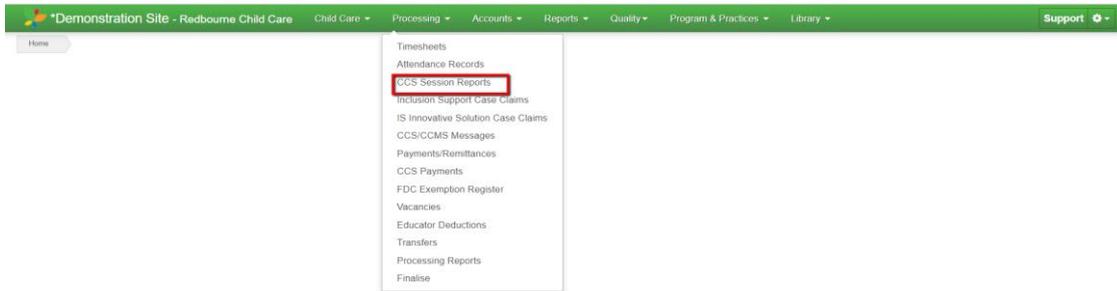
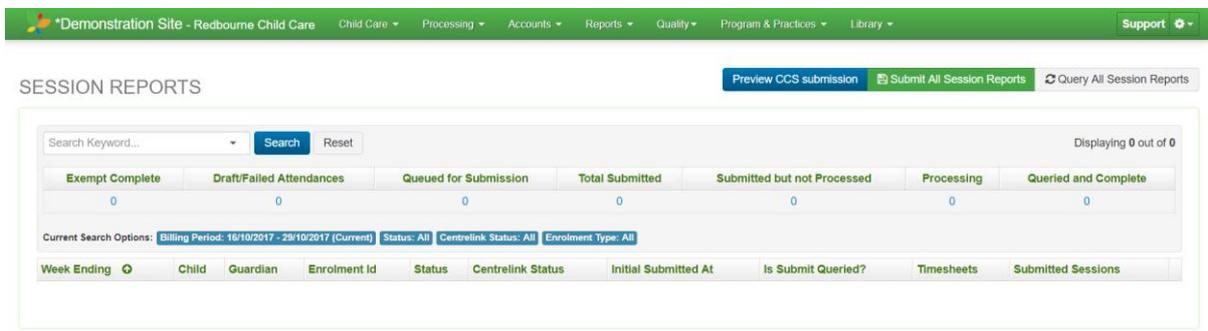


# Submitting Session Reports (timesheets)

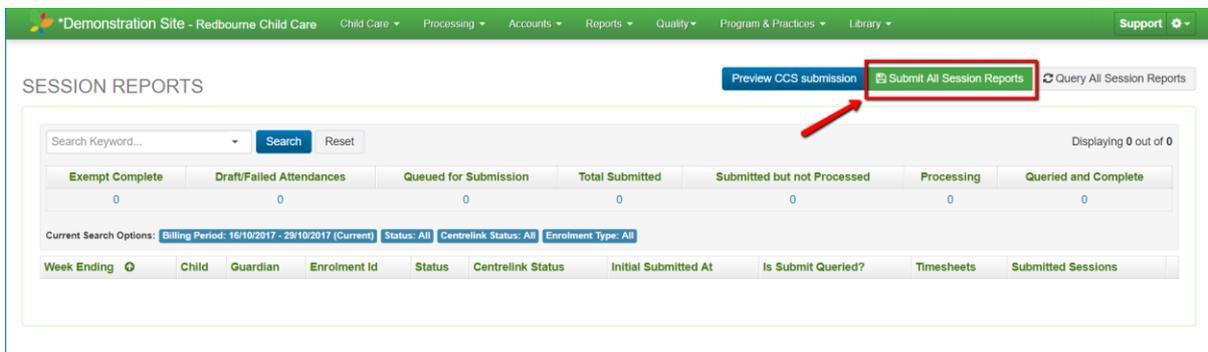
Under CCSS you will submit attendances under CCS Session Reports in the Processing Menu



