CareConnect - How do I download submitted attendance records?
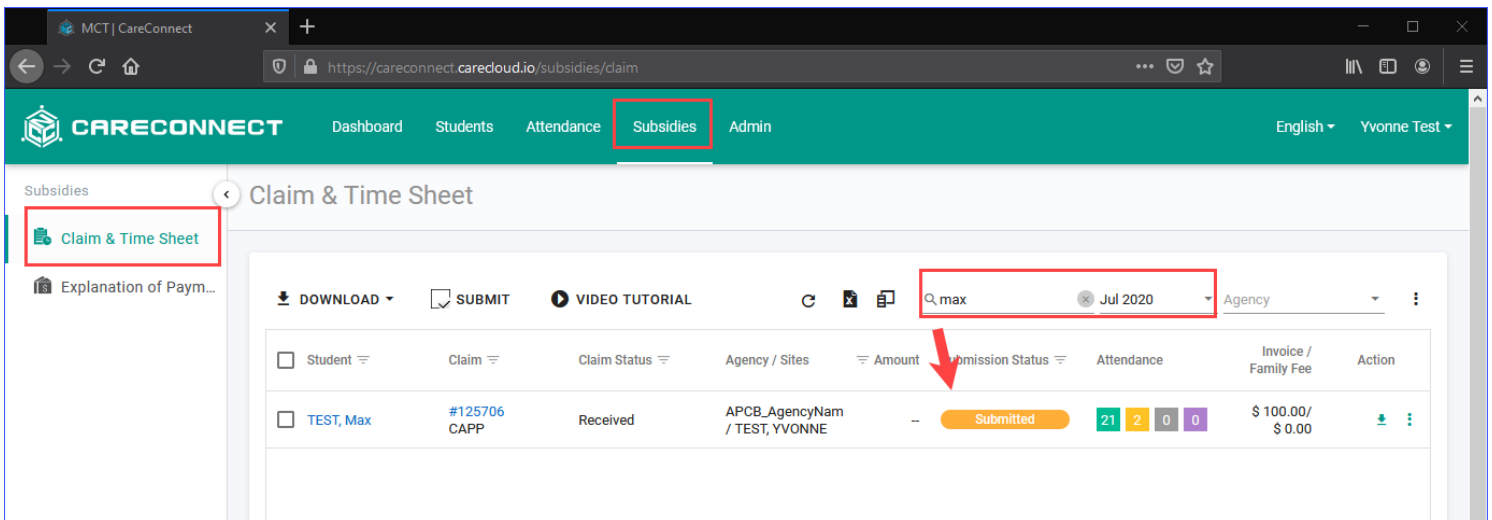
Question: **How do I view past Time Sheets that I have already submitted?**

Answer: Once you've submitted time sheets to the childcare Agency digitally using CareConnect web or mobile, all past attendance information will remain in your account as long as you have access to it or if the childcare Agency does not disconnect your connection. You may view the submitted timesheet or download it at any time. Please refer to the steps below how to view or download it using either CareConnect web or mobile.

