

Uploading and Updating Attendance

Overview

This Quick Reference Guide outlines how Providers will upload and update attendance information within the Provider Portal.

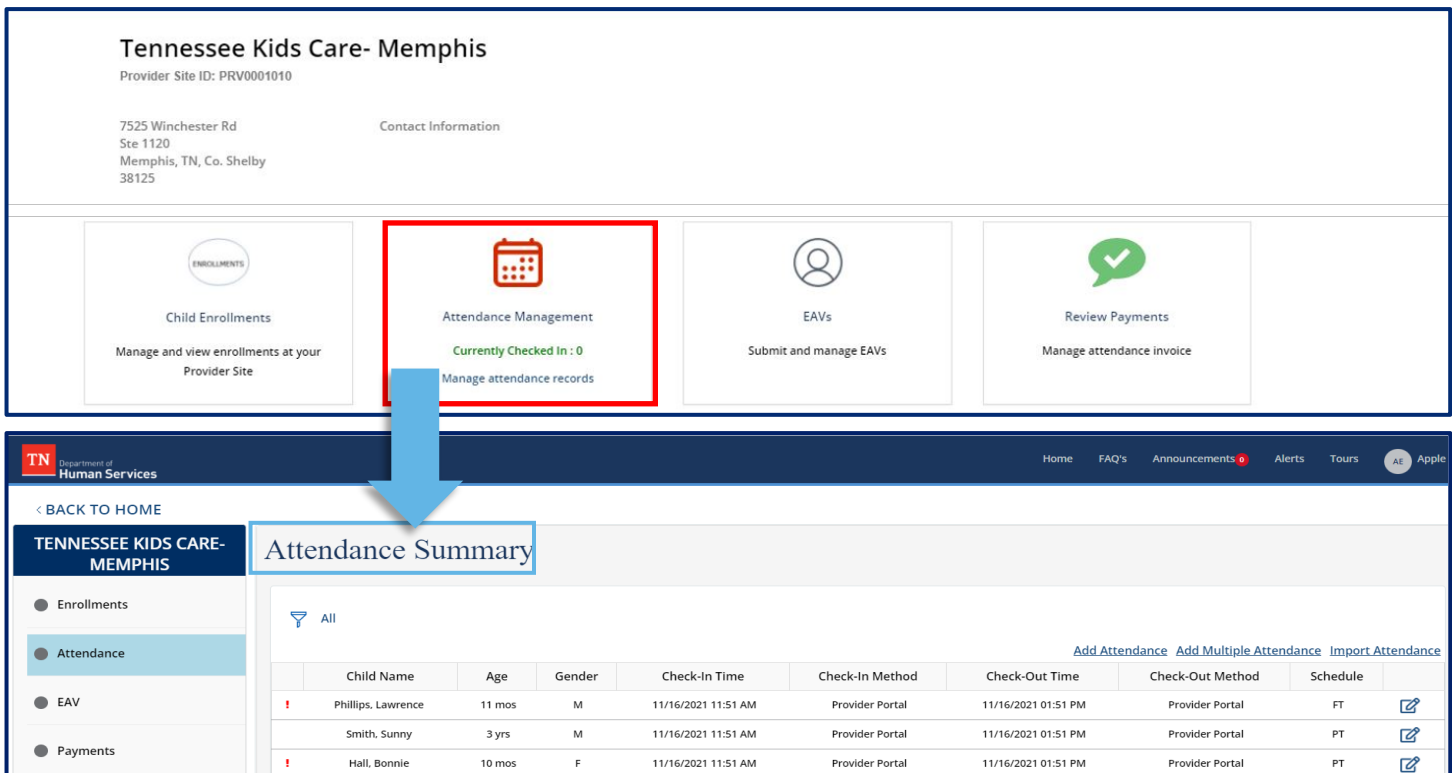
Note: Remember to review policy rules/requirements pertaining to maintaining attendance records on the TDHS website.

Audience

Child Care Providers participating in the Certificate Program and all other Child Care Providers using the Time and Attendance system.

Accessing the Attendance Summary Screen

To access the **Attendance Management** screen from the dashboard: select **Attendance Management**.



