

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

**Absence Report**

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

**STEP 2:** Click Employee.

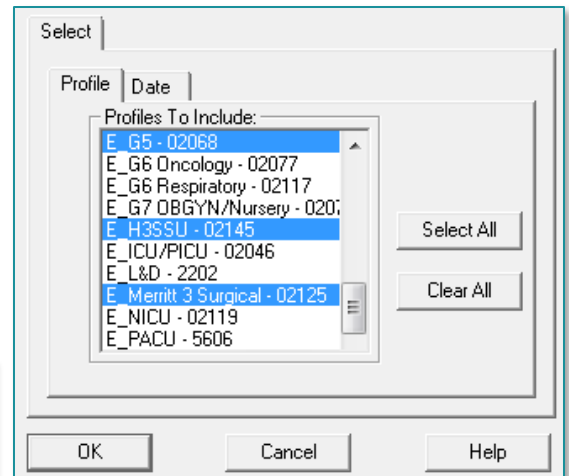
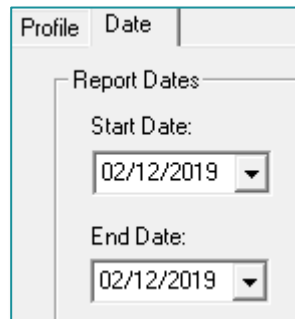
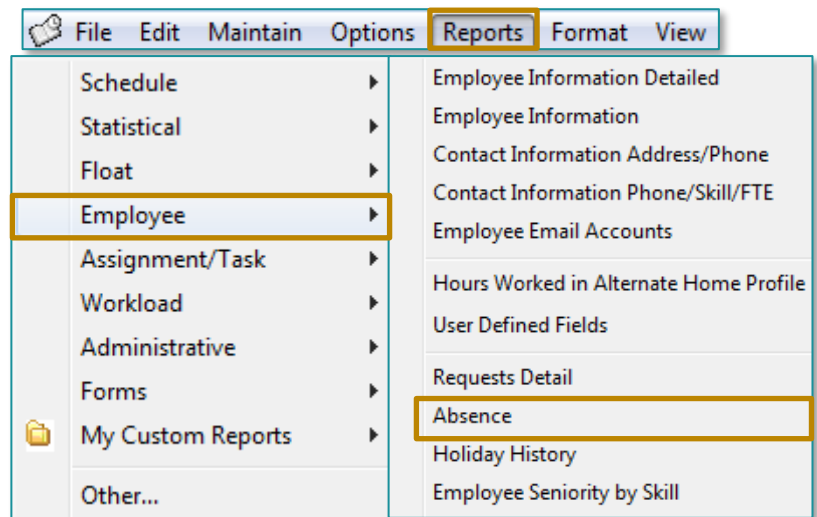
**STEP 3:** Click Absence.

**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							Cerner
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	