

## Business Continuity Payment

To stimulate the economy during the COVID-19 Pandemic, the Australian Government has introduced a **compulsory** "Free Childcare" initiative for parents/guardians with children enrolled in CCS approved childcare services.

- The **compulsory** "Free Childcare" period is from **06/04/2020 to 28/06/2020**; however, this period may be extended by the Government.
- During this period, CCS approved childcare services must provide "Free Childcare" to parents/guardians, with placement priority given to "essential workers", vulnerable and disadvantaged children, and children who were previously enrolled at the service.
- Session reports cannot be submitted to CCS and "Fee Reduction" will not be paid to the parents/guardians.
- Apart from submitting session reports, CCS expect all CCS approved services to continue to function as normal and meet all their CCS obligations during the "Free Childcare" period.

For example, you must

- Record attendances for all children who use the service during the "Free Childcare" period.
- Children must have an active CCS enrolment for the weeks they attend care.
- You must produce a **Statement of Entitlement** for each parent/guardian, even though it will only show session times and actual attendance times, but no costs of care, hourly rates, or fee reduction
- To fund the "Free Childcare" period, the Government has introduced a **Business Continuity Payment (BCP)** that the services will receive weekly through the CCS Payment Query.
  - The BCP is based on 50% of the total fee submitted to CCS on session reports during the two-week period 17/02/2020 to 01/03/2020.
  - When calculating the BCP, CCS will **cap the total fee for each session** to the CCS Max Hourly Rate: \$11.10 per hour for FDC and \$32.58 per hour for IHC.

For example,

For an **FDC** session of care, a child is in care for 10 hours and the hourly rate charged is \$15.00 per hour with a fee of \$150.00

As the hourly rate of \$15.00/hr is greater than the FDC CCS Max Hourly Cap \$11.10/hr, CCS will cap the total fee to \$111.00 (\$11.10 x 10 hours) instead of using the total fee of \$150.00.

- Although the BCP is calculated based on the two-week period, this amount for the fortnight will be halved and paid weekly.
- The BCP amount will appear in the CCS Payments on a Tuesday and be paid to the service on a Thursday.
- Obviously, and as usual when designing childcare arrangements, the Government has designed the BCP for CBC services, with little regard for the major differences in operation for FDC or IHC services.

- Eligible services/educators (with an ABN) can also apply for "Job Keeper" to supplement the significant loss in income caused by these initiatives.

**Tip: You may be able to apply for a BCP top up due to exceptional circumstances by completing an application at**

<https://www.dese.gov.au/covid-19/childcare>

**The exceptional circumstances for the top up include:**

- **The current number of enrolments and attendance at a service from 6 April 2020 (and onwards) is demonstratively higher than the number of enrolments and attendance at the service during the reference period; and/or**
- **A service experiences a significantly higher demand for child care for vulnerable and disadvantaged children during the period 6 April 2020 to 28 June 2020.**

### **"Free Childcare" Initiative tip sheet**

There is a separate tip sheet to explain how the compulsory "Free Childcare" initiative is implemented in Harmony Web. For example

- How to make the Parent to Pay (Gap Fee) amount zero.
- Why the service parent/guardian levy must be set to zero for the "Childcare Free" period.
- The new Harmony Web "**CCS Session Report Simulator**", which allows you to enter your timesheets and process your session reports in one day, instead of having to wait overnight.
- A description of the reports that have changed.
- How to use the "Exempt" subsidy type to charge fees if another organisation is paying for the childcare or you decide to "Opt Out" of CCS during the "Free Childcare" period.

### **This Tip Sheet**

This tip sheet concentrates on how services can use Harmony Web to help calculate and distribute the BCP amounts to the educators.

### **The Business Continuity Payment (BCP) Dilemma**

As a service, you'll receive a fixed amount of BCP - how do you decide how much to withhold for the service and how much should be allocated to each educator?

Unfortunately, the Government hasn't advised us on what the correct distribution procedure should be.

We consulted a number of services and most have varying views on what the issues are and how to distribute the BCP.

### **Here are a number of issues raised by services:**

- The BCP is based on 50% of the total fee for a specific fortnight, but FDC/IHC services offer flexible care that changes regularly.
  - A lot of the care is casual and specifically helps parents/guardians who work different rosters each week, fortnight.
  - For IHC services in particular, a large proportion of the children are on ACCS.
  - There is no way to claim Inclusion Support, because we can't submit session reports.

**Breaking News: During the "Free Childcare" period, CCS have advised that you should be able to claim your "Face-to-face" hours by adding them to your "Non-face to face" hours.**

**The number of non-face-to-face hours for each case should have been increased for this period.**

- An educator may have ceased because the parents/guardians have withdrawn their children due to COVID-19 concerns.
- An educator may have ceased for personnel reasons.
- New educators have started since the reference fortnight.
- Some educators may have more or less children since the reference fortnight, due to COVID-19 or other concerns.
- More parents/guardians now want "Free Childcare" and other services have refused care.
- Some educators do not have an ABN and do not qualify for "Job Keeper".
- What are the legal aspects regarding withholding payment to contractors?
- The list goes on and on.....

### Here are some of the Service views on how to distribute the BCP:

- Pay it only to the educators who provided care during the two-week reference fortnight.
- Pay it based on current timesheet activity that occurs each week, based on the Total Fee or the Total Hours.
- Pay fixed amounts to educators who have closed because of parent/guardian COVID-19 concerns.
- Pay the same amount to each educator, regardless if they provide care or not.
- No idea.