Tennessee Kids Care- Memphis
Provider Site ID: PRV0001010

7525 Winchester Rd
Ste 1120
Memphis, TN, Co. Shelby
38125

Contact Information

Child Enrollments
Manage and view enrollments at your Provider Site

Attendance Management
Currently Checked In : 0
Manage attendance records

EAVs
Submit and manage EAVs

Review Payments
Manage attendance invoice

Tennessee Kids Care- MEMPHIS

Attendance Summary

Enrollments
Attendance
EAV
Payments

Home FAQ's Announcements Alerts Tours Apple

BACK TO HOME

ADD ATTENDANCE ADD MULTIPLE ATTENDANCE IMPORT ATTENDANCE

	Child Name	Age	Gender	Check-In Time	Check-In Method	Check-Out Time	Check-Out Method	Schedule	
!	Phillips, Lawrence	11 mos	M	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	FT	
	Smith, Sunny	3 yrs	M	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	
!	Hall, Bonnie	10 mos	F	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	

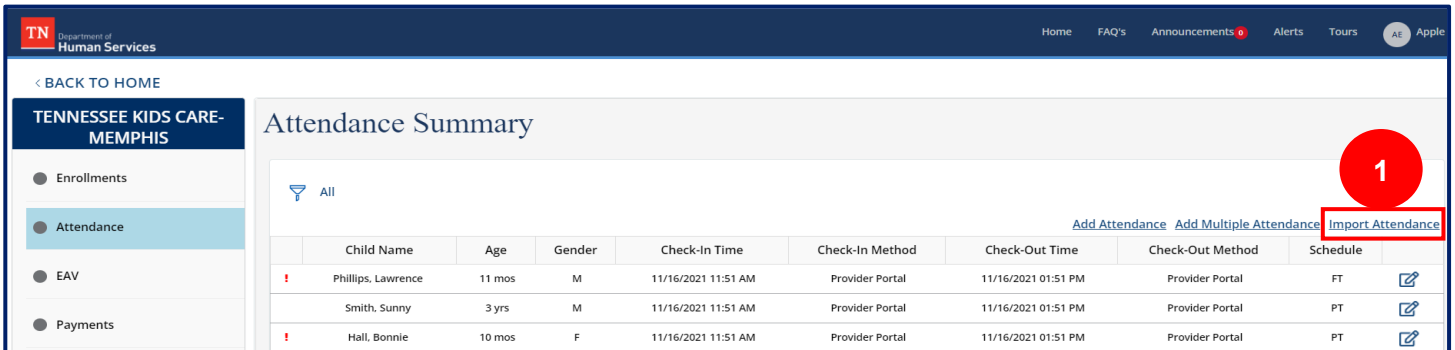
The **Attendance Summary** screen displays key attendance records of enrolled children, including a child's:

- Name
- Age
- Gender
- Check-In Time
- Check-In Method
- Check-Out Time
- Check-Out Method
- Schedule (Full-Time or Part-Time)

Uploading Attendance

To upload attendance:

1. Select the **Import Attendance** hyperlink.

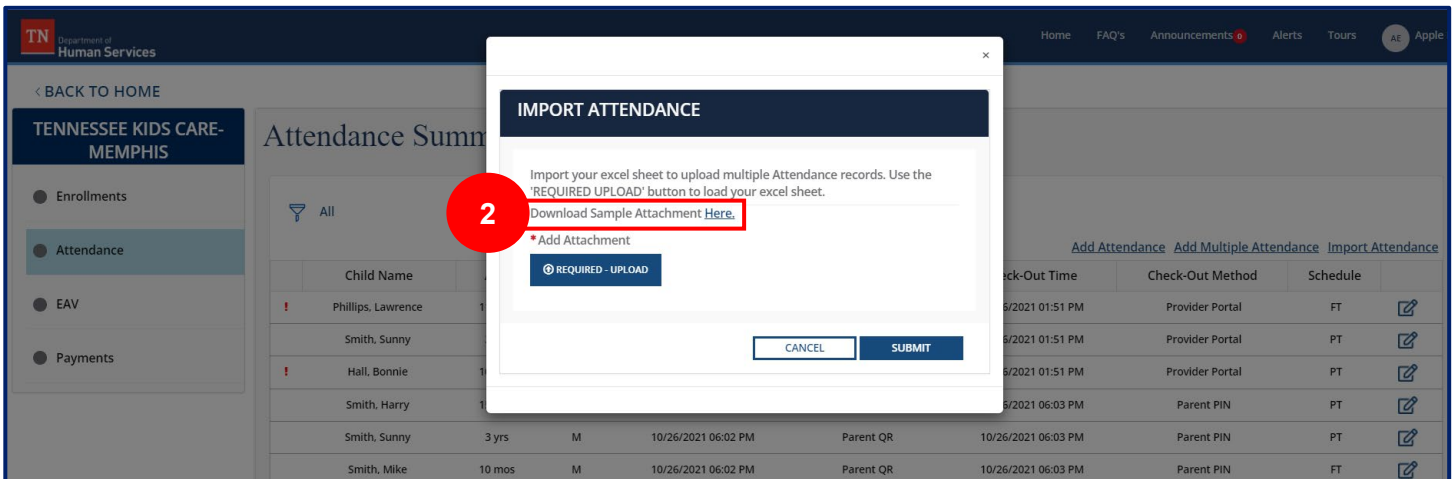


Attendance Summary

[Add Attendance](#)
[Add Multiple Attendance](#)
[Import Attendance](#)