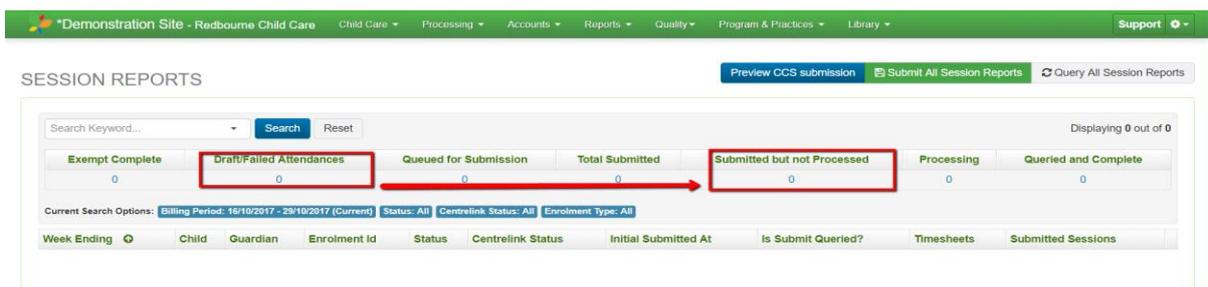
Your next screen that appears is similar to what you have previously been using



Your session reports will be listed under Draft/Failed Attendances and you will select the Submit All Session Reports similar to CCMS



Once the session reports have been submitted they will move to Queried for Submission. CCSS has changed how the Department receives this information and as a result it will take longer to move through, please continue to refresh your screen to make sure sessions are moving over to Submitted but not processed



If the session have not moved we recommend trying to query the week ending to see if they update by Query All Session Reports and select your approval and Authorise By. Then use the Query Criteria and select Week Ending

**Query All Session Reports**

Approval

Authorised By

**Since Last Updated**  
Last updated at

22/06/2018 12:00:00 AM

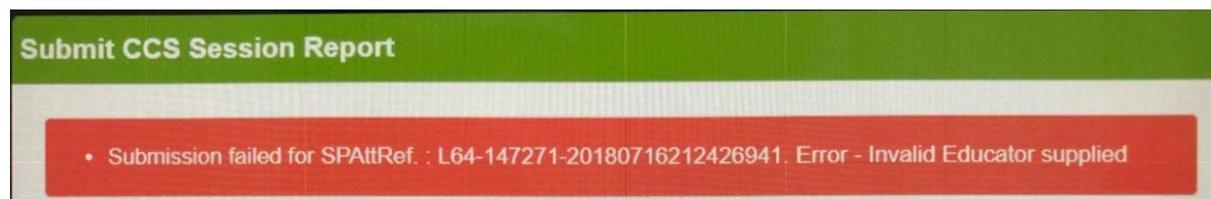
**Query Criteria**  
Week Ending

FaCSIA Enrolment Id

If after this, and it has been overnight, and the session reports have still not moved from Submitted but not Processed or Processing then you will need to contact CCS to see what status they have the sessions reports in. If CCS state they are still processing then you will need to wait until they have processed. However if CCS report they have been processed then you will need to contact the Harmony support desk for us to investigate why they have not moved. If session reports are still stuck in Queued for Submissions then you will need to contact the Harmony support desk for us to investigate. This may involve us contacting CCS to confirm the status or moving them back to draft and re-submitting.

