



Cabonne Family Day Care Harmony Manual for Educators

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Signing Child into Care

Home page

e-Signature

Sign in/out

Enter password

Select child

Select person signing in

Enter e-Signature PIN

OK

Sign in

Sign in time will change with clock, do not alter

Leave comment, if necessary

Sign in

Signing Child Out of Care

Home page

e-Signature

Sign in/out

Enter password

Select child

Select person signing out

Enter e-Signature PIN

OK

Sign out

Sign out time will change with clock, do not alter

Leave comment, if necessary

Sign out

Reasons for Leaving Comment During Sign In/Out

Educator is signing in/out, must give reason why:

- Person forgot to sign (e.g. Jane Ball collected at 5:12pm, forgot to sign out)
- Person without a PIN is dropping off or collecting. If first time, enter licence number in comment (e.g. Greg Smith collecting. Licence No. 102541)
- Internet was down and you were not able to sign at correct time (e.g. Jenny Pond dropped off at 8:52am, internet was down)
- New parent has not set up PIN yet (e.g. Brooke Hunt dropped off, has not yet set up PIN)

If the sign in/out time does not reflect the actual drop off or collection time, you must write this time in comment. (e.g. Internet was down, and Mum collected at 4:32pm. Internet back up at 5:30pm, you should immediately sign child out and state in the comment they were collected at 4:32pm by their mum).

Marking Child as Absent from Care

Home page

e-Signature

Sign in/out

Enter password

Select child

Select person signing out

Enter e-Signature PIN

OK

Not Present

OK

Signing In/Out a Casual Session

Home page

e-Signature

Sign in/out

Enter password

Select child

Select person signing out

Enter e-Signature PIN

OK

Select grey tick to turn it green

Enter session times that you are charging child for

Add comment if needed

Sign In

Cancelling a Session of Care

Processing
Timesheets
Enter week ending date
Select child
Delete times from session that needs to be cancelled
Save
Close

REASONS FOR CANCELLING SESSION OF CARE

The only time a session needs to be cancelled, is when the educator cannot provide care. For example, public holiday, educator is sick, educator on leave

Changing a Session of Care

Processing
Timesheets
Enter week ending date
Select child
Change the times on session that needs to be altered
Save
Close

REASONS FOR CHANGING A SESSION OF CARE

- Child is attending different hours
- Educator is finishing early

Adding a Session of Care

Processing
Timesheets
Enter week ending date
Select child
Add times under day where session needs to be added
Save
Close

REASONS FOR ADDING A SESSION OF CARE

- Child is having a casual day
- New contract has not been entered yet

IMPORTANT NOTE: The session of care hours on a child's timesheet is the hours the educator will charge the child for. Educators do not have to change the timesheet to reflect sign in/out times. Educators should only change the timesheet if they are prepared to change the hours a child is charged for.

Marking Child Absent on Timesheet

Processing

Timesheets

Enter week ending date

Select child

Select Absent box under day child was absent

Save

Close

Marking a Session as Casual

Processing

Timesheets

Enter week ending date

Select child

Select Other box under casual day

Select Casual

Save

Close

Adding Additional Costs to Timesheet

Processing

Timesheets

Enter week ending date

Select child

Go to Fees section (4.)

Click on fee and day

Enter number of units (e.g. 1 unit = 1 meal)

Total will change to reflect added fee

Save

Close

End of Week Signing of Timesheets

After child has been signed out, on their last day for the week, the timesheet will need to be signed off by an authorised person to confirm it is true and correct.

On Site

Processing

Timesheets

Enter week ending date

Select child

Save

Under Parent signature at bottom of timesheet

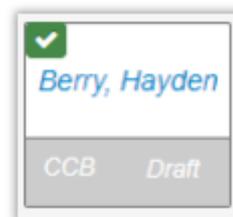
Select PIN

Parent to enter their PIN

Submit

Close

A green tick will appear in corner of child's box



Via Email (Remote Signature)

Processing

Timesheets

Enter week ending date

Select child

Save

Remote Signature

Select Parent

Send Reminder Email

Close

You will receive an email when parent has signed

IMPORTANT NOTE: All changes that need to be made to a timesheet (e.g. adding or cancelling session) must be done before the parent signs the timesheet. Any changes after a parent signs will clear the signature.

All timesheets are to be signed before 10am on Monday mornings for processing.

Submitting Timesheets to Service

When Signed by Parent

Processing

Timesheets

Enter week ending date

Select child

Submit

Close

Timesheet will appear orange



When Parent Has Not Signed by 10am

Processing

Timesheets

Enter week ending date

Select child

Add comment on timesheet stating why there is no signature

(E.g. Parent did not sign before 10am, I have printed timesheet for signing)

Save

Print

Submit

Timesheet will appear orange

Have parent manually sign timesheet when you see them next

IMPORTANT NOTE: All timesheets are to be completed and submitted to service before 10am Monday, or they will not be processed.

Please ensure all timesheet that could not be signed off have a comment left on them and are printed for manual signing.

We encourage all parents to sign off on the timesheet on site (at educator's house) so there are no delays in getting them to sign.

Contact Administration Officer if you have any issues with processing your timesheets.

Invoicing

Accounts

Invoices

Create Invoice from timesheet

Enter week ending date

DO NOT TICK 'Email invoices created to parents' button

Leave parent column blank. This will create invoices for all parents

Submit

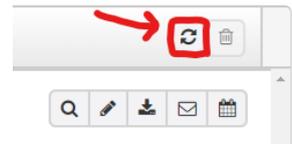
Wait for second green message to display

Refresh invoice list (*see image to right*)

All new invoices will appear

View invoices and check all is correct by selecting download button

If correct, email to parents by selecting email button



 Click this image to **download** the invoice

 Click this image to **email** the invoice

IMPORTANT NOTES:

All families must be invoiced each week. The office can monitor invoices to ensure all educators are complying with their obligations to invoice all families.

Invoices can be created and emailed to families through Harmony. It should be a simple process, if you are having difficulties, please contact the Administration Officer.

Before you invoice for the first time, you must contact the Administration Officer to set up your account settings correctly.

Balances on invoices should match your payment advice.

Receipting

Creating a Receipt

Accounts

Receipts

Create new receipt

Select parent

Enter receipt amount

Select

Change receipt method to reflect how you were paid (e.g. EFT, Cash)

Save

Receipt should be showing on your list, if not refresh receipt (not page)

Download receipt to ensure it is correct

Email receipt

IMPORTANT NOTE

Receipts should be completed and up to date before invoices are created. This will ensure all balances are up to date.

Cancelling a Receipt

Select X button on receipt line

OK

This will undo the deduction from the families account

Holiday Request

Child Care

Holiday Periods

Create New Holiday Period

Give it a name (E.g. Sick Leave, Newcastle Holiday 2020, Christmas 2020)

Give it a start date (day you start your leave)

Give it an end date (day BEFORE you return to care)

Select children who leave applies to. If it applies to all children, click 'Select All'

Submit

Wait for office to approve

Booking for period will be removed once approved

REASONS FOR HOLIDAY PERIODS

- Educator is sick, or on leave
- Child is on extended holiday and agreement has been made for family not to pay for child's place while away

IMPORTANT NOTE

Creating a holiday request will remove the bookings for the period. This means you will not be paid for the period.