1. CareConnect Web:

a. Start by accessing your CareConnect --> Open the **Subsidies** tab at the top --> Click to the **Claim & Time Sheet** section to
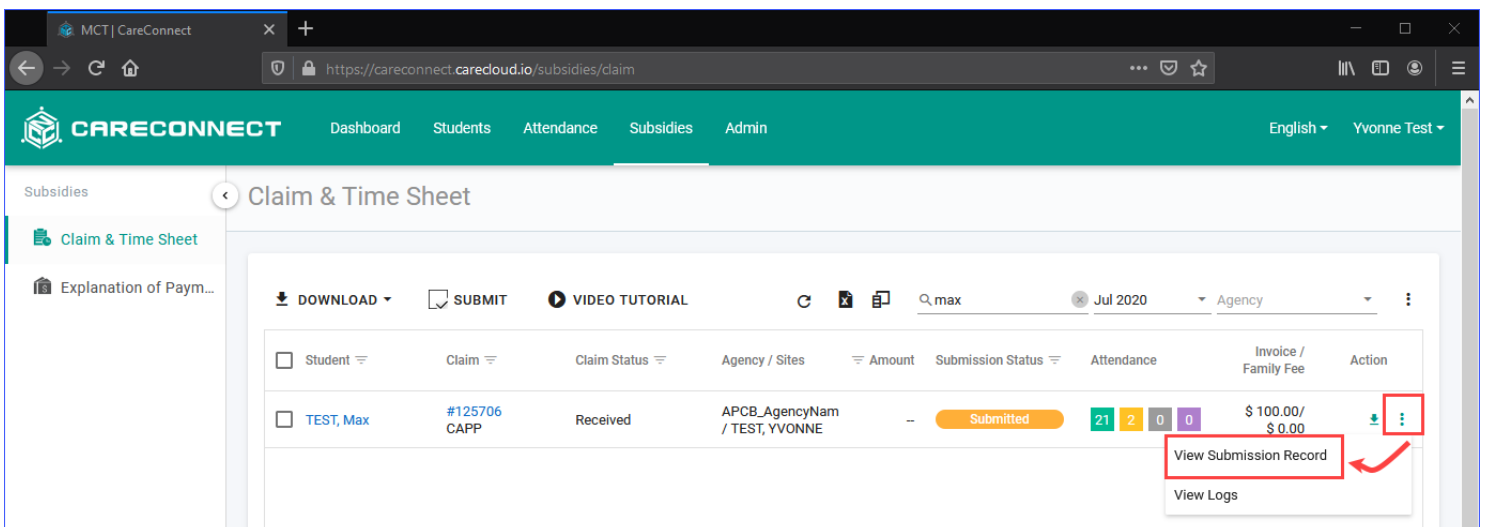
b. Locate the service month and child you want to locate the **Submitted** time sheet for

c. To **view** the submitted attendance record --> Click the **Menu** button on the right under Action --> Select **View Submission Record**

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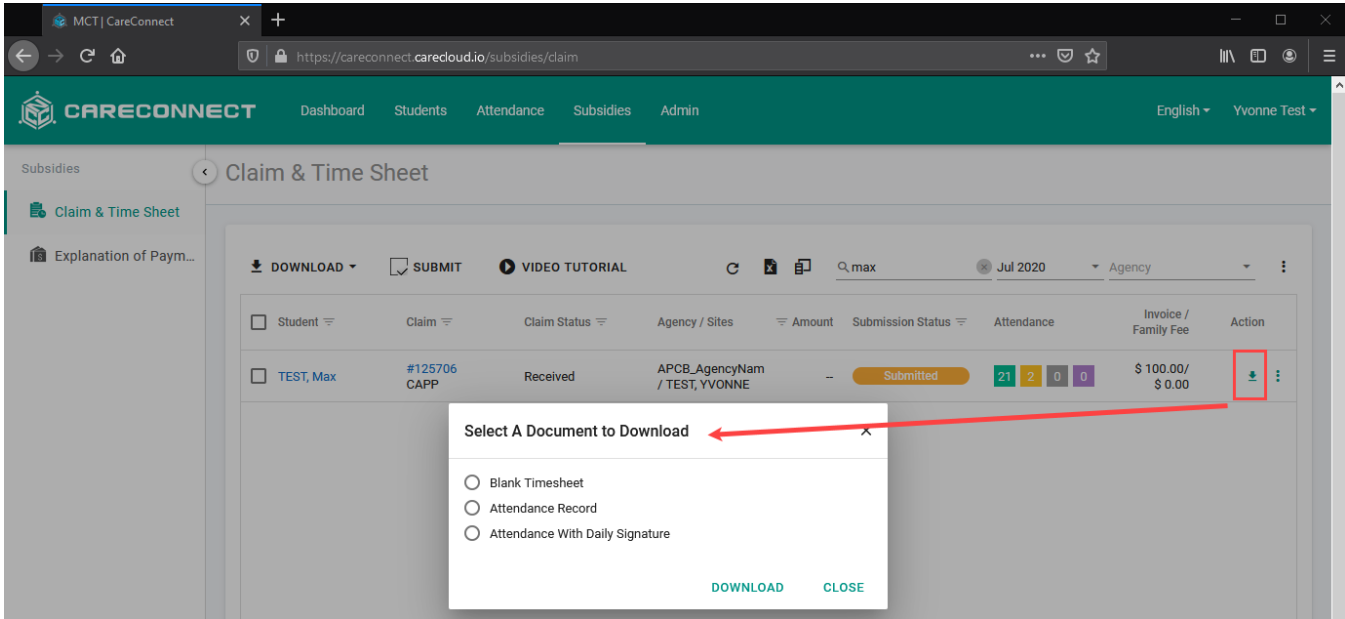

d. To **download** the submitted attendance record --> Click the **download** button on the right .

