



## 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:



### 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 #	Week 5	Week 6	Week 7	Attachment
	2021-00836	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2021-01121	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2021-01135	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2021-01134	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2021-02485	Vacation	<input type="checkbox"/>	<input type="checkbox"/>	
	2021-00834	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2021-00231	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2021-00229	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2021-00230	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2021-03637	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2021-02971	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2021-02651	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2021-03374	Vacation	<input type="checkbox"/>	<input type="checkbox"/>	
	2021-03373	Vacation	<input type="checkbox"/>	<input type="checkbox"/>	
	2021-00172	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## 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:

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Show 15 entries

First Name	Last Name	Scholarship #	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Isabella	Beltran	2022-00530	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ian	Beltran	2022-00531	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div style="background-color: #f08080; padding: 2px;"> <b>Comments</b> </div> <div style="background-color: #ffff00; padding: 2px;">                     Please add June attendance sheet as week 5 includes June 27-30 or uncheck                 </div>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Breydan	Burner	2022-002795	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
luke	cahill	2022-00663	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matias	Cano	2022-00698	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SARAH ISABEL	FARISIEN ESCOBAR	2022-01809	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SAMANTHA CARIDAD	FARISIEN ESCOBAR	2022-01808	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Incomplete versus Not Valid:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J. Kelly.pdf	Valid
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Kinsler.pdf	Incomplete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Not Valid

### Incomplete:

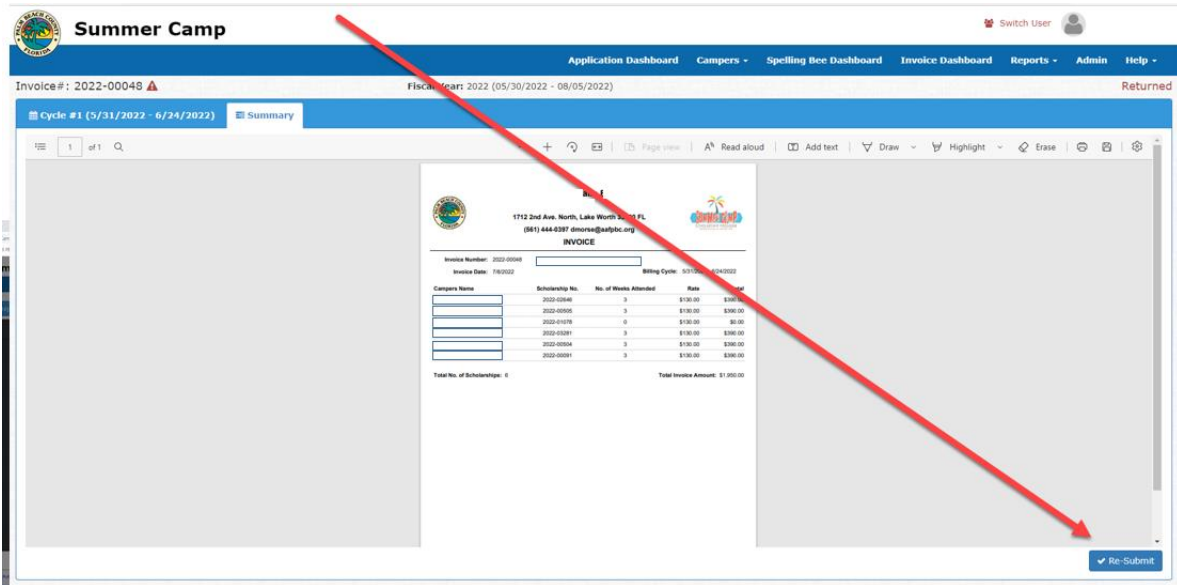
- When the items attached are valid but something is incorrect or is missing.
- You may need to:
  - Check or uncheck a box,
  - Revisit sick/vacation time,
  - Attach an additional attendance document (ex: summer school document, attendance sheet)

### 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



- 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.