	Child Name	Age	Gender	Check-In Time	Check-In Method	Check-Out Time	Check-Out Method	Schedule	
!	Phillips, Lawrence	11 mos	M	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	FT	
	Smith, Sunny	3 yrs	M	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	
!	Hall, Bonnie	10 mos	F	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	

2. If this is your first time importing attendance, select the **Download Sample Attachment Here** hyperlink. Doing so will download a template you can use to upload data into the Provider Portal. Save this template for future use.



IMPORT ATTENDANCE

Import your excel sheet to upload multiple Attendance records. Use the 'REQUIRED UPLOAD' button to load your excel sheet.

Download Sample Attachment [Here](#).

*Add Attachment

CANCEL SUBMIT

	Child Name	Age	Gender	Check-In Time	Check-In Method	Check-Out Time	Check-Out Method	Schedule	
!	Phillips, Lawrence	11 mos	M	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	FT	
	Smith, Sunny	3 yrs	M	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	
!	Hall, Bonnie	10 mos	F	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	
	Smith, Harry	10 mos	M	10/26/2021 06:02 PM	Parent QR	10/26/2021 06:03 PM	Parent PIN	PT	
	Smith, Sunny	3 yrs	M	10/26/2021 06:02 PM	Parent QR	10/26/2021 06:03 PM	Parent PIN	PT	
	Smith, Mike	10 mos	M	10/26/2021 06:02 PM	Parent QR	10/26/2021 06:03 PM	Parent PIN	FT	

- An Excel file will open. The file contains columns to enter the Enrollment ID, Child's First Name, and other required information. Fill out the required information and save the file.

	A	B	C	D	E	F	G
1	Enrollment ID	Child First Name	Child Last Name	Check-In Time(MM-DD-YYYY HH:MM)	Check-In Method	Check-Out Time (MM-DD-YYYY HH:MM)	Check-Out Method
2	53578120	Hannah	Smith	8/25/2021 07:55	Provider Portal	8/25/2021 14:55	Provider Portal
3	79502688	Lawrence	Phillips	8/25/2021 08:09	Provider Portal	8/25/2021 15:09	Provider Portal
4	45319932	Julie	Morgan	8/25/2021 08:24	Provider Portal	8/25/2021 15:24	Provider Portal
5	19717042	Teresa	Williams	8/25/2021 08:38	Provider Portal	8/25/2021 15:38	Provider Portal
6	24268675	Anna	Davis	8/25/2021 08:52	Provider Portal	8/25/2021 15:52	Provider Portal
7	52124462	Jack	Adams	8/25/2021 09:07	Provider Portal	8/25/2021 15:07	Provider Portal
8	60995916	Douglas	Mitchell	8/25/2021 09:21	Provider Portal	8/25/2021 15:21	Provider Portal
9	96673880	Marie	Cox	8/25/2021 09:50	Provider Portal	8/25/2021 15:50	Provider Portal
10	34522382	Larry	Perry	8/25/2021 09:52	Provider Portal	8/25/2021 15:52	Provider Portal
11	70287343	Jesse	Coleman	8/25/2021 10:00	Provider Portal	8/25/2021 16:00	Provider Portal
12	65387308	Bonnie	Hall	8/25/2021 10:02	Provider Portal	8/25/2021 16:02	Provider Portal

- Save the file and return to the Provider Portal. Click the **Required Upload** button. Another pop-up will appear to allow you to select the file you wish to upload.

