



Hubworks Training.

Customising Sign In sheets

This process only has to be done the once.

1. Reports
2. Sign In Sheets
3. Click : Weekly
4. Customise
5. Number of empty rows: 2
6. The line height of the rows: Medium
7. Show in/out times(booked/scheduled hours): Tick
8. Save

(Sign in sheets must show the booked/scheduled hours), the child's name, the educators name and the week ending date)

Parents must write the actual in/out times and initial the sign in sheets not just initial the booked/scheduled hours.

MONDAY:

Sign in Sheets

1. Go to Reports
2. Sign in sheets
3. Add Date range for the current week
(Weeks always end on a Sunday)
4. Click Weekly
5. Print

Parents must write the actual in/out times and initial the sign in sheets not just initial the booked/scheduled hours.

[Weekly Family \\$5 Levy](#)

1. Go to Attendances
2. Go to each family
3. Click on and go to the bottom add \$5 levy (per family only)
(Needs to be done before invoicing)

WEDNESDAY

[Payments Made](#)

1. Go to Child/ren
2. Payments Button
3. Go to Bottom
4. Click on Button that says payments
5. Enter payment amount and DATE it was made
6. Save

[Receipting Payments](#)

1. Go to reports
2. Receipts
3. Click on arrow to bring up Family
4. Click printer icon check receipt correct
5. Click envelope icon email receipt to parent.

[Invoicing](#)

1. Go to each child
2. Go to payments button
3. At bottom INVOICES button
4. Click this button
5. Then press printer icon in left hand corner
6. Open Invoice check it is correct
7. The press envelope and email to the parent
8. Repeat for each child.

Or

1. Go to reports
2. Invoices
3. Click printer the press printer icon in left hand corner
4. Open Invoices check they are all correct
5. The press envelope and email to the parent

FRIDAY

[Submitting Weekly Attendances in HubWorks](#)

1. Go into attendances again
2. Ensure you have the correct hours in for each day
3. Mark any Absences by clicking on that square it will go red
4. In you did not work a day click x in corner and remove that day
5. If child extra days click on the day, a bubble will come up (is this and active day click YES) make sure times correct
6. Ensure \$5 levy is on bottom
7. Click Save Button
8. When all happy and correct details are entered
9. Click Save to Service button

Submit attendances every Sunday or after your last day of work.

[Vacancies](#)

1. Go to home page
2. Click on vacancies
3. Update your current vacancies
4. Submit to scheme

(This is a legal requirement for us to keep our ccb approval; the service must submit educator vacancies weekly)

Submitting Sign In Sheets to Scheme

1. Scan sign in sheets or take a CLEAR photo (send as actual size)
2. Save file as educators: SURNAME Firstname (00/00/000)
*Week Ending Date
3. 'Topic line' in email is same as file name: SURNAME Firstname (00.00.0000)
4. Email file to: timesheets@athomefdcs.com.au

(If we cannot read the timesheet clearly we will not process them, sign in sheets MUST have your name and the weekly date, as printed from Hubworks)

Time sheets due every Sunday or after your last day of work.

Adjustments will be done on a Thursday each week with payments the next week or when they come through from CCMS with NO EXCEPTIONS.

If your Care Arrangements and schedules are correct in Hubworks and there are no changes in your attendances when you submit there should be no need for resubmissions.