## Errors from Failed Session Reports:

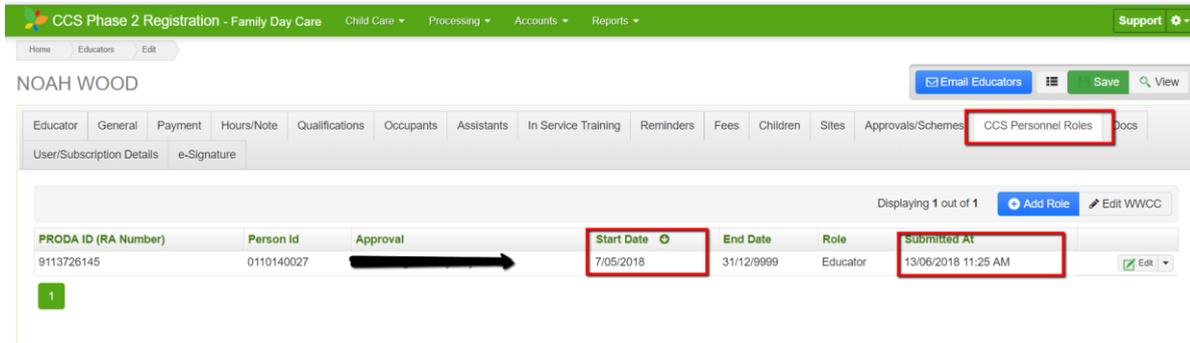
**Common Errors as at 23/07/18:**



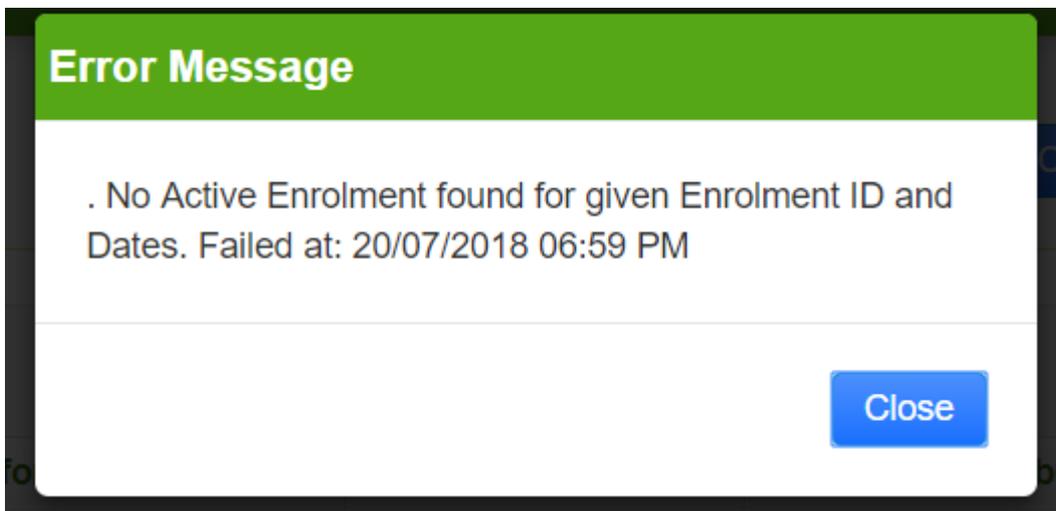
This error indicates the educator linked to the sessions reports may not be linked under CCS or the start date is not before the session.

To fix this you need to go to the educator record and check the following:

- Educator has a CSS role
- It has been submitted
- The start date is from 02/07/18

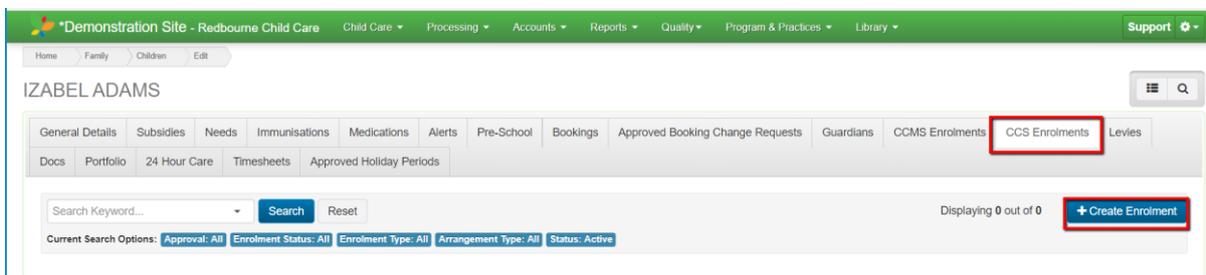


**No active enrolment for this session:**



This error indicates there is no CCS enrolment for the child you are trying to submit for.

To fix this you will need to go to the child's record and under CCS Enrolment you will need to create a CCS Enrolment



If however there is a CCS Enrolment you should also check the start and end date, does it fall in the correct period you are trying to submit for? Is the correct parent/guardian selected on the enrolment and booking.