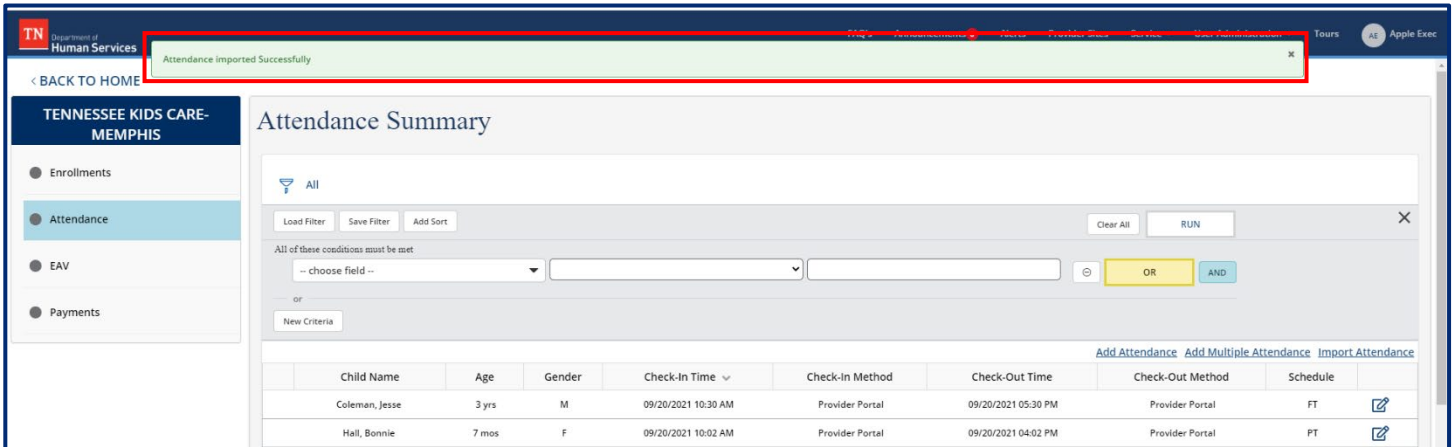
- Select the file and click **Open**.

The screenshot shows the 'Attendance Summary' page for Tennessee Kids Care-Memphis. An 'IMPORT ATTENDANCE' pop-up is displayed in the center, with a red circle labeled '4' highlighting the 'REQUIRED - UPLOAD' button. To the right, a file selection window is open, showing a file named 'Attendance - 8-25-21.xlsx' with a red circle labeled '5' highlighting the 'Open' button.

- Click **Submit** to upload your file.

The screenshot shows the 'Attendance Summary' page with the 'IMPORT ATTENDANCE' pop-up. A red circle labeled '6' highlights the 'SUBMIT' button. The background shows a table of attendance records with columns for Child Name, Check-In Time, Check-In Method, Check-Out Time, Check-Out Method, and Schedule.

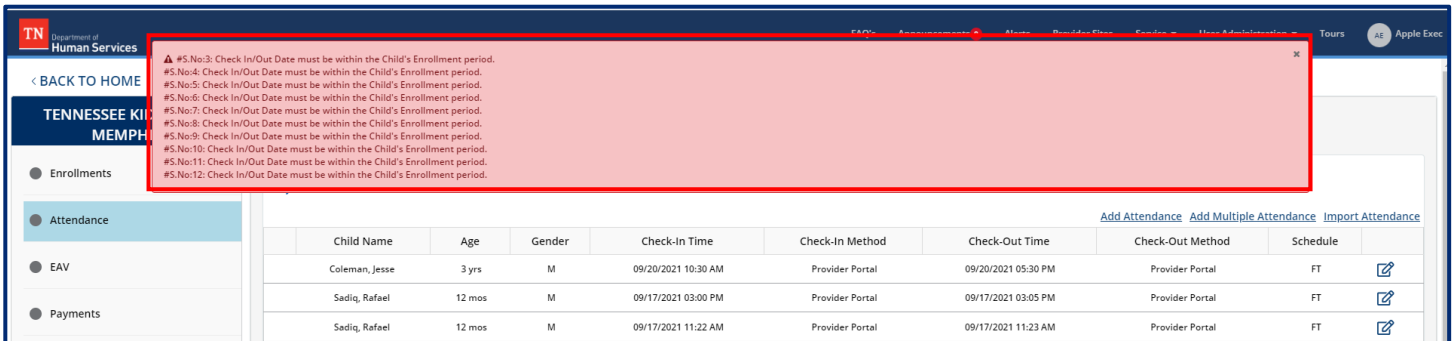
7. If your upload was successful, you will receive a green message showing your upload was successful appear temporarily at the top of the screen.



The screenshot shows the "Attendance Summary" page in the Tennessee Kids Care Memphis system. A green message bar at the top states "Attendance imported Successfully". The left sidebar shows navigation options: Enrollments, Attendance (selected), EAV, and Payments. The main area displays a table of attendance records for two children: Coleman, Jesse and Hall, Bonnie. The table includes columns for Child Name, Age, Gender, Check-In Time, Check-In Method, Check-Out Time, Check-Out Method, and Schedule.

Child Name	Age	Gender	Check-In Time	Check-In Method	Check-Out Time	Check-Out Method	Schedule
Coleman, Jesse	3 yrs	M	09/20/2021 10:30 AM	Provider Portal	09/20/2021 05:30 PM	Provider Portal	FT
Hall, Bonnie	7 mos	F	09/20/2021 10:02 AM	Provider Portal	09/20/2021 04:02 PM	Provider Portal	PT

8. If the Excel spreadsheet was not filled out properly, you will temporarily see a message at the top of the screen noting what errors were in your attendance record. You will need to go back into your Excel file and update any issues based on these errors.