### Harmony Web Business Continuity Payment (BCP) Facility

We can't advise individual services on what method to use to allocate the BCP to the educators; however, we have provided some tools within Harmony Web that hopefully will allow you to calculate and distribute the BCP to the educators each billing period.

We have taken all the service views into consideration, and in the extremely short time available, we have devised an easy to use BCP system, with a great deal of flexibility in allocating the BCP to the educators.

You are able to use a **combination** of the following:

- Allocate a specific fixed weekly BCP amount to each educator that will automatically apply each billing period.
- For an individual billing period, add or subtract a BCP amount, to increase or decrease the regular fixed BCP amount.
- Calculate an **additional** BCP amount for educators based on timesheet activity for the billing period.

The calculation can be based on either: Total Hours, Total Hours less Absence hours, or Total Fee.

or

Calculate an even amount of **additional** BCP for educators, regardless of timesheet activity.

- Include or exclude calculated **additional** BCP amounts for specific educators.

Once you have allocated a BCP amount for each educator, the BCP amount will appear as a "positive" deduction on the educator's payment advice.

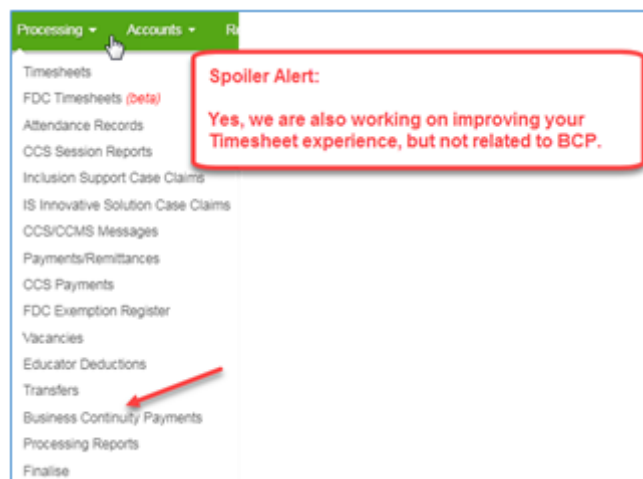
For example,

Deductions		
Name	Amount	Comment
Harmony Software fee (includes Compsys Pty Ltd GST)	-6.60	e-Signature; Program & Practice; Std. Vers
Business Continuity Payment	910.05	

**Payment to the educator** (indicated by a red arrow pointing to the Business Continuity Payment row)

## Processing, Business Continuity menu

A new Processing, Business Continuity Payments menu will allow you to calculate and view BCP payments.

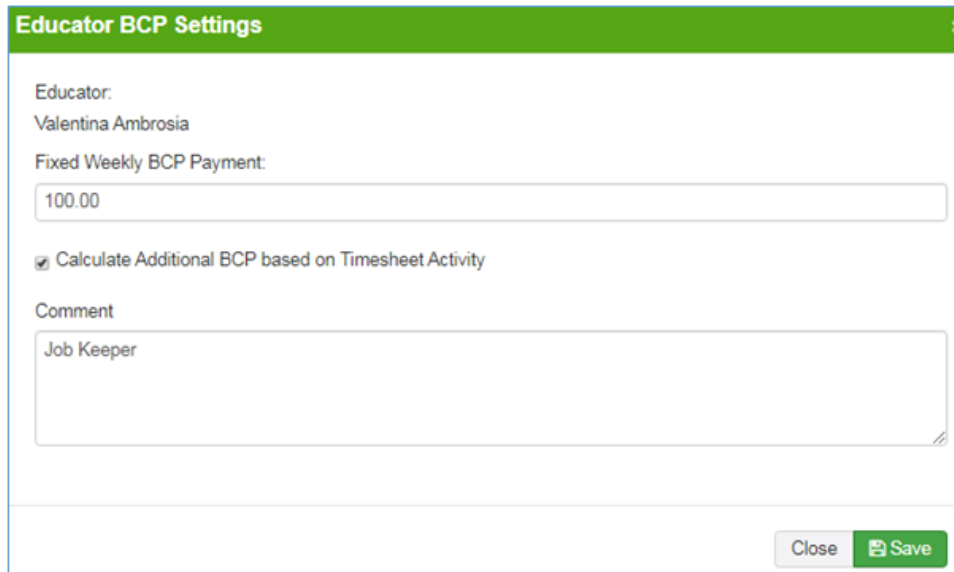


If you select the Business Continuity Payment menu, a page similar to the following will be displayed:

BUSINESS CONTINUITY PAYMENTS				
Educator Settings		CCS Payment Items		Billing Period Payments
Educator	Fixed Weekly Amount	Calculate Additional BCP on Activity	Comments	
AKBAR, Joan	20.00	Yes		<input checked="" type="checkbox"/> Edit
AMBROSA, Valentina	100.00	Yes	Job Keeper	<input checked="" type="checkbox"/> Edit
ARGUDO, Ashlee	200.00	...	All parents withdrew children	<input checked="" type="checkbox"/> Edit
BALDOCK, Pam	0.00	Yes		<input checked="" type="checkbox"/> Edit

## Educator Settings tab

You can change the settings for an individual educator by selecting the "Edit" button for the educator:



You can allocate a fixed **weekly** BCP amount to individual educators.