i. Select **Attendance Record** to download the digital time sheet

ii. Select **Attendance With Daily Signature** to download the digital time sheet with daily sign in and out signatures if your program utilize the contactless attendance with daily signatures.
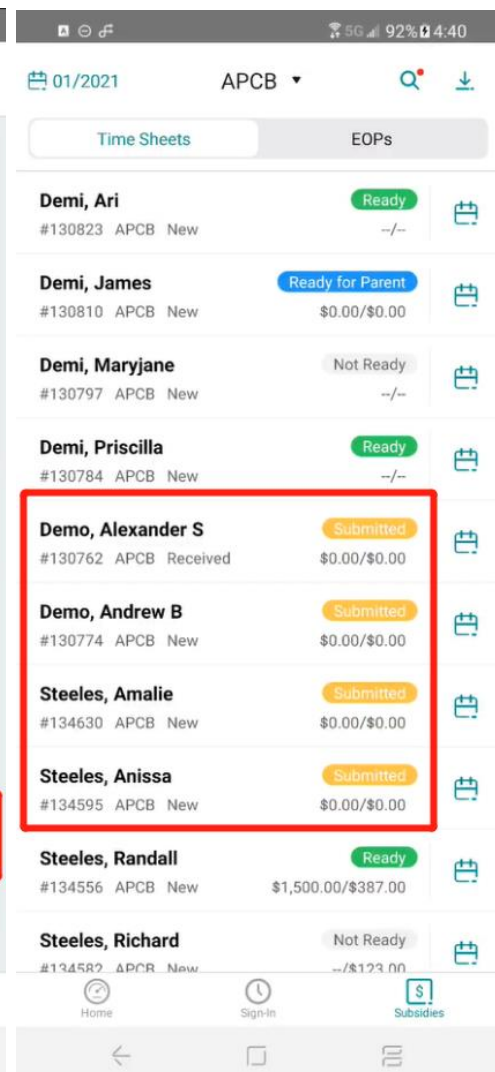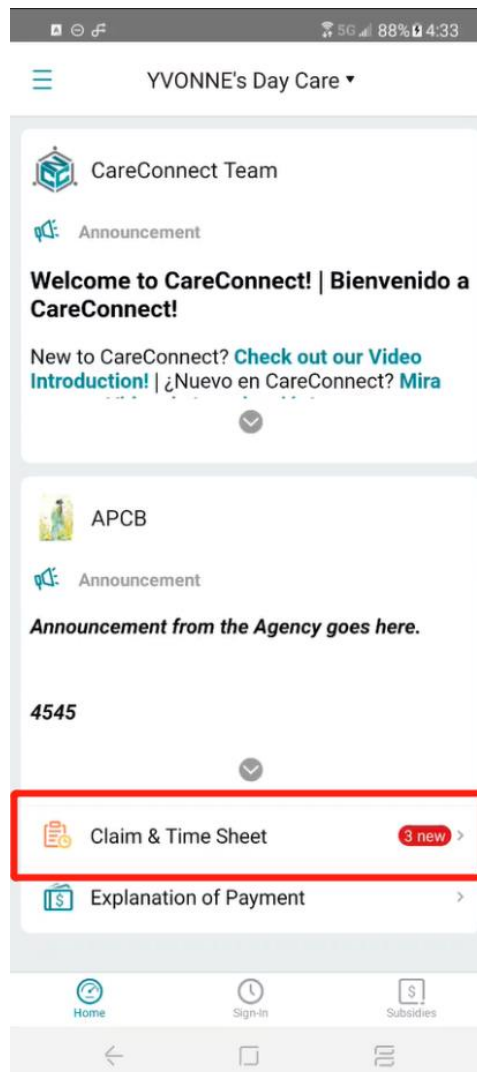
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2. CareConnect Mobile:

a. Start by opening the CareConnect Mobile app --> Tap on the **Claim and Time Sheet** section

b. Locate the service month and child you want to locate the **Submitted or Partially Submitted** time sheet for --> Tap on the Child's name to view the details