The screenshot shows the "Attendance Summary" page with a red message bar at the top listing errors. The errors are related to the "Check In/Out Date" for several children, stating that the date must be within the child's enrollment period. The table below shows the attendance records for Coleman, Jesse, and Sadiq, Rafael.

Child Name	Age	Gender	Check-In Time	Check-In Method	Check-Out Time	Check-Out Method	Schedule
Coleman, Jesse	3 yrs	M	09/20/2021 10:30 AM	Provider Portal	09/20/2021 05:30 PM	Provider Portal	FT
Sadiq, Rafael	12 mos	M	09/17/2021 03:00 PM	Provider Portal	09/17/2021 03:05 PM	Provider Portal	FT
Sadiq, Rafael	12 mos	M	09/17/2021 11:22 AM	Provider Portal	09/17/2021 11:23 AM	Provider Portal	FT

9. Once submitted, your imported attendance data will be added to your **Attendance Summary**.

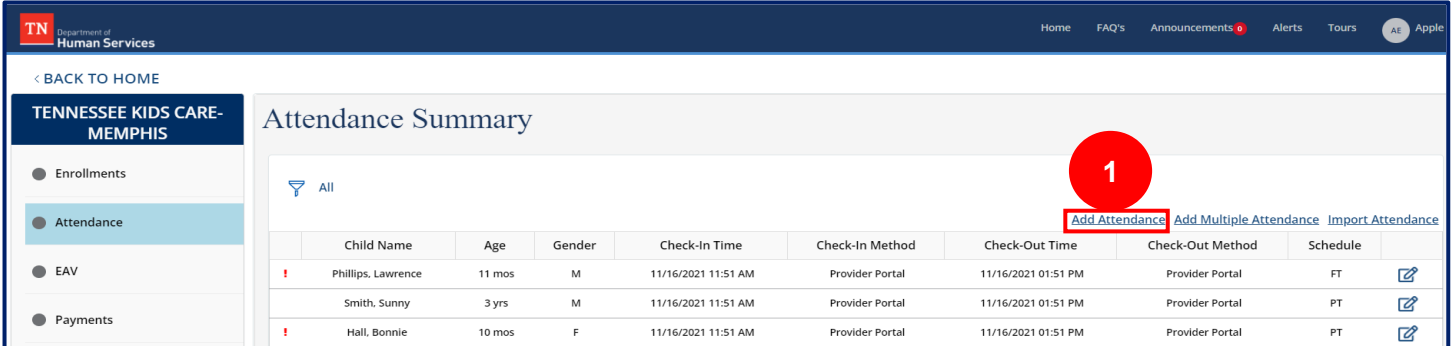
Adding Attendance Manually

In addition to using the Provider or Customer Mobile Apps or a template to add attendance data into the Provider Portal, you can also manually enter it.

Adding a Single Attendance Record

To add a single attendance record:

1. Go to the **Attendance Summary** screen and select **Add Attendance**.



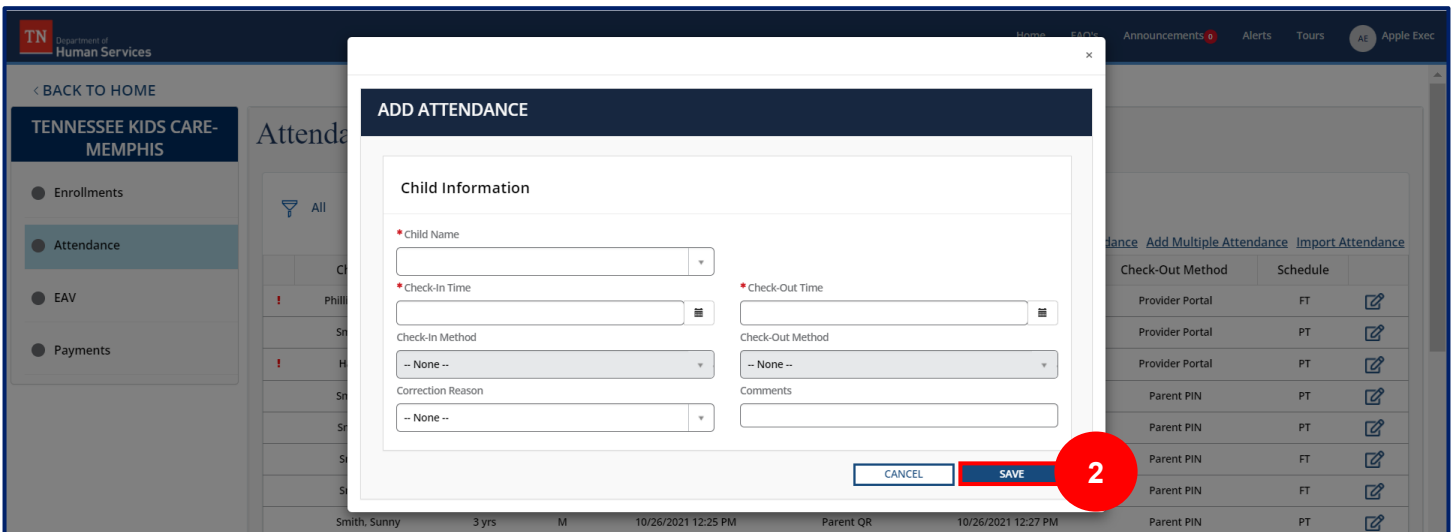
Attendance Summary

1

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	Child Name	Age	Gender	Check-In Time	Check-In Method	Check-Out Time	Check-Out Method	Schedule	
!	Phillips, Lawrence	11 mos	M	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	FT	Edit
	Smith, Sunny	3 yrs	M	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	Edit
!	Hall, Bonnie	10 mos	F	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	Edit

2. Fill out the table and select the **Save** button to save the attendance data.



ADD ATTENDANCE

Child Information

* Child Name

* Check-In Time

* Check-Out Time

Check-In Method

Check-Out Method

Correction Reason

Comments

CANCEL SAVE

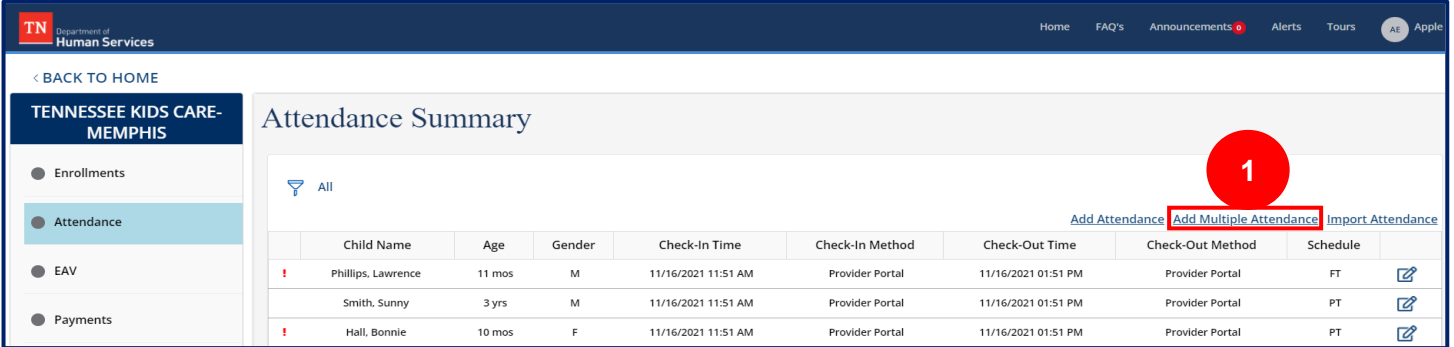
2

Note: Questions with an * are mandatory.

Adding Multiple Attendance Records

To add multiple attendance records:

1. Go to the **Attendance Summary** screen and select **Add Multiple Attendance**.



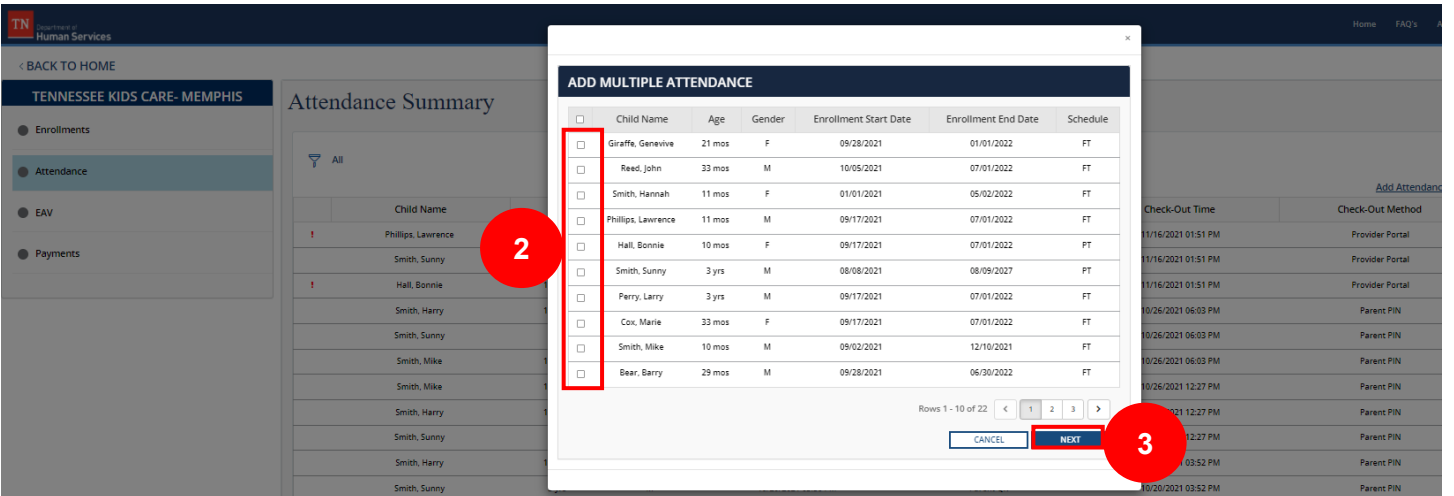
Attendance Summary

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[Import Attendance](#)

	Child Name	Age	Gender	Check-In Time	Check-In Method	Check-Out Time	Check-Out Method	Schedule	
!	Phillips, Lawrence	11 mos	M	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	FT	Edit
	Smith, Sunny	3 yrs	M	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	Edit
!	Hall, Bonnie	10 mos	F	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	Edit

Note: The Add Multiple Attendance feature allows you to add time and attendance data for children who were dropped off or picked up from care at the same time (such as multiple children of a specific family or a school bus with many children). This is not a way to enter attendance data in batches for children checked in or out at different times. To do that, use the Add Attendance or Import Attendance functionalities.

2. Click the **check box(es)** to select the children for whom you would like to add attendance data.
3. Click **Next**.



ADD MULTIPLE ATTENDANCE

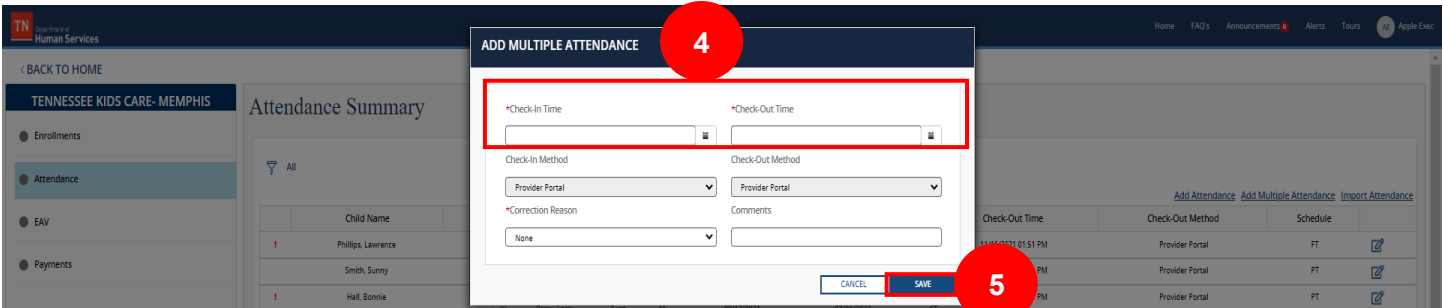
<input type="checkbox"/>	Child Name	Age	Gender	Enrollment Start Date	Enrollment End Date	Schedule
<input type="checkbox"/>	Giraffe, Genevive	21 mos	F	09/28/2021	01/01/2022	FT
<input type="checkbox"/>	Reed, John	33 mos	M	10/05/2021	07/01/2022	FT
<input type="checkbox"/>	Smith, Hannah	11 mos	F	01/01/2021	05/02/2022	FT
<input type="checkbox"/>	Phillips, Lawrence	11 mos	M	09/17/2021	07/01/2022	FT
<input type="checkbox"/>	Hall, Bonnie	10 mos	F	09/17/2021	07/01/2022	PT
<input type="checkbox"/>	Smith, Sunny	3 yrs	M	08/08/2021	08/09/2022	PT
<input type="checkbox"/>	Perry, Larry	3 yrs	M	09/17/2021	07/01/2022	FT
<input type="checkbox"/>	Cox, Marie	33 mos	F	09/17/2021	07/01/2022	FT
<input type="checkbox"/>	Smith, Mike	10 mos	M	09/02/2021	12/10/2021	FT
<input type="checkbox"/>	Bear, Barry	29 mos	M	09/28/2021	06/30/2022	FT

Rows 1 - 10 of 22

[CANCEL](#) [NEXT](#)

Quick Reference Guide

4. Add the **Check-In Time** and **Check-Out Time** for a child and mark if a correction is being made and why (if applicable). You can also add comments on the child's attendance record that day as well.
5. Click **Save**.