- This option is very useful if you need to allocate a fixed BCP amount to an educator who no longer has children in care due to COVID-19 issues.
- This amount will be displayed in the Billing Period Payments tab and used to pay BCP to the educator.
- If you process fortnightly, this amount will be doubled in the Billing Period Payments tab for each BCP week in the fortnight.
- Each billing period, you can make a manual adjustment in the Billing Period Payments tab that will increase or decrease the Fixed BCP amount for an educator. The adjustments will not affect this value in the Educator Settings.
- You can change or set this value by selecting the "Edit" button for an individual educator.

**Tip: The new Reports, Educator menu, "Educator CCS Submitted Timesheet Values" report will allow you to identify the educators who had children in care during the CCS reference fortnight, along with an estimate, based on hours or fee, of the proportion of the BCP calculated by CCS for each educator.**

**Please refer to the report tip sheet for details.**

**You may find this report useful when determining the Weekly Fixed amount of BCP to allocate to specific educators.**

**You can enable or disable additional BCP amount calculations**

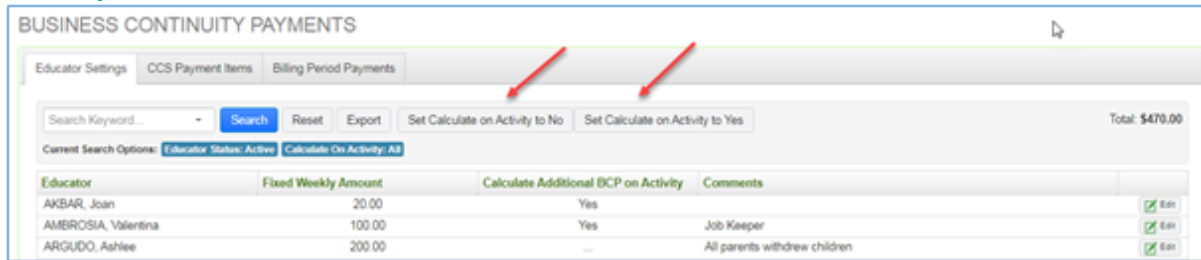
Apart from allocating a fixed amount of BCP to each educator each billing period, you can also allocate an additional BCP amount based on "Processed" timesheet activity for the billing period.

- You can change or set this value by selecting the "Edit" button for an individual educator.
- The value in the "Calculate Additional BCP on Activity" column in the data grid indicates if the additional BCP based on timesheet activity will be calculated for the educator.

"Yes" - calculate additional BCP based on timesheet activity.

"No" - do not calculate additional BCP based on timesheet activity

**Tip: The "Set Calculate on Activity to Yes" and "Set Calculate on Activity to No" buttons above the data grid will prompt you to confirm before setting the option to "Yes" or "No" for all the educators that match the current filter.**



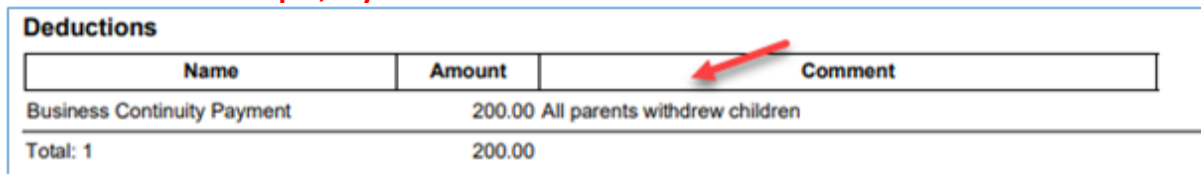
Educator	Fixed Weekly Amount	Calculate Additional BCP on Activity	Comments
AKBAR, Joan	20.00	Yes	
AMBROSA, Valentina	100.00	Yes	Job Keeper
ARGUDO, Ashlee	200.00	---	All parents withdrew children

**You can enter a comment to remind you why you set this value.**

- You can enter a comment selecting the "Edit" button for an individual educator.
- The comment will display in the "Billing Period Payments" tab and you will be able to overwrite or clear the comment without affecting this value.

**WARNING: There is a checkbox on the "Billing Period Payments" tab that will allow you to include or exclude the comment on the Educator's Payment Advice.**

**For example, if you decide to include the comment:**



Name	Amount	Comment
Business Continuity Payment	200.00	All parents withdrew children
<b>Total: 1</b>	<b>200.00</b>	

## CCS Payment Items tab

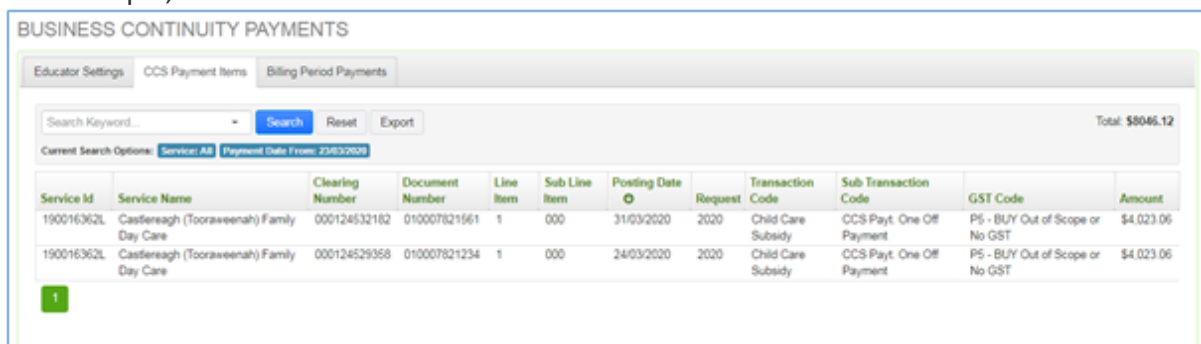
This tab is included as a convenience to you to save you from having to select the Processing, CCS Payments menu, and then selecting the Payment Items tab and specifying a filter.

