How to Enter Overnight Hours
Provider Version

You may come across a situation where you have some children that are in your care overnight. Meaning, they are in care past midnight. In CCTA, this can be recorded by following the instructions outlined in this QRC.

1 Log in to the CCTA Provider Site and go to the Attendance>Enter screen.

2 If the schedule hours continue over the midnight hour during the care of a child, those hours need to be entered like so:

3 As you can see in the image above, the Monday hours will be recorded on Monday, while the hours for Tuesday will be recorded for Tuesday.

4 Since the payment calculation is made on a "Per Day" basis, the times must be entered as such in order to be recorded in the system properly.

Please contact the CCTA support center for any further questions regarding overnight hours.
Phone: 1-877-369-6106 option 9 E-mail: support@controltec.com