hours	Total Admin Levy	Total JFA	Total Other	Total CCB	Total CCR	Carry Over balance	Parent To Pay	Amount Received
\$306.75	15	\$14.75	\$0.00	\$0.00	\$83.40	\$0.00	\$0.00	\$223.35	\$0.00
Parent Signature					Educator Signature				

I certify the records shown are a true and accurate of care provided. Care was provided by educator who is authorised to charge and collect fees on behalf of the service.

Note: Make sure you recalculate after making changes to ensure that the estimate is still valid. The estimation may change if the service makes changes to the timesheet. Once the timesheet has been processed by CCMS, the estimate will be replaced by the true subsidy values.

Printing

To print a blank version of the timesheet form, click 'Print Blank'

Print Blank Print Calculate Discard Save

7. Fee Estimation
 Week Ending Date: 08-03-2015 YTD Absences: 0

Total Fees	Total Hours	Total Admin Levy	Total JFA	Total Other	Total CCB	Total CCR	Carry Over balance	Parent To Pay	Amount Received
\$306.75	15	\$14.75	\$0.00	\$0.00	\$83.40	\$0.00	\$0.00	\$223.35	\$0.00
Parent Signature					Educator Signature				

I certify the records shown are a true and accurate of care provided. Care was provided by educator who is authorised to charge and collect fees on behalf of the service.

To print the complete timesheet form, click 'Print'

[Print Blank](#) [Print](#) [Calculate](#) [Discard](#) [Save](#)

7. Fee Estimation
 Week Ending Date: 08-03-2015 YTD Absences: 0

Total Fees	Total Hours	Total Admin Levy	Total JFA	Total Other	Total CCB	Total CCR	Carry Over balance	Parent To Pay	Amount Received
\$306.75	15	\$14.75	\$0.00	\$0.00	\$83.40	\$0.00	\$0.00	\$223.35	\$0.00
Parent Signature					Educator Signature				

I certify the records shown are a true and accurate of care provided. Care was provided by educator who is authorised to charge and collect fees on behalf of the service.

Saving the Timesheet Form

To save you timesheet, click 'Save' located at the bottom of the form:

[Print Blank](#) [Print](#) [Calculate](#) [Discard](#) [Save](#)

7. Fee Estimation
 Week Ending Date: 08-03-2015 YTD Absences: 0

Total Fees	Total Hours	Total Admin Levy	Total JFA	Total Other	Total CCB	Total CCR	Carry Over balance	Parent To Pay	Amount Received
\$306.75	15	\$14.75	\$0.00	\$0.00	\$83.40	\$0.00	\$0.00	\$223.35	\$0.00
Parent Signature					Educator Signature				

I certify the records shown are a true and accurate of care provided. Care was provided by educator who is authorised to charge and collect fees on behalf of the service.

To discard your changes without saving, click 'Discard' located at the bottom of the form:

[Print Blank](#) [Print](#) [Calculate](#) [Discard](#) [Save](#)

7. Fee Estimation
 Week Ending Date: 08-03-2015 YTD Absences: 0

Total Fees	Total Hours	Total Admin Levy	Total JFA	Total Other	Total CCB	Total CCR	Carry Over balance	Parent To Pay	Amount Received
\$306.75	15	\$14.75	\$0.00	\$0.00	\$83.40	\$0.00	\$0.00	\$223.35	\$0.00
Parent Signature					Educator Signature				

I certify the records shown are a true and accurate of care provided. Care was provided by educator who is authorised to charge and collect fees on behalf of the service.