Only Payment Items with the following details will be displayed in this tab:

Transaction Code: **Child Care Subsidy**


Sub Transaction Code: **CCS Payt. One Off Payment**

For example,



Service Id	Service Name	Clearing Number	Document Number	Line Item	Sub Line Item	Posting Date	Request	Transaction Code	Sub Transaction Code	GST Code	Amount
190016362L	Castlesraigh (Toorakeenah) Family Day Care	000124532182	010007821561	1	000	31/03/2020	2020	Child Care Subsidy	CCS Payt. One Off Payment	PS - BUY Out of Scope or No GST	\$4,023.06
190016362L	Castlesraigh (Toorakeenah) Family Day Care	000124529358	010007821234	1	000	24/03/2020	2020	Child Care Subsidy	CCS Payt. One Off Payment	PS - BUY Out of Scope or No GST	\$4,023.06

When you first select the tab, the "Payment Date From" value in the filter will be automatically set to the start of the current billing period.

Search Keyword... 

**Other Options**

Service

Clearing Number

Document Number

Line Item

Payment Date From  Payment Date To

Amount

## Billing Period Payments tab

**BUSINESS CONTINUITY PAYMENTS**

Billing Period:  CCS BCP Payments for Period: \$4,023.06

BCP Worksheet based on: Session Reports: Draft: 2, Complete: 24

Current status: Session Reports: Complete: 25

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**Payment Allocation:**

Total BCP to Distribute	Service Amount	Available for Educators	Fixed Amount	Adjustment	Available for Activity
<input type="text" value="4023.06"/>	<input type="text" value="0"/>	\$4,023.06	\$470.00	\$0.00	\$3,553.06

Base Educator Allocation on: 
  Total Hours 
  Total Hrs Exc Abs 
  Total Fee 
  Even

Include BCP Comment on Educator's Payment Advice

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**Educators**

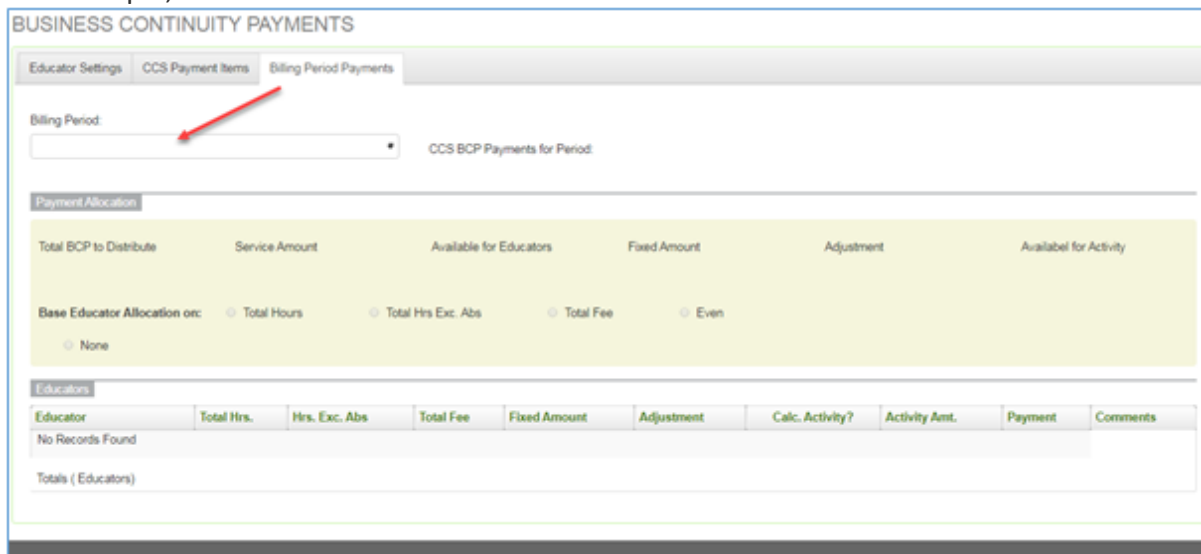
Educator	Total Hrs.	Hrs. Exc. Abs	Total Fee	Fixed Amount	Adjustment	Calc. Activity?	Activity Amt.	Payment	Payment Advice Comments
AKBAR, Joan	10.00	10.00	\$50.00	\$20.00	0	☒	\$26.77	\$46.77	
AMBROSIA, Valentina	0.00	0.00	\$0.00	\$100.00	0	☒	\$0.00	\$100.00	Job Keeper1
ARCUDO, Ashlee	0.00	0.00	\$0.00	\$200.00	0	☐	\$0.00	\$200.00	All parents withdrew children
BALDOCK, Pam	53.25	53.25	\$622.50	\$0.00	0	☒	\$333.30	\$333.30	
BROWN, Louise	157.75	157.75	\$1,806.50	\$0.00	0	☒	\$967.24	\$967.24	
BROWN, Sally	0.00	0.00	\$0.00	\$150.00	0	☐	\$0.00	\$150.00	Parent withdrew all children
HABERFORD, Tom	66.00	66.00	\$700.00	\$0.00	0	☒	\$374.80	\$374.80	
HARDING, Victoria	0.00	0.00	\$0.00	\$0.00	0	☒	\$0.00	\$0.00	
JAMES, Winkow	0.00	0.00	\$0.00	\$0.00	0	☒	\$0.00	\$0.00	
KETCHUM, Ash	0.00	0.00	\$0.00	\$0.00	0	☒	\$0.00	\$0.00	
MAJOR, John	0.00	0.00	\$0.00	\$0.00	0	☒	\$0.00	\$0.00	
MCDONALD, Lucy	0.00	0.00	\$0.00	\$0.00	0	☒	\$0.00	\$0.00	
PORTER, Florence	40.00	40.00	\$440.00	\$0.00	0	☒	\$235.59	\$235.59	
ROBINSON, Tiffany	0.00	0.00	\$0.00	\$0.00	0	☒	\$0.00	\$0.00	
SAMSON, Kip	0.00	0.00	\$0.00	\$0.00	0	☒	\$0.00	\$0.00	
WHITMORE, Sarah	139.00	139.00	\$1,597.00	\$0.00	0	☒	\$855.07	\$855.07	
WILLIAMS, Linda	50.00	40.00	\$500.00	\$0.00	0	☒	\$267.71	\$267.71	
WOOD, Noah	70.00	0.00	\$700.00	\$0.00	0	☒	\$422.98	\$422.98	
YATES, BART	13.00	0.00	\$130.00	\$0.00	0	☒	\$69.60	\$69.60	
<b>Totals (19 Educators)</b>	<b>599.00</b>	<b>506.00</b>	<b>\$6,636.00</b>	<b>\$470.00</b>	<b>\$0.00</b>		<b>\$3,553.06</b>	<b>\$4,023.06</b>	