**No session on the CCS enrolment**

The below error indicates, the child has a CCS enrolment but no sessions have been submitted under the enrolment

### Error Message

. Validation error(s) - Timesheet for child [redacted]  
 [redacted] for week ending 8/07/2018 and enrolment  
 [redacted] does not have any sessions.. Failed at:  
 11/07/2018 08:42 AM

[Close](#)

To fix this go to the child's record and under the CCS Enrolment tab, view the enrolment and check the Session tab and see if the sessions cover the sessions on the timesheets you are trying to submit

| Enrolment | Status  | CCMS Advances | Educator | Sessions | Messages | Entitlements |                    |              |         |
|-----------|---------|---------------|----------|----------|----------|--------------|--------------------|--------------|---------|
| 1         | Routine | Wed           | 8:00 AM  | 6:00 PM  | 100      | Session      | Casual Description | Casual Hours | Actions |
|           |         |               |          |          |          |              |                    | 0            |         |

### Unable to query the session

### Query CCS Session Report

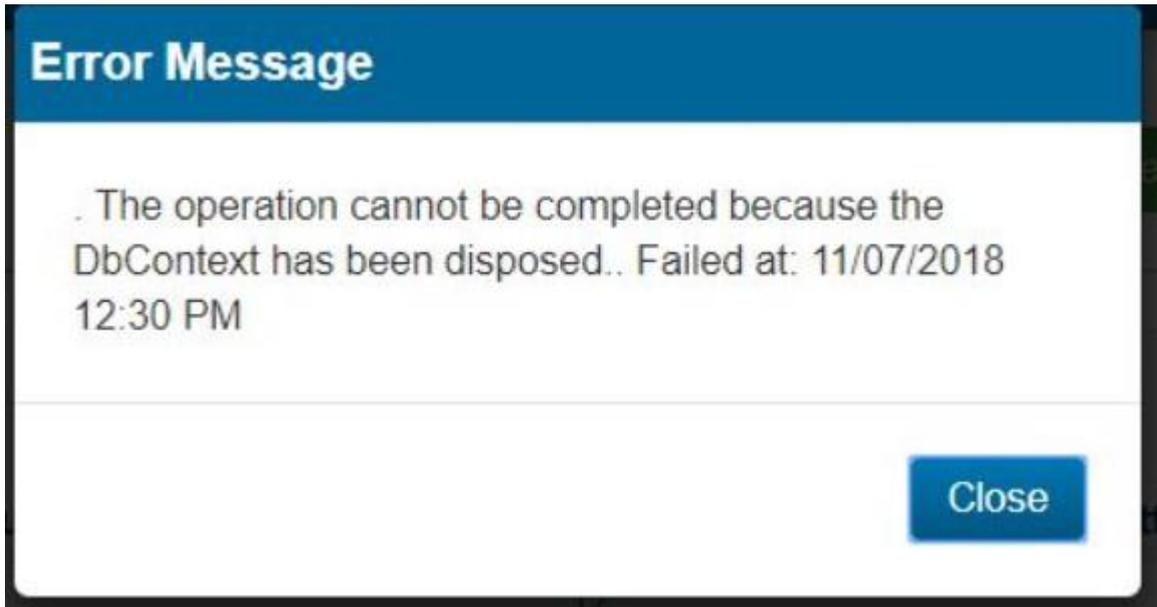
Error querying session report. Could not find matching session report in database for EnrolmentId  
➔ WeekEnding: 8/07/2018 12:00:00 AM InitialSubmittedDateTime: 11/07/2018 10:35:46 PM

Authorised By

Close
Query Session Report

Under CCS we no longer have attendance ID to identify a session report, instead we have to rely on enrolment ID and Week Ending date. As a result of this when we are querying it has made it difficult to identify what session we are querying in CCS records and therefore we have varying times when querying and not matching our records. You will need to contact the Harmony help desk to assistance with these attendances until we can get a solution with the department.

