

**Outreach and Community Programming Division** 

Summer Camp Scholarship Program

#### INVOICE SUBMISSION GUIDANCE

Entering sick and vacation time:

• From the Campers tab, select Sign In/ Sign Out Sheet:

							Providers -	Parents -	Campers •	Spelling Bee +	Invoices •	Reports -	Code Tables +	Hel	
n/Sign Out Sheet								2 Camper	s Dashboard			Fiscal Year:	2022		
Year: 2022 (05/30/20	022 - 08/05/2022)							ී Sign In/s ී Logs	Sign Out Sheet						
Cycle #1 (5/31/2022	- 6/24/2022) 🛗 Cy	cle #2 (6/	/2//2022 - 8/	5/2022)											
Cycle #1 (5/31/2022 Camp: <u>claimer:</u> By checking t	- 6/24/2022)	(on beha	alf of my camp	) that (camp	per's name), has	attended the camp	r for a minimum	n of 4 consecu	utive hours per	· day, at least 3 da	ays within the v	veek identified	l. Failure to accu	rately	
Cycle #1 (5/31/2022 Camp: <u>claimer:</u> By checking t ort may result in non- te: If child was absent wing 0 to 0 of 0 entries	- 6/24/2022) Constraints of the second secon	(on beha or other	off of my camp action deeme doctor's note.	) that (camp d appropriat	per's name), has te by Youth Serv	attended the camp lices staff.	for a minimum	n of 4 consecu	utive hours per	· day, at least 3 da	ays within the v	veek identified Filter:	l. Failure to accu	rately	
Cycle #1 (5/31/2022 Camp: Calmer: By checking to ort may result in non- te: If child was absent wing 0 to 0 of 0 entries First Name	Gold (2022)     General for camp site:     Search for camp site:     this box, I am attesting-     payment, non-renewal     t due to illness, please      Last Na	(on behal or other pload a d	alf of my camp action deeme doctor's note. Show 15 Scholars	) that (camp d appropriat v entries ship # \$	per's name), has te by Youth Serv Week 5	attended the camp ices staff. Week 6	for a minimum Week	n of 4 consecu	utive hours per Week 8	day, at least 3 da Week 9	ays within the v	veek identified Filter:	l. Failure to accu Attachment	rately	
Cycle #1 (5/31/2022 Camp: claimer: By checking to ort may result in non- te: If child was absent wing 0 to 0 of 0 entries First Name	Of24/2022)     Constraints     Constraint	(on behai or other pload a d	ation deemee doctor's note. Show 15 Scholars	) that (camp d appropriat v entries ship # \$	per's name), has te by Youth Serv Week 5	attended the camp i ices staff. Week 6 No record fo	for a minimum Week	n of 4 consecu 7	utive hours per Week B	day, at least 3 da Week 9	uys within the u Week	Filter:	I. Failure to accu Attachment	rately	

Sick Time:

- For sick time, select the ambulance.
- Enter a comment with the time being requested.
- Attach the doctor's note or parent note.

### **Vacation Time:**

- For vacation time, select the plane.
- Enter a comment with the time being requested.
- Attach the email you sent YSD notifying us of this vacation.
- The request must be received by YSD staff or inputted into the system BEFORE the start of the vacation.

- Providers cannot submit an invoice with pending sick or vacation time. It must be approved by YSD staff.
- Approved time is green.
- Pending items will remain red:

Last Name	Scholarship # 🕴	v	/eek 5		,	Week 6		١	Week 7		Attachment	¢
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	2021-00229		49	×		49	×		49	×	8	
	2021-00230		49	×		49	×		49	×	8	
	2021-03637		49	×		49	×		49	×	8	
	2021-02971		49	×		49	×		49	×	8	
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	2021-00172		49	×		49	×		49	×	8	

## Resubmission:

• After an invoice has been returned, there will be red triangles providing guidance from YSD staff.



• Click on the red triangle next to the camper's name to see the YSD staff comment explaining what needs to be updated:

Page 1 of 2 (25 camp	ers)		Show	15	∽ ent	ries														
First Name	Last Name 🔺	Scholarship # 🕴		Week 5		1	Week 6		1	Week 7			Week 8		١	Neek 9		v	Veek 10	þ
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Matias 🛕	Cano	2022-00698		<b>4</b> 9	×		60	¥		60	×		<b>49</b>	×		49	×		49	×
SARAH ISABEL 🛦	FARISIEN ESCOBAR	2022-01809		49	×		<b>4</b> 9	×		<b>6</b> 9	×		43	×		69	×		69	×
SAMANTHA CARIDAD 🛕	FARISIEN ESCOBAR	2022-01808		49	×		Ð	¥		Ð	¥		49	×		æ	×		æ	×

## Incomplete versus Not Valid:

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#### Incomplete:

- When the items attached are valid but something is incorrect or is missing.
- You may need to:
- Check or uncheck a box,
- Revisit sick/vacation time,
- Attach an additional attendance document (ex: summer school document, attendance sheet)

#### Not Valid:

- The attached document must be removed and replaced with another document
- Most often seen when the wrong billing cycle or wrong camper's attendance is attached

# Resubmitting:

- After all changes have been made, the invoice must be resubmitted.
- Select the Summary tab
- Scroll down to the bottom
- Select Resubmit

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• It will then prompt you to add a comment. You must include a comment before it will resubmit. You will tell YSD staff what changes you made to the invoice.

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