This tab allows you to:

- View the BCP worksheet for a previous billing period.
- Calculate and modify the BCP worksheet for the current billing period.
- Create the actual BCP amounts for the current billing period that will be paid as "positive" Deductions to each educator.
- Save the BCP worksheet for the current billing period to allow you to continue working at a later stage.
- Clear the BCP worksheet for the current billing period if you need to process additional timesheets that were not included in the additional BCP calculation based on timesheet activity.
- Remove the BCP Deduction records for all the educators for the current billing period to allow you to recalculate the BCP worksheet and recreate the BCP "positive" deduction values for each educator.
- Optionally include the BCP comment on the educator's Payment Advice.

When you first select the Billing Period Payments tab, no Billing Period will be selected and the BCP worksheet will be empty.

For example,



## WARNING

- **Only one user should work on the BCP worksheet for the current billing period at a time.**
- **If two people work at once on separate devices, when the 2<sup>nd</sup> person saves the worksheet, it will override the changes the first user made.**

## Billing Period dropdown list

Only billing periods affected by the "Free Childcare" period will be available for selection

*Tip: Provided you do now save the worksheet and a saved worksheet doesn't exist for the current billing period, you can safely select the current billing period from the dropdown list and view the worksheet.*

*The Educator BCP Settings and timesheet activity will be loaded, based on the Processed session reports, and you can experiment with changing values.*



*If you close the Business Continuity Payments page by selecting a different menu option, all the details will be safely discarded.*

## Previous Billing Periods:

- If you select a previous Billing Period, the BCP worksheet will be loaded for that billing period.
- You can view the BCP worksheet, but you won't be able to make any changes.

## Current Billing Period:

- If you select the current Billing Period and you have a **saved BCP worksheet** for that billing period, the BCP worksheet will be reloaded from your saved version.
- If you select the current Billing Period and you have **already created your actual Educator BCP amounts** for this period, you will not be able to make any changes, unless you select the "Delete Educator Payments for this Period" button to remove the actual educator BCP records.
- If you select the current Billing Period and you do not have a saved BCP worksheet, the BCP worksheet will be loaded with the following details:
  - The total value of the CCS BCP Payments received for the billing period.
  - The Educator BCP Settings: Fixed Weekly BCP Amount, Calculate Additional BCP based on Timesheet Activity flag, and BCP Comment for each educator.
  -

*Tip: if you have a two-week billing period and there are two BCP weeks in that billing period, the Fixed Weekly BCP Amount for each Educator will be doubled.*

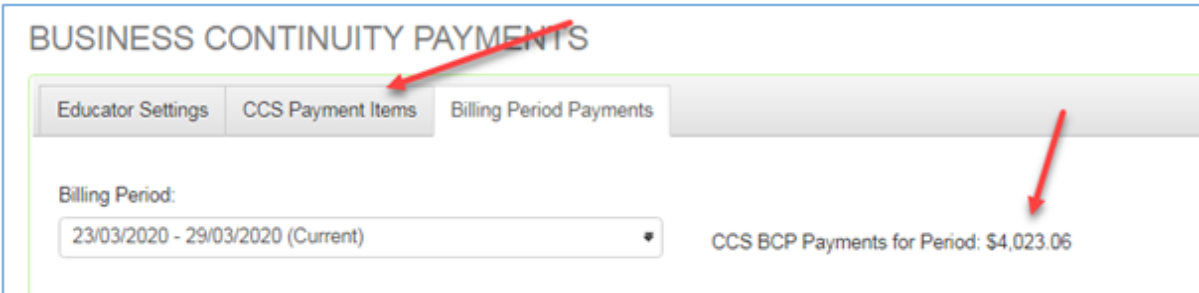
- The Timesheet Activity (Hours and Fees) for all session reports with a "Processed" status (Exempt session report are excluded).
- 

*Tip: Once the Educator BCP Settings and "Processed" Session Reports (Timesheet) details have been loaded into the BCP worksheet, the details will not change automatically if you make Educator BCP Setting changes or you process additional session reports. To include the new details, you must select the "Refresh" button to clear the current worksheet details.*

## CCS BCP Payments for Period

When you select a billing period, the total value for all the BCP payment items received from CCS, via the CCS Payment Query, for the billing period will be displayed.

