

Family child care providers need to calculate a space-time percentage at the end of each calendar year for tax purposes. Hours spent providing care to children and any hours spent working at home on child care business when children are not present both contribute to the space-time percentage. This screen allows them to record hours spent in either category along with a description of tasks for recordkeeping purposes, for example Food Program paperwork, calls or emails with parents, or child care billing.

To record hours:

- Before you can record hours, you must assign an hourly wage. You can find this by clicking “Staff” from the dashboard and entering it under User Details.
- Click on “Record Hours” from the main dashboard.
- Select the User you would like to record hours for from the dropdown menu.
- Click the blue “Record Hours” button on the upper-right corner and enter the information into the fields:
 - Date
 - Start Time
 - End Time
 - Breaks and Other Non-Working Hours
 - Hours Providing Child Care
 - Additional Hours Without Children Present
 - Description of Tasks
 - “All Hours are CACFP Button”: for those staff that have only CACFP-related duties (for example, food service staff), click here to allocate all working hours as CACFP.
- Click “Save”.

Notes:

- Site Manager/Directors will have the option to record hours for other users. Staff and Kitchen Staff/Infant Teachers will only be able to record hours for themselves.
- The hours saved here will populate the *Staff Hours Detail Report*, which sums the total hours in each of the categories. Family child care providers do not enter an hourly wage since they are the owners. The *Staff Hours Detail Report* only sums hours, but not total wages because that is not relevant.