

e-Signatures

Viewing e-Signatures on Timesheets

The e-Signatures collected will show on the child's timesheet for the week.

To view the data, open the timesheet and navigate to '**Booked Hours**'. Click the '**e-Signature**' button:


Site 1
Timesheet E-Form

Submit
Close

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

1. Child Attendance Details Week Ending: 11 September 2016

Child	ELROY BONIOL	Educator	Noah Wood	Status	Draft
Guardian	FATIMAH BONIOL	Enrolment	There are no enrolments for this timesheet.		
Approval	2-53084(FDC)	Subsidies	CCB		

2. Charged Hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
In			10:00 AM				
Out			4:00 PM				
Absent							
Other							
Start 24							

3. Booked Hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
e-Signature			10:00 AM - 04:00 PM				

The data will be displayed below:

4. e-Signature	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1:30 PM G - 1:37 PM G				

The data will display the time stamp of when the signature was recorded. It will also indicate who entered the signature.

G – The signature was recorded by the Parent/Guardian.

E – The signature was recorded by the Educator.

AP – The signature was recorded by a family contact authorised for pickup.

S – The signature was recorded by a service staff member.

NOTE: In the event that the child has more than one timesheet for the week (eg if there are multiple timesheets with different subsidy schemes), the signatures will display on each timesheet.

NOTE: In the event that a child is signed in but no timesheet exists for the week, once a timesheet is created the signatures will automatically display.

Signing the Timesheet

The Parent/Guardian may also sign the timesheet overall for the week. Confirm with your service if they require this signature prior to processing your timesheets.

To have the Parent/Guardian sign, open the timesheet and scroll to the very bottom.

Select the 'Pin' or 'Pad' option:

7. Fee Estimation (This is the estimate as at today)							
Week Ending Date: 11-09-2016 YTD Absences:							
Total Fees	Total Hours	Total Admin Levy	Total JFA	Total Other	Total CCB	Total CCR	Gap Fee this Timesheet
Parent Signature				<input type="button" value="PAD"/> <input type="button" value="PIN"/>	Educator Signature		Noah Wood
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.							



PAD

This option will allow the parent to sign using a touch screen device:

Signature

Person Picking Up

Signature

Photo

Select the Parent/Guardian's name from the drop down list. They may then sign in the signature box:



Signature

Person Picking Up
FATIMAH BONIOL x

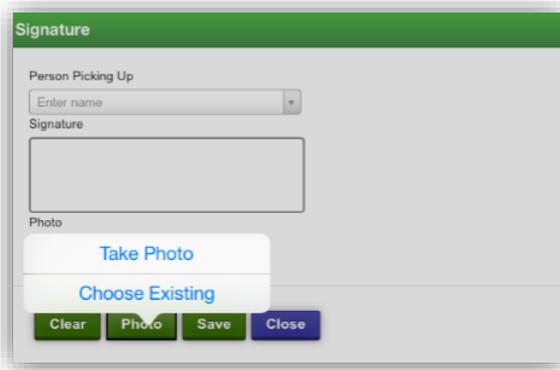
Signature


Photo

Clear Photo Save Close

If applicable, you may wish to include a photo.

Click the **'Photo'** button:



Signature

Person Picking Up
Enter name

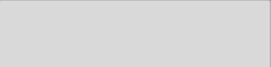
Signature


Photo
Take Photo
Choose Existing

Clear Photo Save Close

Once uploaded, the photo will display:



Signature

Person Picking Up
FATIMAH BONIOL x

Signature


Photo


Clear Photo Save Close

Save the record. The signature will then display on the timesheet:

7. Fee Estimation (This is the estimate as at today)
 Week Ending Date: 11-09-2016 YTD Absences:

Total Fees	Total Hours	Total Admin Levy	Total JFA	Total Other	Total CCB	Total CCR	Gap Fee this Timesheet
Parent Signature	Signed by FATIMAH BONIOL 			Educator Signature	Noah Wood		
				Show Photo			
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.							



