

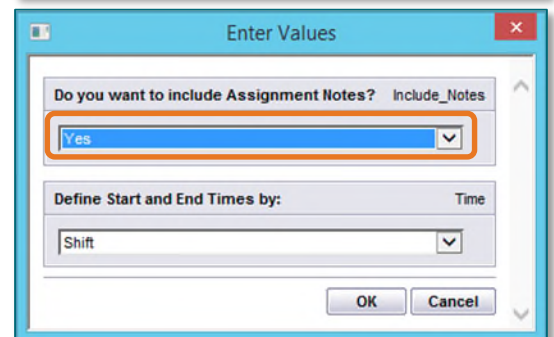
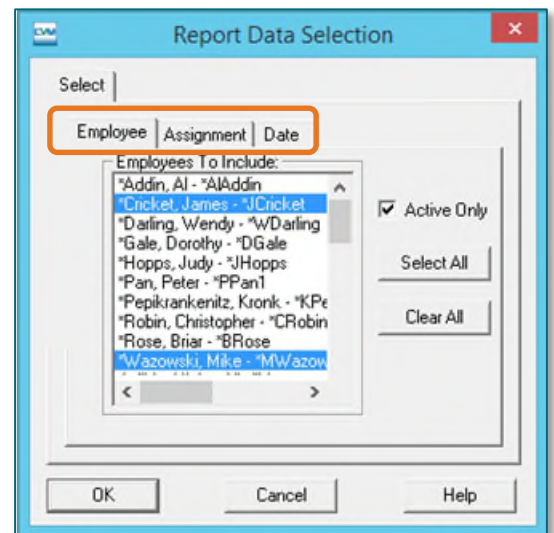
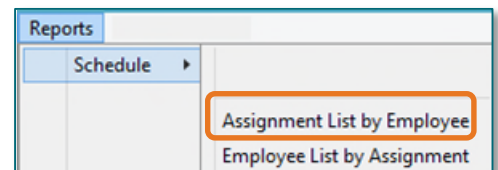
The Assignment List by Employee Report provides a list of the current scheduled assignments, sorted by employee. To run the report users must have security group access to Clairvia Staff Manager reports for a unit.

Running the Assignment List by Employee Report

- Select **Reports** in toolbar, then hover over **Schedule**, select **Assignment List by Employee**.
- In the **Report Data Selection** window, enter criteria for each tab.
 - **Employee**
 - **Assignment**
 - **Date**

NOTE: Selections included in the report will be highlighted in blue. Un-check the “Active Only” box to see staff that are no longer in profile.

- Click **OK**.
- Complete selections on the **Enter Values** window.
 - Include Assignment Notes?
 - Recommended: **Yes**
 - Defining start and end times.
 - **Shift**
 - **Coverage**
 - **None**
- Click **OK**.



NOTE: The “Employee List by Assignment” report offers the same content sorted by Assignment and Task rather than Employee Name.

Interpreting the Assignment List by Employee Report

➤ Sample Report:

| Employee | Date | Fill Type | Assignment | Task | Shift Start Time | Shift End Time | Work Hours (mins) | Break Hours (mins) |
|-----------------|---------------------------------|-------------|-----------------|----------------|---------------------|-------------------|----------------------|-----------------------|
| *Cricket, James | 07/13/2023 | Manual Edit | 1 E_Day | 0700 1930 : RN | 07:00:00 | 19:30:00 | 12.00 | 30 |
| | Note: Preceptor for Mike W. | | | | | | | |
| | 07/14/2023 | Manual Edit | 1 E_Day | 0700 1930 : RN | 07:00:00 | 19:30:00 | 12.00 | 30 |
| *Wazowski, Mike | 07/15/2023 | Manual Edit | 1 E_Day | 0700 1930 : RN | 07:00:00 | 19:30:00 | 12.00 | 30 |
| | Note: Orienting with J. Cricket | | | | | | | |
| | 07/13/2023 | Manual Edit | 6 E_Orientation | ORIENT 12 : RN | 07:00:00 | 19:30:00 | 12.00 | 30 |

- **Employee:** Name of the employee.
- **Date:** Date of the scheduled assignment.
- **Fill Type:** How the task was added to the schedule.
- **Assignment:** Task grouping indicating the type of shift. (Day, Night, Non-Productive, etc.)
- **Task:** Name of the task/shift on the schedule.
- **Shift Start Time:** Expected start time for the task.
 - (Alternate) Coverage Start Time: Usually matches the task start time.
- **Shift End Time:** Expected end time of task.
 - (Alternate) Coverage End Time: Duration of the task if the break is subtracted from the end.
- **Work Hours:** Paid time associated with the task.
- **Break (mins):** Minutes of unpaid break time associated with the shift.
- **Note:** Assignment note entered in schedule editor.

➤ Sort Order

- Employee
- Date
- Assignment
- Task