To close the timesheet form, click 'Close' located at the top of the form:

Site 1 Timesheet E-Form

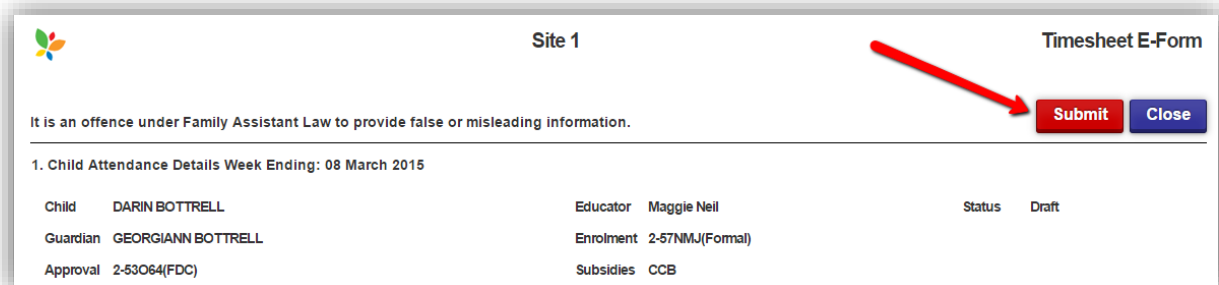
It is an offence under Family Assistant Law to provide false or misleading information. [Submit](#) [Close](#)

1. Child Attendance Details Week Ending: 08 March 2015

Child	DARIN BOTTRELL	Educator	Maggie Neil	Status	Draft
Guardian	GEORGIANN BOTTRELL	Enrolment	2-57NMJ(Formal)		
Approval	2-53064(FDC)	Subsidies	CCB		

Submitting the Timesheet Form

Once you are happy with your timesheet form and would like to submit it to your service for processing, click 'Submit'.



Site 1 Timesheet E-Form

It is an offence under Family Assistant Law to provide false or misleading information.

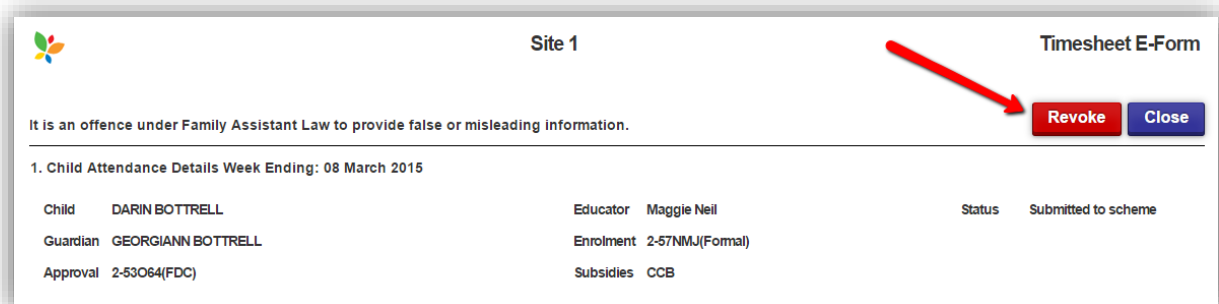
1. Child Attendance Details Week Ending: 08 March 2015

Child	DARIN BOTTRELL	Educator	Maggie Neil	Status	Draft
Guardian	GEORGIANN BOTTRELL	Enrolment	2-57NMJ(Formal)		
Approval	2-53O64(FDC)	Subsidies	CCB		

[Submit](#) [Close](#)

The timesheet will be submitted to your service for processing. It will now be locked for editing.

If you have made a mistake, you may revoke the timesheet to make updates and resubmit.



Site 1 Timesheet E-Form

It is an offence under Family Assistant Law to provide false or misleading information.

1. Child Attendance Details Week Ending: 08 March 2015

Child	DARIN BOTTRELL	Educator	Maggie Neil	Status	Submitted to scheme
Guardian	GEORGIANN BOTTRELL	Enrolment	2-57NMJ(Formal)		
Approval	2-53O64(FDC)	Subsidies	CCB		

[Revoke](#) [Close](#)

You may only revoke the timesheet if your service has not yet begun processing it. If your service has begun processing, the button will not appear.