**Error when submitting**



This error occurs when the connection between Harmony Web and CCS is down. To fix this you just simply need to re-submit the attendances again by either using the Submit All Session Reports all or individually using the drop arrow at the end of the session.

SESSION REPORTS 
[Preview CCS submission](#)
[Submit All Session Reports](#)
[Query All Session Reports](#)

Search Keyword...   Displaying 14 out of 14

| Exempt Complete | Draft/Failed Attendances | Queued for Submission | Total Submitted | Submitted but not Processed | Processing | Queried and Complete |
|-----------------|--------------------------|-----------------------|-----------------|-----------------------------|------------|----------------------|
| 1               | 2                        | 0                     | 11              | 1                           | 0          | 10                   |

Current Search Options: [Billing Period: 2/07/2018 - 8/07/2018 \(Current\)](#) [Searchparams.Approvalid: Select...](#) [Status: All](#) [Centrelink Status: All](#) [Enrolment Type: All](#)

| Week Ending | Approval  | Child                 | Guardian              | Enrolment Id | Status | Centrelink Status | Initial Submitted At | Is Submit Queried? | Timesheets                      | Submitted Sessions | Preview                                |
|-------------|---|-----------------------|-----------------------|--------------|--------|-------------------|----------------------|--------------------|---------------------------------|--------------------|--|
| 13/05/2018  |  | Everett-5587, Rosella | Everett-5587, Rosendo | E8000076371  | Draft  |                   |                      | No                 | <a href="#">Florence Porter</a> | 2                  | <input type="button" value="Preview"/> |

**Failed session report with the below error**

### Submit CCS Session Report

- Submission failed for SPAttRef. : C50-128616-20180719134331815. Error - Validation error(s) - There are timesheets that have not been finalised and submitted by educators. All timesheets must be finalised before attendance can be created for [redacted] for week ending 8/07/2018 (Enrolment Id [redacted])

Authorised By

The session has actually gone through but it has not queried through the information back from CCS. To fix this you will need to query the session by the Enrolment ID in the Query All Sessions

### Query All Session Reports

Approval

Authorised By

Since Last Updated

Last updated at

11/07/2018 05:35:41 AM

Query Criteria

Week Ending

FaCSIA Enrolment Id

### Querying Session Reports

## Query All Session Reports

- Another attendance query is already running for the approval, please wait for the current query to complete. Alternatively, you may query an individual record by selecting query criteria and entering a value.

Approval

Authorised By

Since Last Updated

Last updated at

16/07/2018 07:02:45 AM

Query Criteria

Week Ending

FaCSIA Enrolment Id

If this error occurs, it means there is already another query running in background for all sessions and you need to wait until this has been completed and you have received a notification. However, you can query a session individually by selecting the drop-down arrow at the end of the session.

SESSION REPORTS 
[Preview CCS submission](#)
[Submit All Session Reports](#)
[Query All Session Reports](#)

Search Keyword...   Displaying 14 out of 14

| Exempt Complete | Draft/Failed Attendances | Queued for Submission | Total Submitted | Submitted but not Processed | Processing | Queried and Complete |
|-----------------|--------------------------|-----------------------|-----------------|-----------------------------|------------|----------------------|
| 1               | 2                        | 0                     | 11              | 1                           | 0          | 10                   |

Current Search Options: [Billing Period: 2/07/2018 - 31/07/2018 \(Current\)](#) [Searchparams.Approvalid: Select...](#) [Status: All](#) [Centrelink Status: All](#) [Enrolment Type: All](#)

| Week Ending | Approval                           | Child                 | Guardian              | Enrolment Id | Status | Centrelink Status | Initial Submitted At | Is Submit Queried? | Timesheets                      | Submitted Sessions | Preview                                |
|-------------|------------------------------------|-----------------------|-----------------------|--------------|--------|-------------------|----------------------|--------------------|---------------------------------|--------------------|--|
| 13/05/2018  | <input type="text" value="DRAFT"/> | Everett-5587, Rosella | Everett-5587, Rosendo | E8000076371  | Draft  |                   |                      | No                 | <a href="#">Florence Porter</a> | 2                  | <input type="button" value="Preview"/> |