For example,



*Tip: You can view the details by selecting the CCS Payment Items tab.*

## Session Report Status



When you select the current billing period and Harmony Web loads the details into the BCP Worksheet, only "Processed" session reports are included in the Timesheet Activity for each educator.

The "**BCP Worksheet based on**" field shows you the status of the session reports when the BCP worksheet was created.

For example, in the image above, the details for 24 session reports were loaded into the BCP Worksheet; however, the details for 2 "Draft" session reports were ignored and excluded from the Timesheet Activity.

In this situation, you should "Submit" the 2 Draft session reports and then come back the BCP page and select the "**Refresh Worksheet**" button to reload the session report activity into the BCP Worksheet.

Apart from the "**BCP Worksheet based on**" field, you can select the "**Refresh**" button to display the "**Current status**" of the session reports.

This is very useful if you have saved your BCP Worksheet for the current period and in the meantime, you or someone else has "Processed" additional session reports.

If the "**BCP Worksheet based on**" value doesn't match the "**Current status**" for the session reports you know your BCP Worksheet timesheet activity is out of date and you should select the "**Refresh Worksheet**" button to update the BCP Worksheet.

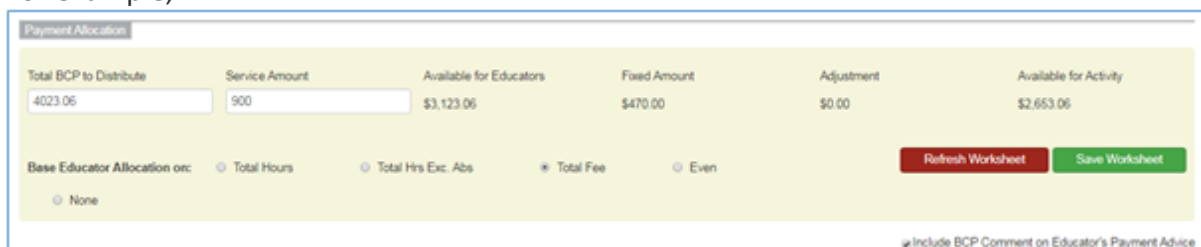
For example, in the above image, the "**Current status**" shows 25 session reports have now been processed, but this doesn't match the "**BCP Worksheet based on**" value when the BCP Worksheet was created. You should select the "**Refresh Worksheet**" button to reload the session reports into the BCP worksheet.

You can select the "Refresh" button at any time to update the "**Current status**" to see if any changes have been made.

### Payment Allocation section

The Payment Allocation section contains a number of fields and buttons that allow you to control the BCP worksheet calculation.

For example,



**Tip:** For the current billing period, as you make changes, the worksheet will automatically be recalculated and all calculated values will be updated.

### Total BCP to Distribute

- Enter the total BCP payment that you wish to distribute.
- This value should contain the total allocation for the service and each of educators.
- When the worksheet is first loaded, this value defaults to the total BCP Payments received from CCS for the billing period; however, you can change this value if required.

## Service Amount

- Enter the proportion of the Total BCP to Distribute that you wish to keep for the service.
- For most services, this amount would be in lieu of the service parent/guardian levy that you would normally receive to help fund the service operations.
- Unfortunately, we can't give you any information, apart from the Total Hours and Total Fee based on the timesheet activity that was loaded into the worksheet, to assist you to work out this value.

We've had to set the service parent/guardian levy calculation details to zero because the levy would have been deducted from the educator's BCP payment, resulting in a Fee being charged to each parent/guardian, which is not permitted during the "Free Childcare" period.

•

**Tip: The new Reports, Educator menu, "Educator CCS Submitted Timesheet Values" report will allow you to identify the total service levy that was included in the session reports that were submitted to CCS during the CCS reference fortnight.**

**You can multiply the Levy by 0.50 for a fortnightly value or 0.25 for a weekly value to estimate how much of the BCP relates to service levies.**

## Available for Educators

- This is the amount of BCP that is available to distribute to the educators after the "Service Amount" has been deducted from the "Total BCP to Distribute".

## Fixed Amount

- This is the total of the "Fixed BCP Amount" that you allocated to the educators in the Educator BCP Settings tab.
- If you browse to the bottom of the list of Educators, you will see this value under the Fixed Amount column.

## Adjustment Amount

- This is the total of any Adjustment amounts that you entered for educators to reduce the Fixed BCP Amount for this billing period.
- If you browse to the bottom of the list of Educators, you will see this value under the Adjustment column.