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c. To **view** the attendance record --> Click the **Menu** button on the bottom right --> Select **View Submission Record**
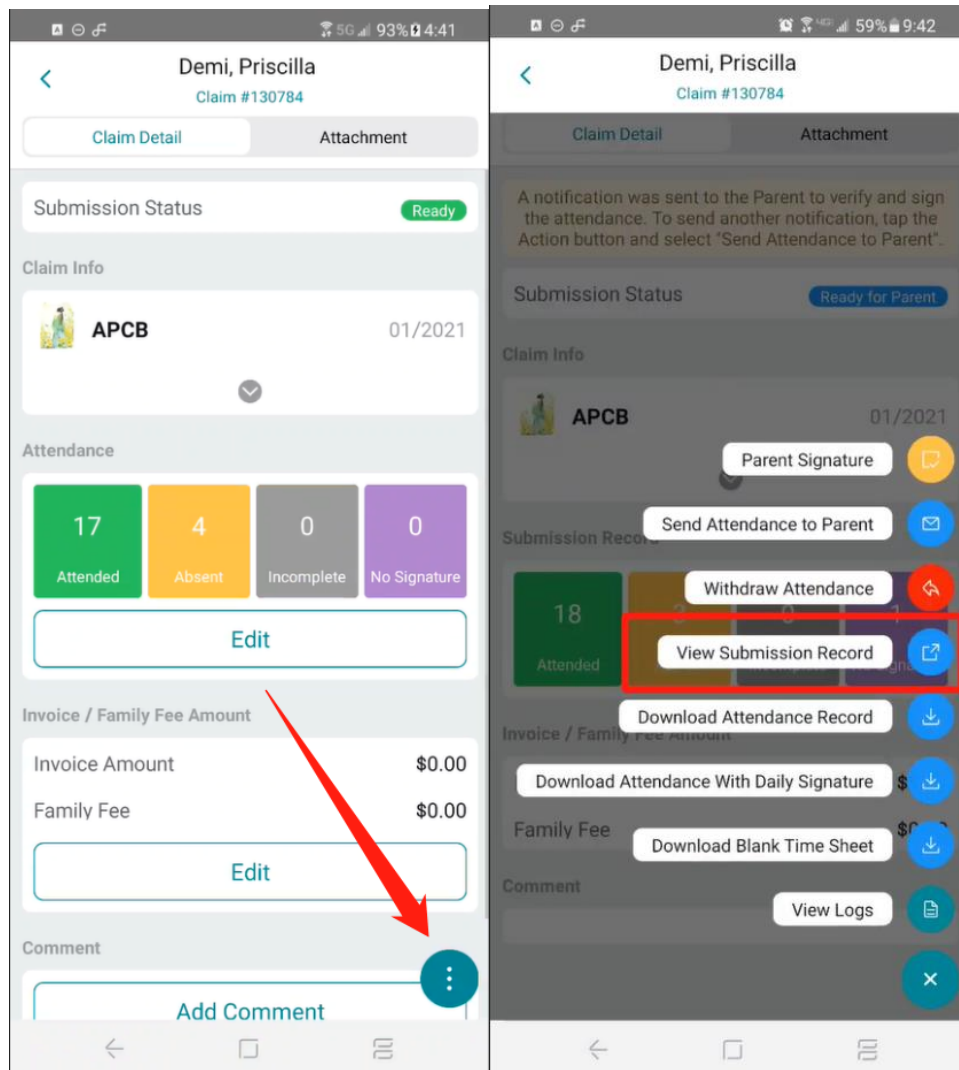
d. To **download** the submitted attendance record --> Click the **Menu** button on the bottom right -->
Select **Download Attendance Record** or **Download Attendance With Daily Signature** --> Tap the menu at the top right to send it to an email or external app.