ADD MULTIPLE ATTENDANCE

*Check-In Time: *Check-Out Time:

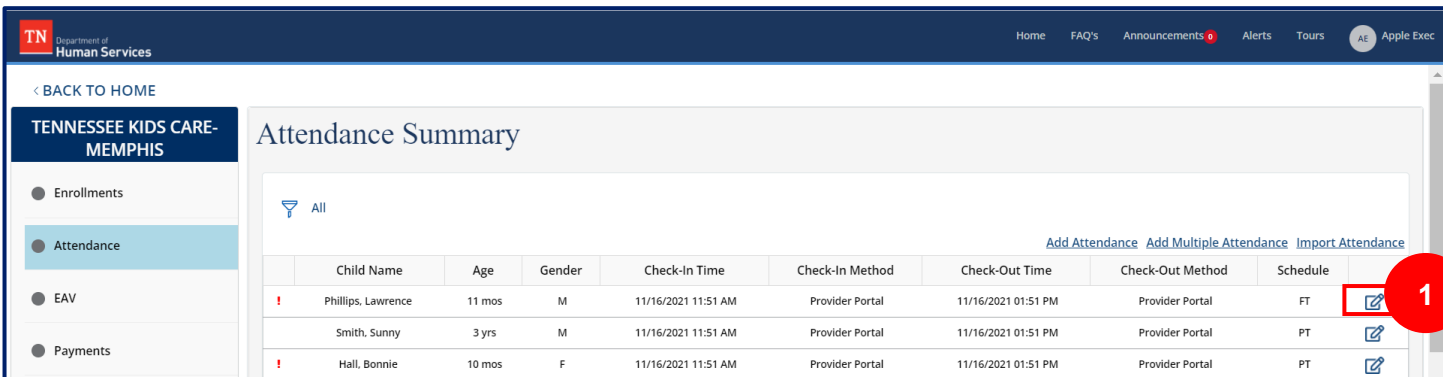
Check-In Method: Check-Out Method:

*Correction Reason: Comments:

Updating Attendance




Once all attendance data is in the system, you can update the data if necessary. To edit a child's attendance:

1. Return to the **Attendance Summary** screen. Click the **Pencil/Paper Icon** for that specific child.

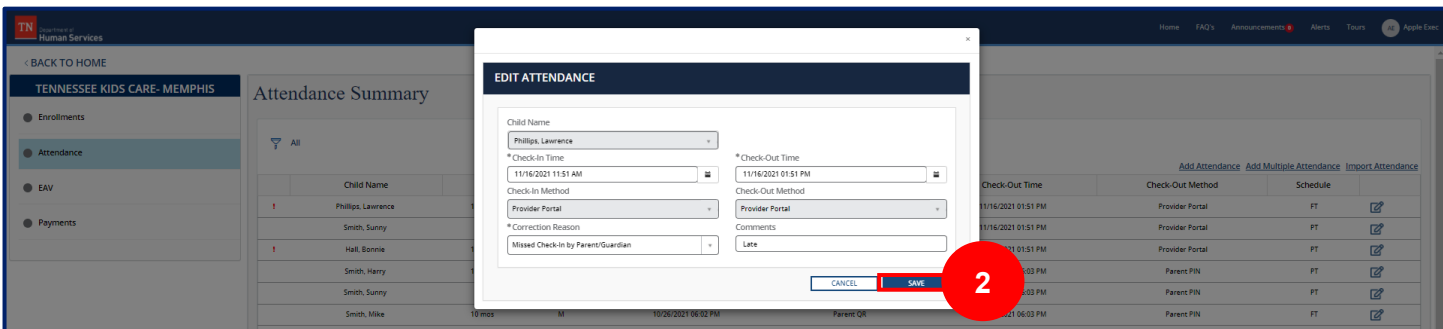


Attendance Summary

[Add Attendance](#) [Add Multiple Attendance](#) [Import Attendance](#)

	Child Name	Age	Gender	Check-In Time	Check-In Method	Check-Out Time	Check-Out Method	Schedule	
!	Phillips, Lawrence	11 mos	M	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	FT	
	Smith, Sunny	3 yrs	M	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	
!	Hall, Bonnie	10 mos	F	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	

2. Edit time and attendance data and click **Save**.



EDIT ATTENDANCE

Child Name:

*Check-In Time: *Check-Out Time:

Check-In Method: Check-Out Method:

*Correction Reason: Comments:

Note: If a child was originally checked in or out using a Parent QR Code or Pin and the attendance data was later updated via the Provider Portal, the listed Check-In or Check-Out method will change to Provider Portal. The original Check-In or Check-Out method will no longer be visible within the system.