The service may reject the timesheet if something is incorrect. In this case, the status will display as **'Rejected'**.

Week ending
08/11/2015

2 3 4 5 6 7 8
9 10 11 12 13 14 15

< Prev Week Next Week >

New	Draft	Approved By Scheme	Rejected By Scheme	Submitted To Scheme	Submitted To CCMS	CCMS Submission Failed	Attendance Cancelled
7	1	0	1	2	1	0	0

Search Results

Arielle Wilkins Non Submitted CCB Scheme	Christina Ahlbergdd CCB Draft	DARIN BOTTRELL CCB New	exempt child Exempt New	Genevieve Wilkins Non Submitted CCB Scheme	JERRI ANTAO CCB New	KERRY JAMES CCB New	KERRY JAMES Non CCB New	MADALINE CASSEL CCB New	TotalFee Test CCB New
Christina Ahlbergdd CCB Rejected									

Site 1 Timesheet E-Form

It is an offence under Family Assistant Law to provide false or misleading information.

Submit **Close**

1. Child Attendance Details Week Ending: 08 November 2015

Child	Christina Ahlbergdd	Educator	Maggie Neil	Status	Rejected by Scheme
Guardian	Madelene Ahlberg	Enrolment	There are no enrolments for this timesheet.		
Approval	2-53064(FDC)	Subsidies	CCB		

In this scenario, the timesheet form will be returned to draft mode. This will enable you to make changes and resubmit to your service.

The Completed Timesheet Form

Completed timesheet forms will display in the status of 'Submitted to CCMS'.

Week ending: 11/01/2015

5 6 7 8 9 10 11 12 13 14 15 16 17 18

< Prev Week Next Week >

New	Draft	Approved By Scheme	Rejected By Scheme	Submitted To Scheme	Submitted To CCMS	CCMS Submission Failed	Attendance Cancelled
4	3	0	1	2	2	0	2

Search Results

Arielle Wilkins Non CCB New	Christina Ahlbergdd CCB New	DARIN BOTTRELL CCB New	Genevieve Wilkins Non CCB New	Informal Child CCB Draft	James Lupe CCB Draft	Total/Fee Test CCB Draft	Christina Ahlbergdd CCB Cancelled	DARIN BOTTRELL CCB Cancelled	JERRI ANTAO CCB Submitted CCMS
MADALINE CASSEL CCB Submitted CCMS									

Site 1 Timesheet E-Form

It is an offence under Family Assistant Law to provide false or misleading information. Close

1. Child Attendance Details Week Ending: 11 January 2015

Child	JERRI ANTAO	Educator	Maggie Neil	Status	Submitted To CCMS
Guardian	ELLIOT ANTAO	Enrolment	2-57NLF(Formal)		
Approval	2-53064(FDC)	Subsidies	CCB		

Once CCMS has finished processing the records, the values displaying on these timesheets will be the true values, and will match reports you receive from your service.

Payment Advice Report

Once your service has finalised the billing period, you may download a copy of your Payment Advice.

Navigate to **'Accounts'** and select **'Payment Advice'**:

Noah Wood Child Care Processing Accounts

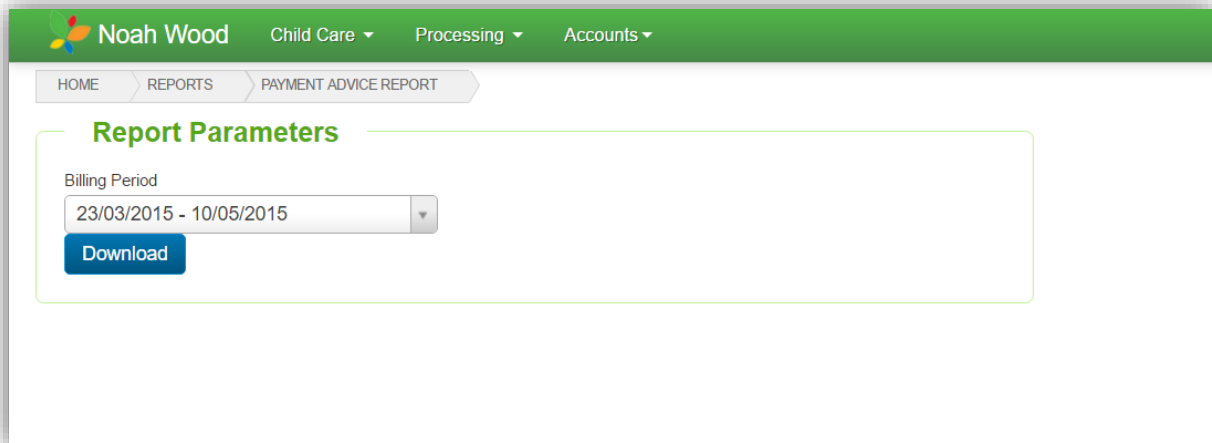
HOME Payment Advice

DASHBOARD

Children e-Signature

Child Firstname	Child Surname	Guardian First...	Guardian Sur...	CCB %	CCB Elig. Hrs	YTD Absences	Multichild CC...	Mon	Tue	Wed	Thu	Fri
Christina	Ahlbergdd	Madelene	Ahlberg	100 %	50	12						

Select the billing period from the dropdown list and click **'Download'**:



Noah Wood Child Care Processing Accounts
 HOME REPORTS PAYMENT ADVICE REPORT
Report Parameters
 Billing Period
 23/03/2015 - 10/05/2015
 Download

Your Payment Advice will open as a PDF file:

Site 1 ABN: 1111111111
 FYSHWICK QLD 2609 CCB Approval Id: 2-53064
 Phone: +610262392034 Date: 25/10/2016

Redbourne Family Day Care
Payment Advice Report
 For the Period 29/08/2016 to 16/10/2016

Noah Wood
 123 Swan St
 Brisbane QLD 4444

Bank:
 Account Name:
 Account Number:

Page: 22

Child Care Details Note: Attendances marked with an * are adjustments

Week Ending	Care Fees	Other Fees	Educator Total Fee	Family Levy	Fee Reduction				Parent Gap this Period	Comment
					CCB	JFA	CCR	Oth Sub		
Thomas, Kristen										
YTD Absences: 0										
9/10/2016	1000.00	0.00	1000.00	0	0.00	0.00	0.00	0.00	1,000.00	Enrol Id: 2-A57N3, Attend Id: 2-DC45W, FS: Daily, TotHrs: 50.00, CCB: 0.00%, Sch: 0.00%, EligFee: \$1,000.00, Status: Submitted
Child Total:	1000.00	0.00	1000.00	0	0.00	0.00	0.00	0.00	1,000.00	
Family Total:	1000.00	0.00	1000.00	0	0.00	0.00	0.00	0.00	1,000.00	
Educator Totals:										
Inc Adj:	2792.00	0.00	2792.00	48.00	0.00	0.00	377.50	0.00	2462.5	
Adjustments:	0	0	0	0	0	0	0	0	0	
Exc Adj:	2792.00	0.00	2792.00	48.00	0.00	0.00	377.50	0.00	2462.5	
Deductions										
Name	Amount	Comment								
Educator Levy	-5.00									
Harmony Software fee (includes GST)	-44.88	Std. Version; e-Signature; Base Version								
Total: 2	-49.88									
Educator Payment Summary										
From previous billing period	-9872.97									
Total Fee Reduction (inc adj)	377.50									
CCMS Inclusion Support	0.00									
Family Levis	-48.00									
Timesheet Fee	0.00									
Educator Deductions	-49.88									
Other Transactions	0.00									
Transfers	0.00									
Forwarded to next billing period	-9593.35									
Monies due to Educator	0.00									