## Available for Activity

- This is the total amount of BCP that is available to distribute to the educators, based on timesheet activity, that was loaded into the worksheet.
- The calculation is:

A = "(BCP amount) Available for Educators", E.G. 10000

B = "Total Fixed Amount", EG 5000-

C = "Total Adjustment", E.G.200

D = "Available for additional BCP based on Timesheet Activity, E.G.4800

D = A - B - C

4800 = 10000 - 5000 - 200

- This amount will be distributed to each educator based on: The selected "Base Educator Allocation on" option and
- The "**Calculate additional BCP based on Timesheet Activity**" option for each educator.

### Base Educator Allocation on

- This option allows the you to choose how the "(BCP amount) Available for Educators" will be applied to each educator.
  - Total Hours
  - Total Hours excluding Absence Hours
  - Total Fee
  - Even
  - None.
- The **Total Hours, Total Hours excluding Absence Hours, and Total Fee** calculation methods are very similar.
  - Only educators who have the "Calculate additional BCP based on Timesheet Activity" option set will be included.
  - Sum up the total Hours or Fees for all educators with "Cal Activity" set.
  - For each educator with Calc Activity set, the calculation is
    - A = Educator's Hours or Fee with Cal Activity set, E.G 500.00
    - B = Total Hours or Fee for all educator's with Cal Activity set, E.G.8110.00
    - C = (BCP amount) Available for Educators, E.G. 20100.00
    - D = Educator's additional BCP based on Timesheet Activity, EG 1264.00
    - D = (A / B) x C
$$1264.00 = ( 55.00 / 8110.00 ) \times 20100.00$$
- The **Even** option is not really based on Timesheet Activity, but is based on the number of educators with the "Calculate additional BCP based on Timesheet Activity" set.
  - This option will provide an even amount of additional BCP to each educator with the "Calculate additional BCP based on Timesheet Activity" set.
  - In this case, each educator will receive the same amount of Additional BCP.
  - For each educator with Calc Activity set, the calculation is
    - A = Number of educators with Cal Activity set, E.G. 50
    - B = (BCP amount) Available for Educators, E.G. 20100.00
    - C = Educator's additional BCP based on Timesheet Activity, EG 402
    - C = (B / A)
    - 402.00 = ( 20100.00 / 50 )
- The **None** option will not calculate additional BCP for any educator.
  - This is similar to setting the "Calculate additional BCP based on Timesheet Activity" option to "No" for every educator.

## Refresh Worksheet button

- This option will prompt you before deleting the current worksheet and reloading the Educator BCP Settings and the Timesheets (Processed session reports).
- Any Adjustment amounts, additional BCP amounts, and comment changes will be lost.
- The saved BCP worksheet will also be cleared.
- This option is only available if the BCP Payment transactions, "positive" Deduction records, have not been created

## Save Worksheet button

- This option will prompt you before saving the current worksheet to allow you to return to it at a later stage.

## Include BCP Comment on Educator's Payment Advice checkbox

- If this checkbox is checked, the BCP Comment for each educator will be included in each educator's Payment Advice.
- For example,

Deductions		
Name	Amount	Comment
Business Continuity Payment	200.00	All parents withdrew children
<b>Total: 1</b>	<b>200.00</b>	

## WARNING

- **Only one user should work on the BCP worksheet for the current billing period at a time.**
- **If two people work at once on separate devices, when the 2<sup>nd</sup> person saves the worksheet, it will override the changes the first user made.**

## Educators section

The section lists the educators and their BCP amounts for the selected billing period. Totals are available at the bottom of the worksheet.

Educator	Total Hrs.	Hrs. Exc. Abs	Total Fee	Fleed Amount	Adjustment	Calc. Activity?	Activity Amt.	Payment	Comments
AKBAR, Joan	10.00	10.00	\$50.00	\$20.00	0	☑	\$25.19	\$45.19	
AMBROSIA, Valentina	0.00	0.00	\$0.00	\$100.00	0	☑	\$0.00	\$100.00	Job Keeper
ARGUDO, Ashlee	0.00	0.00	\$0.00	\$200.00	0	☐	\$0.00	\$200.00	All parents withdrew children
BALDOCK, Pam	53.25	53.25	\$622.50	\$0.00	0	☑	\$313.59	\$313.59	
BROWN, Louise	157.75	157.75	\$1,806.50	\$0.00	0	☑	\$910.05	\$910.05	
BROWN, Sally	0.00	0.00	\$0.00	\$150.00	0	☐	\$0.00	\$150.00	Parent withdrew all children
HABERFORD, Tom	56.00	56.00	\$660.00	\$0.00	0	☑	\$282.11	\$282.11	
HARDING, Victoria	0.00	0.00	\$0.00	\$0.00	0	☑	\$0.00	\$0.00	
JAMES, Winslow	0.00	0.00	\$0.00	\$0.00	0	☑	\$0.00	\$0.00	
KETCHUM, Ash	0.00	0.00	\$0.00	\$0.00	0	☑	\$0.00	\$0.00	
MAJOR, John	0.00	0.00	\$0.00	\$0.00	0	☑	\$0.00	\$0.00	
MCDONALD, Lucy	0.00	0.00	\$0.00	\$0.00	0	☑	\$0.00	\$0.00	
PORTER, Florence	40.00	40.00	\$440.00	\$0.00	0	☑	\$221.66	\$221.66	
ROBINSON, Tiffany	0.00	0.00	\$0.00	\$0.00	0	☑	\$0.00	\$0.00	
SAMSON, Kip	32.00	32.00	\$360.00	\$0.00	0	☑	\$181.36	\$181.36	
WHITEMORE, Sarah	139.00	139.00	\$1,597.00	\$0.00	0	☑	\$804.51	\$804.51	
WILLIAMS, Linda	69.00	40.00	\$697.00	\$0.00	0	☑	\$351.12	\$351.12	
WOOD, Noah	70.00	0.00	\$790.00	\$0.00	0	☑	\$397.97	\$397.97	
YATES, BART	13.00	0.00	\$130.00	\$0.00	0	☑	\$65.50	\$65.50	
<b>Totals (19 Educators)</b>	<b>640.00</b>	<b>528.00</b>	<b>\$7,053.00</b>	<b>\$470.00</b>	<b>\$0.00</b>		<b>\$3,563.06</b>	<b>\$4,023.06</b>	

