



Task card – how to create session reports in the Provider Entry Point (weekly overview)

How to create session reports in the Provider Entry Point using the weekly overview

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Overview

This task card outlines how to:

- create a new session report
- report absences
- report discounts and third-party payments
- Update care address details

This task card is for providers that use the Provider Entry Point (PEP). If you use third-party software, contact your software provider for help.

Find more [task cards](#) for the PEP on our website.

If you need further assistance, contact the Child Care Subsidy Provider Helpdesk on 1300 667 276 9am to 5pm AEST or [via email](#) anytime.

Note: Only certain special characters can be used in the PEP:

- full stop (.)
- comma (,)
- hyphen (-)
- slashes (/, \)
- apostrophe (').

All other special characters will cause an error in the system.



Logging in

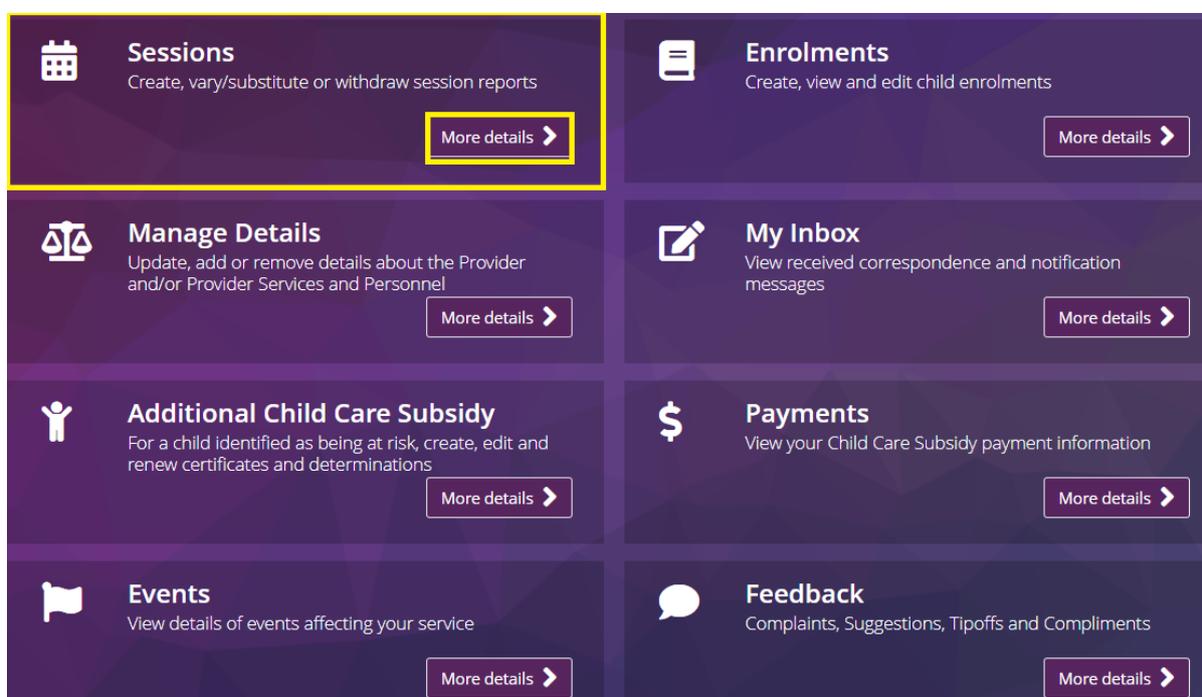
Step 1

Log in to the [Provider Entry Point \(PEP\)](#).

Creating a new session report

Step 1

From the PEP landing page, select **More details** in the **Sessions** tile.



Step 2

The **Sessions of Care Reporting (weekly overview)** screen will display the following fields:

- **Week Beginning:** this is the week beginning date that sessions relate to.
- **Total Enrolments for this Period:** this number is based on enrolments with at least one routine session in this week.
- **Reports Requiring Submission:** total number of outstanding reports requiring submission.
- **Actions:** select the view button to select the period you want to view.

Note: Session reports for each child can be submitted on the day that the last session of care for the week occurs.

Weekly Overview		Child Overview			
Week Beginning	Total Enrolments for this Period	Reports Submitted	Reports Requiring Submission	Actions	
09/06/2025	2	0	2	View	
02/06/2025	2	1	1	View	
26/05/2025	1	1	0	View	
19/05/2025	1	1	0	View	
12/05/2025	1	0	1	View	
Show More					

Step 3

Locate the relevant week and select **View**

Weekly Overview		Child Overview			
Week Beginning	Total Enrolments for this Period	Reports Submitted	Reports Requiring Submission	Actions	
09/06/2025	2	0	2	View	
02/06/2025	2	1	1	View	
26/05/2025	1	1	0	View	
19/05/2025	1	1	0	View	
12/05/2025	1	0	1	View	
Show More					

Step 4

From the **Update Session Report** screen, you can search for the child's name via the **Name** field or locate the child's details from the list provided.

