

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**

Pile 6 Edit Maintain Options Reports Format View **STEP 1**: From the Toolbar, click Reports. **Employee Information Detailed** Schedule **STEP 2**: Click **Employee**. **Employee Information** Statistical Contact Information Address/Phone **STEP 3**: Click Absence. Float Contact Information Phone/Skill/FTE From the **Profile** tab, select the Employee STEP 4: **Employee Email Accounts** Assignment/Task Profile(s)/Department(s) to be Hours Worked in Alternate Home Profile Workload included in the report. **User Defined Fields** Administrative **STEP 5**: From the **Date** tab, select the **Start Requests Detail** Forms and End Dates for the report. Absence 0 My Custom Reports Holiday History **STEP 6**: Click OK. Employee Seniority by Skill Other... **STEP 7**: The Absence Report will display in alphabetical order by Profile Date Select **Employee** last name and Report Dates Profile Date will include any notes Profiles To Include Start Date: attached to the absence E\_G6 Oncology · 02077 02/12/2019 record. -E\_G6 Respiratory - 02117 E\_G7 OBGYN/Nursery - 020 Select All End Date: ICU/PICU - 02046 E\_L&D - 2202 02/12/2019 -Clear All E NICU - 02119 E PACU - 5606 Sick/Absence Report Cerner 3/3/2019 to 3/5/2019 **NK** Cancel Help mployee Skill Date Day Assignment Task/Shift Hours <Employee Name> US/MT 3/3/2019 5 Non Productive Unscheduled Absence 12 12.0 Sun called out 3/3 @ 0424 Note: 12.0 # of Incidents: 1 <Employee Name> US/MT 3/4/2019 Mon 5 Non Productive Unscheduled Absence 12 9.5 went home sick Note: 9.5 # of Incidents: 1

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