## Educator

- All "Active" educators or any "Inactive" educators that have timesheet activity during the selected billing period will be listed.

### Timesheet Activity

- The **Total Hours, Total Hours excluding Absence Hours, and Total Educator Fees** are obtained from the Session Reports (Timesheets) that have a status of "Processed".
- Only session reports relating to a BCP week will be loaded.

For example, you may have a fortnightly billing period, but week 1 of that period relates to CCS and week 2 relates to BCP. Only session reports for week 2 will be loaded into the worksheet.

- Session Report details (Timesheet Activity) is only loaded when the **worksheet is initially opened for the current billing period** and when you select the "**Reload Worksheet**" button.
- **For IHC services only**, the **Total Hours and Total Hours excluding Absence Hours** will only be loaded for sessions of care that contain fees (I.E. Nominated Child).

For example, If there are 2 children in care and both children are in for exactly the same 20 hours with no absences, only 20 hours (elapsed hours) will be loaded into the worksheet and not the total 40 hours for both children, like an FDC service.

**Tip: Session reports in the current billing period that refer to a previous billing period will also be loaded, provided they refer to a BCP week.**

### Educator BCP Settings and Adjustment

- When the worksheet is loaded, the Educator BCP Settings are loaded for each "Active" educator or "Inactive" educator who has timesheet activity in the current billing period.
- The settings include:
  - The Fixed **Weekly** BCP amount.
    - If there are two BCP weeks in the current billing period, the Fixed **Weekly** BCP amount will be doubled.
    - This value cannot be changed on the BCP worksheet, but you can enter an amount in the Adjustment column to increase or decrease this fixed value.
  - Calculate additional BCP based on Timesheet Activity setting
    - You can change this setting for each educator in the Cal. Activity? column.
    - Any changes you make do not affect the Educator's BCP Settings.
- BCP Comment
  - You can change this comment for each educator in the Comment column.
  - Any changes you make do not affect the Educator's BCP Settings.

**WARNING: The BCP Comment for each educator will only be included in each educator's Payment Advice if the "Include BCP Comment on Educator's Payment Advice checkbox" is checked. For example**

Deductions		
Name	Amount	Comment
Business Continuity Payment	200.00	All parents withdrew children
<b>Total: 1</b>	<b>200.00</b>	

### Activity Amount column

- The value in the "Activity Amt" column (Additional BCP amount based on Session Report (Timesheet) Activity) is based on:
  - Total BCP Amount that is "Available for Activity", which is displayed in the Payment Allocation section.
  - The Base Educator Allocation on selection: Total Hours, Total Hours excluding Absence Hours, Total Fee, Even, and None selected in the Payment Allocation section.
  - The Calc. Activity (Calculate additional BCP based on Timesheet Activity) column specified for each educator.
  - Please refer to the Payment Allocation section above for calculation rules.

### Payment column

- This is the BCP amount that will be allocated to each educator.
- It is the sum of the Fixed Amount, Adjustment, and Activity Amt columns.

### Save Worksheet and Create Educator Payments button

YATES, BART	13.00	0.00	\$130.00	\$0.00	0	\$65.50	\$65.50
<b>Totals (19 Educators)</b>	<b>640.00</b>	<b>528.00</b>	<b>\$7,053.00</b>	<b>\$470.00</b>	<b>\$0.00</b>	<b>\$3,553.06</b>	<b>\$4,023.06</b>

[Save Worksheet and Create Educator Payments](#)

- This option will prompt you before saving the BCP worksheet for the current billing period and creating the "positive" Deduction records that will appear on the educator's Payment Advice.

Deductions		
Name	Amount	Comment
Business Continuity Payment	200.00	All parents withdrew children
<b>Total: 1</b>	<b>200.00</b>	

- When the BCP "positive" deductions are created for the current billing period, you will not be able to make any changes to the worksheet unless you select the **"Delete Educator Payments for this Period"** button that will be the only button that becomes visible.

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## Delete Worksheet and Create Educator Payments button

WORKSHEET	10/00	11/00	12/00	01/00	02/00	03/00	04/00	05/00	06/00
YATES, BART	13.00	0.00	\$130.00	\$0.00	0	0	\$65.50	\$65.50	
Totals (19 Educators)	640.00	528.00	\$7,053.00	\$470.00	\$0.00		\$3,553.06	\$4,023.06	

[Delete Educator Payments for this Period](#)

- This button will prompt you before deleting the BCP "positive" Deduction records for each educator for the current billing period.
- You should only do this if you have made a mistake or the BCP payments were created before all the session reports (Timesheets) have been entered and processed.
- This button is only visible for the current billing period and only when the BCP "positive" Deduction records have been created for each educator for the billing period.