Populate the following fields:

- **Session:** start and end times for the session. This will be pre-filled for routine sessions. Fields can be edited if needed, for example to change the session length.
- **Attendance:** Enter the accurate sign in and sign out times for the session
- **Fee details:** total fee by either session or hour. This will be pre-filled for routine sessions. Fields can be edited if needed, for example to reduce the fee due to a non-prescribed discount.
- **Is preschool:** select this field if the session is a pre-school session. This is mandatory for Centre-Based Day Care (children aged 3-5 inclusive)
- **Absent:** Select this field if the child was absent from care. Additional information will be required.



Note: All times must be entered in 24-hour time. Accurate attendance data is not required for absent sessions.

Monday 09/06/2025	Tuesday 10/06/2025	Wednesday 11/06/2025	Thursday 12/06/2025	Friday 13/06/2025	Saturday 14/06/2025	Sunday 15/06/2025
For Reporting Session of Care the following is mandatory: Session Start time, Session End time, Fee, Fee Unit (Per) and Preschool, if Applicable.						
Name	Session	Attendance	Fee Details	Is Preschool	Absent	
Child One	Start: 09:00 End: 17:00	In: 9:05 Out: 16:49	Fee: 100.00 Per: Session	No	<input type="checkbox"/>	
Child Two	Start: hh:mm End: hh:mm	In: hh:mm Out: hh:mm	Fee: \$\$\$cc Per: Please select.	N/A	<input type="checkbox"/>	

Step 5

To include additional session information such as absence details or reporting discounts or third-party payments, select **Actions** and select **Show Advanced**.

Note: Information on these additional options are located further below

Monday 09/06/2025	Tuesday 10/06/2025	Wednesday 11/06/2025	Thursday 12/06/2025	Friday 13/06/2025	Saturday 14/06/2025	Sunday 15/06/2025
For Reporting Session of Care the following is mandatory: Session Start time, Session End time, Fee, Fee Unit (Per) and Preschool, if Applicable.						
Name	Session	Attendance	Fee Details	Is Preschool	Absent	
Child One	Start: 09:00 End: 17:00	In: 9:05 Out: 16:49	Fee: 100.00 Per: Session	No	<input type="checkbox"/>	
Child Two	Start: hh:mm End: hh:mm	In: hh:mm Out: hh:mm	Fee: \$\$\$cc Per: Please select.	N/A	<input type="checkbox"/>	

Step 6

If you have multiple sessions in a single day these can be submitted by selecting **Actions** and selecting **Add Another Session**

Monday 12/05/2025	Tuesday 13/05/2025	Wednesday 14/05/2025	Thursday 15/05/2025	Friday 16/05/2025	Saturday 17/05/2025	Sunday 18/05/2025
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For Reporting Session of Care the following is mandatory: Session Start time, Session End time, Fee, Fee Unit (Per) and Preschool, if Applicable.

Name	Session	Attendance	Fee Details	Is Preschool	Absent
Child One	Start: 09:00 End: 17:00	In: 9:05 Out: 16:49	Fee: 100.00 Per: Session	No	<input type="checkbox"/>

Actions

Show Advanced

Add Another Session

Step 7

Additional session fields will generate, complete these as required.

Monday 12/05/2025	Tuesday 13/05/2025	Wednesday 14/05/2025	Thursday 15/05/2025	Friday 16/05/2025	Saturday 17/05/2025	Sunday 18/05/2025
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For Reporting Session of Care the following is mandatory: Session Start time, Session End time, Fee, Fee Unit (Per) and Preschool, if Applicable.

Name	Session	Attendance	Fee Details	Is Preschool	Absent
Child One	Start: 09:00 End: 17:00	In: 9:05 Out: 16:49	Fee: 100.00 Per: Session	No	<input type="checkbox"/>
	Start: 17:30 End: 19:00	In: 17:32 Out: 18:53	Fee: 15.00 Per: Hourly	No	<input type="checkbox"/>

Actions

Actions

Step 8

If a session is incorrectly added it can be removed by selecting **Actions** then selecting **remove Session**.

Monday 12/05/2025	Tuesday 13/05/2025	Wednesday 14/05/2025	Thursday 15/05/2025	Friday 16/05/2025	Saturday 17/05/2025	Sunday 18/05/2025
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For Reporting Session of Care the following is mandatory: Session Start time, Session End time, Fee, Fee Unit (Per) and Preschool, if Applicable.