PIN

This option will allow the parent/Guardian to verify the timesheet details using their PIN.

7. Fee Estimation (This is the estimate as at today)
 Week Ending Date: 18-09-2016 YTD Absences:

Total Fees	Total Hours	Total Admin Levy	Total JFA	Total Other	Total CCB	Total CCR	Gap Fee this Timesheet
Parent Signature				PAD PIN Submit	Educator Signature	Noah Wood	
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.							



Once the Parent/Guardian has entered their PIN and selected '**PIN Submit**' the timesheet will display as below:

7. Fee Estimation (This is the estimate as at today)
 Week Ending Date: 11-09-2016 YTD Absences: 0

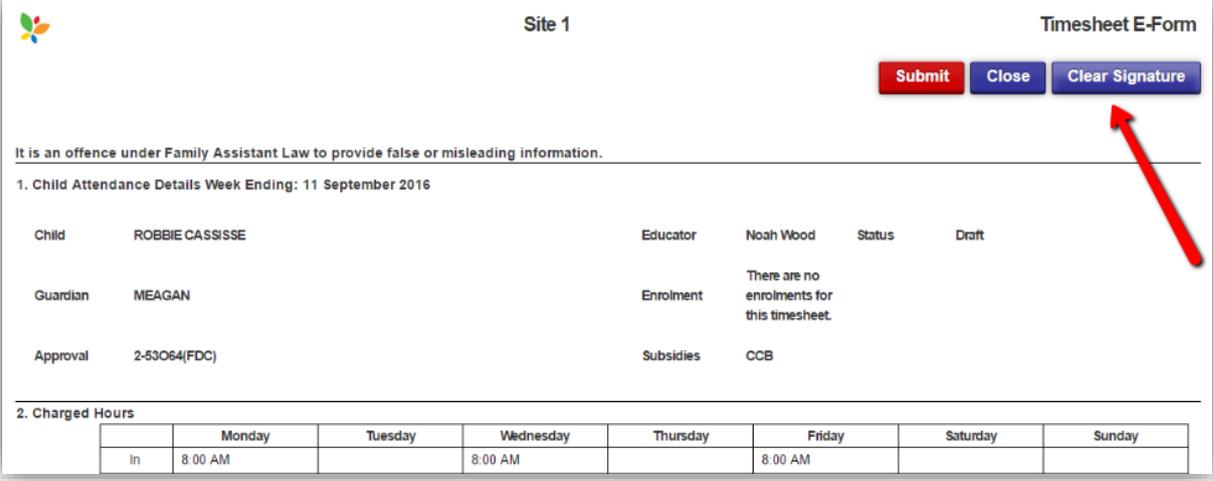
Total Fees	Total Hours	Total Admin Levy	Total JFA	Total Other	Total CCB	Total CCR	Gap Fee this Timesheet
\$496.00	24.5	\$6.00	\$0.00	\$0.00	\$0.00	\$0.00	\$496.00
Parent Signature	Electronic signature is verified for MEAGAN CASSISSE			Educator Signature	Noah Wood		
I certify the records shown are a true and accurate of care provided. Care was provided by educator who is authorised to charge and collect fees on behalf of the service.							



Once the timesheet has been verified by the Parent/Guardian via the PIN or PAD options, it will be locked for editing.

If you need to edit the timesheet after the Parent/Guardian has signed, you will need to clear the signature. Once you have modified the timesheet, they will need to sign the timesheet again.

The 'Clear Signature' button is located at the top of the timesheet:



Site 1 Timesheet E-Form

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1. Child Attendance Details Week Ending: 11 September 2016

Child	ROBBIE CASSISSE	Educator	Noah Wood	Status	Draft
Guardian	MEAGAN	Enrolment	There are no enrolments for this timesheet.		
Approval	2-53064(FDC)	Subsidies	CCB		

2. Charged Hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
In	8:00 AM		8:00 AM		8:00 AM		

In the event that you clear the signature, but do not make changes/save the timesheet, the signature will not be removed.