

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**.

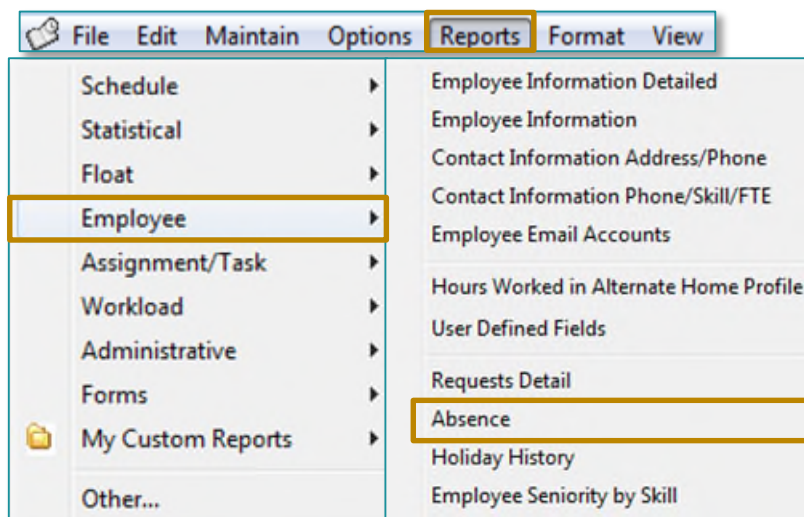
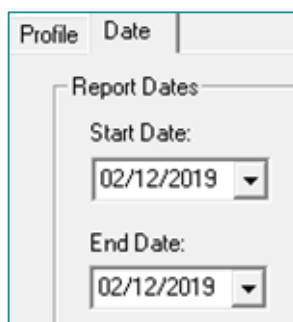
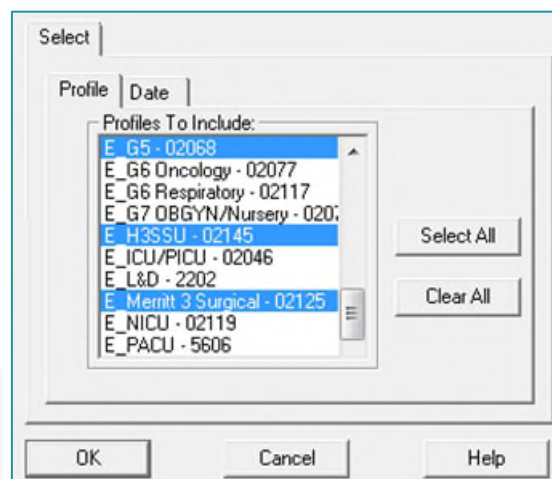
STEP 3: Click **Absence**.

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 3/5/2019						
Employee	Skill	Date	Day	Assignment	Task/Shift	Hours
<Employee Name>	USMT	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>	USMT	3/4/2019	Mon	5 Non Productive	Unscheduled Absence 12	9.5
		Note:		went home sick		
						9.5 # of Incidents: 1