Name	Session	Attendance	Fee Details	Is Preschool	Absent
Child One	Start: 09:00 End: 17:00	In: 9:05 Out: 16:49	Fee: 100.00 Per: Session	No	<input type="checkbox"/>
	Start: 17:30 End: 19:00	In: 17:32 Out: 18:53	Fee: 15.00 Per: Hourly	No	<input type="checkbox"/>

Actions

Actions

Show Advanced

Remove This Session

Step 9

Navigate through the remaining days using the tabs, completing the sessions as required.

Note: Enrolments with routine sessions must be completed with either attendance or absence information.

Monday 09/06/2025	Tuesday 10/06/2025	Wednesday 11/06/2025	Thursday 12/06/2025	Friday 13/06/2025	Saturday 14/06/2025	Sunday 15/06/2025
For Reporting Session of Care the following is mandatory: Session Start time, Session End time, Fee, Fee Unit (Per) and Preschool, if Applicable.						
Name	Session	Attendance	Fee Details	Is Preschool	Absent	
<input type="text"/>						
Child One	Start: 09:00	In: 9:05	Fee: 100.00	No ▾	<input type="checkbox"/>	Actions ▾
	End: 17:00	Out: 16:49	Per: Session ▾			
Child Two	Start: hh:mm	In: hh:mm	Fee: \$\$\$cc	N/A ▾	<input type="checkbox"/>	Actions ▾
	End: hh:mm	Out: hh:mm	Per: Please select. ▾			

Step 10

Once all session reports have been completed. Select **Submit All**.

Monday 09/06/2025	Tuesday 10/06/2025	Wednesday 11/06/2025	Thursday 12/06/2025	Friday 13/06/2025	Saturday 14/06/2025	Sunday 15/06/2025
For Reporting Session of Care the following is mandatory: Session Start time, Session End time, Fee, Fee Unit (Per) and Preschool, if Applicable.						
Name	Session	Attendance	Fee Details	Is Preschool	Absent	
<input type="text"/>						
Child One	Start: 09:00	In: 9:05	Fee: 100.00	No ▾	<input type="checkbox"/>	Actions ▾
	End: 17:00	Out: 16:49	Per: Session ▾			
Child Two	Start: hh:mm	In: hh:mm	Fee: \$\$\$cc	N/A ▾	<input type="checkbox"/>	Actions ▾
	End: hh:mm	Out: hh:mm	Per: Please select. ▾			
					Cancel	Submit All

Step 11

You will be prompted to confirm the submission, select **Yes**



Confirm

Please ensure you have correctly completed the session report for the entire week. Do you wish to proceed with the submission?

Step 12

A receipt will be generated confirming the submission of sessions. If there are any errors identified in the submission it will also be flagged here.

Once you have reviewed the results, select **Return Home** to return to the homepage.

Receipt

Sessions of Care Reports have been batch submitted for the reporting week of **09/06/2025** for the following children:

Result	Enrolment ID	Child Name	Failure reason
Success	E8001234567	Child One	N/A
Failed	E8001234568	Child Two	Session Of Care details must be supplied if IsNoCareProvided is not Y

Reporting Absences

Step 1

Where you have reported a session as absent you will be prompted to provide the absence reason and, if required, confirm that evidence is held.

Select the **Absence Reason** from the drop down



Child One Start: 09:00 In: hh:mm Fee: 100.00 No Actions

End: 17:00 Out: hh:mm Per: Session

Record Absence

Absence Reason:

Please select...

Child ill

Individual caring for child is ill

Partner of individual caring for child is ill

Individual who lives with child is ill

Child attending pre-school

Pupil free day

Court order or parenting order in place

Local emergency – service closed

Local emergency – unable to attend

Local emergency – child’s carer does not wish child to attend

Not immunised against particular infectious disease and absence during grace per

Prescribed - Service has changed ownership

Prescribed - Usual service closed and child attending different service under the same provider

Prescribed - Enrolment ceased incorrectly

Prescribed – Family tragedy

Step 2

Select either **Yes** or **No** depending on if evidence is held.

Child One Start: 09:00 In: hh:mm Fee: 100.00 No Actions

End: 17:00 Out: hh:mm Per: Session

Record Absence

Absence Reason:

Child ill

Is absence supporting documentation available?

Yes No

Note: Some absences require evidence for CCS/ACCS to apply. If you are unsure if evidence is required for the absence, please check evidence requirements on the Departments website; [How to manage absences - Department of Education, Australian Government](#).

Reporting discounts and third-party payments

If the session fee has been reduced by a prescribed or non-prescribed payment or discount you can report this as part of the session submission. How this is submitted will depend on if the payment/discount is prescribed under FAL or not.

