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# **Child Time Card by Subsidy Agency Report**

User Guide

Last Updated May 26, 2017

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## 1 Introduction

This document describes in detail the Child Time Card by Subsidy Agencies Report.

## 2 Child Time Card by Subsidy Agencies Report

Time / Attendance Tracking → Reports → Child Time Card Report by Subsidy Agencies:

**Reports**

**Note:** The system generates reports in new pop-up windows. If your Internet browser pop-up blocker is turned on, the report will be blocked. To learn how to turn off the pop-up blocker or allow pop-up from our system, [click here](#).

**ID Codes**


- [ID Code by Authorized Person](#)
- [ID Code by Child](#)


**Attendance**

- [Children Currently Checked In](#)
- [Children Sign In Report by Time and Date Range](#)
- [Sign Out \(Late Pick-up\) Report](#)
- [Failure to SignOut](#)
- [Center Attendance Summary](#)
- [Billing By Attendance](#)
- [Child Time Card with Absences Report](#)
- [Child Time Card Report](#)
- [Children and Staff Signed In by Classroom](#)
- [Contracted vs Actual Hours Report](#)
- [Child Time Card Report by Subsidy Agencies](#)

*Reports Page*

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**Sandbox Boston**



[Select a Different Center](#)

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### Child Time Card Report by Subsidy Agencies

**Select Agency** Select Agency ▼

**Select Dates** Select a period ▼

**From**   **To**  


**Report Type** ☒ Pdf ☐ Html

Submit

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OCO 3.2.2
Today: May 25, 2017

*Child Time Card Report by Subsidy Agencies*

1. This report will display the attendance details of children during the selected period, for the Subsidy Agency selected.
2. Report is grouped by Family Account Key and then by Child Name.
3. This report can be generated in PDF and HTML formats.


Page 1 of 2

Company Name : Oncare Demo Company (Sandbox)  
 Location Name : Sandbox Boston

**Child Time Card Report by Subsidy Agencies**

Family Acct Key : ALEX

Child Name : Mary Alex

Classroom Name : Blue Room - Change

Agency Name : Child Care Resources MA

Date From : 05/01/2017      To : 05/06/2017

No.	Date	Day	Time In	Time Out	Hrs	Total Hrs
1	05/03/2017	Wed	09:00 am	04:30 pm	7.50	7.5
2	05/04/2017	Thu	09:15 am	05:00 pm	7.75	7.75
3	05/05/2017	Fri	10:30 am	05:15 pm	6.75	6.75
<b>Total Hrs</b>						<b>22.00</b>



Company Name : Oncare Demo Company (Sandbox)

Location Name : Sandbox Boston

### Child Time Card Report by Subsidy Agencies

Family Acct Key : SAM

Child Name : Roger Samuel

Classroom Name : Falcons

Agency Name : Child Care Resources MA

Date From : 05/01/2017

To : 05/06/2017

No.	Date	Day	Time In	Time Out	Hrs	Total Hrs
1	05/01/2017	Mon	09:00 am	05:00 pm	8.00	8
2	05/02/2017	Tue	09:35 am	05:00 pm	7.42	7.42
3	05/03/2017	Wed	09:15 am	05:25 pm	8.17	8.17
4	05/04/2017	Thu	09:48 am	05:15 pm	7.45	7.45
					Total Hrs	31.04

*Report Output*