From the Office of Health Informatics

Clairvia Absence Report

July 2, 2025

The following outlines the steps for accessing the Absence Report in Clairvia Staff Manager.

Absence Report

STEP 1: From the **Toolbar**, click **Reports**.

STEP 2: Click **Employee**.

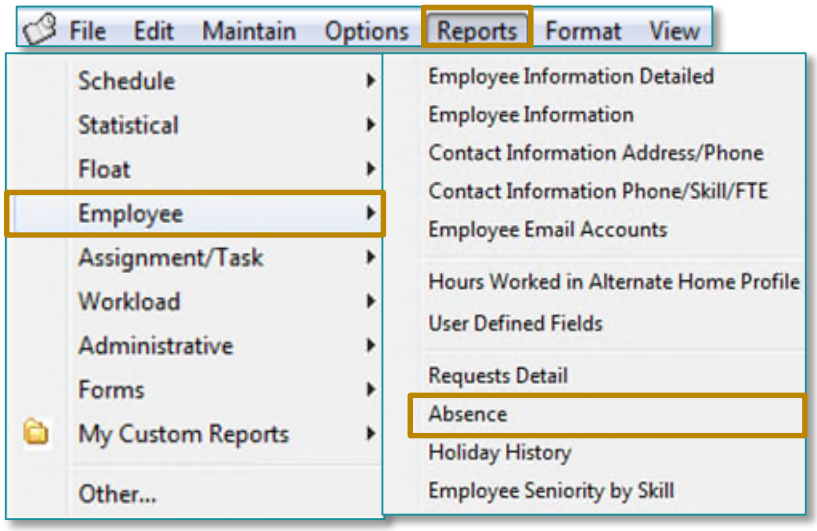
STEP 3: Click **Absence**.

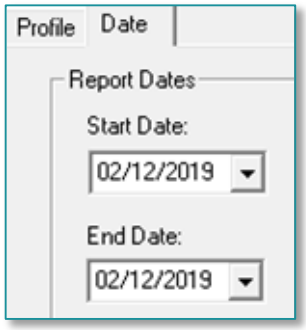
STEP 4: From the **Profile** tab, select the **Profile(s)/Department(s)** to be included in the report.

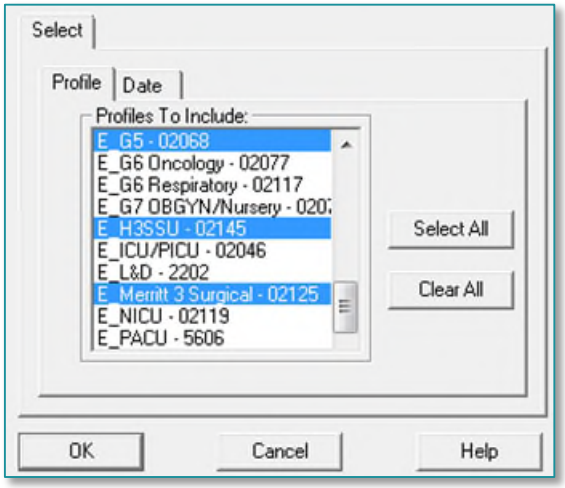
STEP 5: From the **Date** tab, select the **Start and End Dates** for the report.

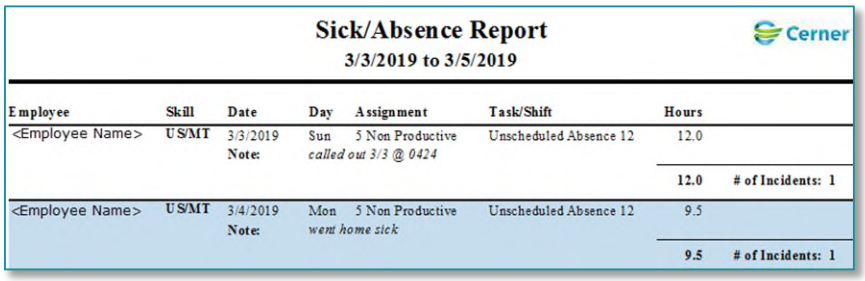
STEP 6: Click **OK**.

STEP 7: The **Absence Report** will display in alphabetical order by **Employee** last name and will include any notes attached to the absence record.









Sick/Absence Report
3/3/2019 to 5/5/2019

Cerner

Employee	Skill	Date	Day	Assignment	Task/Shift	Hours	
<Employee Name>	US/MT	3/3/2019	Sun	5 Non Productive	Unscheduled Absence 12	12.0	
		Note:		*called out 3/3 @ 0424*			
						12.0	# of Incidents: 1
<Employee Name>	US/MT	3/4/2019	Mon	5 Non Productive	Unscheduled Absence 12	9.5	
		Note:		*went home sick*			
						9.5	# of Incidents: 1

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please place a ticket to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.