Prescribed third-party payments and discounts

Step 1

Select **Yes**. Select the relevant prescribed third-party payment or discount category from the options and enter the payment/discount amount.

Subsidy Information

Has the cost of the session been reduced by a Prescribed Third Party-funded Payment or Prescribed Provider-funded discount?

Yes No

Record prescribed third party-funded payment or prescribed provider-funded discount

Discount category	Amount	
<input type="text" value="Please select..."/>	<input type="text" value="\$\$.cc"/>	<input type="button" value="Add"/>
Please select...		
Prescribed - State/territory payment for preschool child		
Prescribed - State/territory payment for vulnerable or disadvantaged child		
Prescribed - State/territory operated provider discount for preschool child		
Prescribed - Prescribed period of emergency		
Prescribed - ECEC Educator or cook discount		
Update Location / Transport Only		

Step 2

If there are multiple prescribed third-party payments or discounts, select the **Add** option, select the relevant category and enter the estimated payment/discount amount.

Subsidy Information

Has the cost of the session been reduced by a Prescribed Third Party-funded Payment or Prescribed Provider-funded discount?

Yes No

Record prescribed third party-funded payment or prescribed provider-funded discount

Discount category	Amount	
Prescribed - ECEC Educator or cook discount	50	<input type="button" value="Remove"/>
<input type="text" value="Please select..."/>	<input type="text" value="\$\$.cc"/>	<input type="button" value="Add"/>

Non-prescribed third-party payments and discounts

Step 1

It is not a requirement to report non-prescribed third-party payments or discounts; however, you are able to do so if you chose to.

Select **Yes**. Select the relevant third-party payment or discount category from the options, enter the name and details of the discount and enter the estimated payment/discount amount.



Subsidy Information

Has the cost of the session been reduced by a Prescribed Third Party-funded Payment or Prescribed Provider-funded discount?

Yes No

Has the cost of the session been reduced by a Non-Prescribed Contribution?

Yes No N/A

Record non-prescribed contribution

Discount category	Employer / Third Party Name	Description / Reason	Amount	
<input type="text" value="Please select..."/>	<input type="text" value="Enter name..."/>	<input type="text" value="Enter description..."/>	<input type="text" value="\$\$.cc"/>	<input type="button" value="Add"/>
<ul style="list-style-type: none"> Non-Prescribed - Employer subsidy Non-Prescribed - Other Third Party Payments Non-Prescribed - Provider Enrolment Incentives Non-Prescribed - Other Provider Discounts 				

Step 2

If there are multiple third-party payments or discounts, select the **Add** option, select the relevant category, enter the name and details of the discount and enter the estimated payment/discount amount.

Subsidy Information

Has the cost of the session been reduced by a Prescribed Third Party-funded Payment or Prescribed Provider-funded discount?

Yes No

Has the cost of the session been reduced by a Non-Prescribed Contribution?

Yes No N/A

Record non-prescribed contribution

Discount category	Employer / Third Party Name	Description / Reason	Amount	
Non-Prescribed - Other Third Party	ABC	Voluntary Donator	30	<input type="button" value="Remove"/>
Non-Prescribed - Other Provider		Loyalty Payment	10	<input type="button" value="Remove"/>
<input type="text" value="Please select..."/>	<input type="text" value="Enter name..."/>	<input type="text" value="Enter description..."/>	<input type="text" value="\$\$.cc"/>	<input type="button" value="Add"/>

Both prescribed and non-prescribed third-party payments and discounts

Step 1

Where both a prescribed and non-prescribed third-party payment or discount applies you can report both in the session.

Select **Yes** to both options and complete the fields.



Subsidy Information

Has the cost of the session been reduced by a Prescribed Third Party-funded Payment or Prescribed Provider-funded discount?

Yes No

Record prescribed third party-funded payment or prescribed provider-funded discount

Discount category	Amount	
Prescribed - ECEC Educator or cook discount	50	Remove
	\$\$\$cc	Add

Has the cost of the session been reduced by a Non-Prescribed Contribution?

Yes No N/A

Record non-prescribed contribution

Discount category	Employer / Third Party Name	Description / Reason	Amount	
Non-Prescribed - Provider Enrol		Voluntary Payment	15	Remove
	Enter name...	Enter description...	\$\$\$cc	Add

Transport only and changing the location for care

Step 1

If a session is transport only select **Yes**. This will remove the address details as they are not relevant to the session.

If you select **No**, the address details will remain and will be pre-filled with the regular care address. If the address has changed you are able to manually

Update Location / Transport Only

Is this a transport-only session?

Yes No

Session Address

Street:
50 Marcus Clarke st

Address Line 2...

Suburb/Town/City:
Canberra

State/Territory: ACT Postcode: 2601

