



Early Years Payments Actual Hours Setup

Early Years Payments: Entering Actual Hours

To enter the actual hours children are attending, search for the funded service.

Menu: Focus | Early Years | Search for Funded Service

Provider Name	Provider Address	Service Name	Service Type	Reference Number	DCSF URN	Locality	Area
tes		tes	Full Day Care				
tes-1728		tes-1728-001	Full Day Care				
tes-1728-1	Carlisle Park, BEDFORD, SHARPS, MK42 9EL	tes-1728-1	Childminder				
tes-1728-2	8 West View Road, Luton, LU4 4UC	tes-1728-2	Full Day Care				

To view the **Funded Service** details, double-click on the name or highlight it and click the **Open** or **Open In New Window** button.

1. Payment Period

Period: 2012/2013 Spring Term | Period Start Date: 01/01/2013

Period End Date: 30/03/2013 | Age Calculation Date: 31/12/2012

Select the required **Payment Period** from the **Period** drop-down to display the children that are in attendance and claiming Nursery Education Grant at the funded service.

Age on 31/08/2012	Surname	Forename	Date Of Birth	Post Code	Parer Decl	Start Date	End Date	Stretched Offer	Actual Weeks Period	Actual Hours Week	Actual Hours Period	Pay Hours Week	Pay Hours Period	Pay Total Amount
2	Smith	John	01/04/2012		<input type="checkbox"/>	01/04/2012			11	12	132	12	132	0.00
4	Smith	John	01/04/2012		<input type="checkbox"/>	01/04/2012			11	10	110	10	110	0.00
									12	132	22	242	0.00	

To display only the required columns, click the **Show/Hide Columns** button to display the **Show/Hide Columns** window. Select all fields that start with the word **Actual** and deselect fields that begin **Previous** and **Interim**. Enter the **Actual Hours Week**. **Actual Hours Period** is automatically calculated. **Pay Hours Week** and **Pay Hours Period** default to the actual hours.

Click the **Save** button.