

Clarity - How do I Run the Federal Statutory Holiday Pay Report?

Problem:

How do I Run the Federal Statutory Holiday Pay Report?

Solution:

Steps:

1. In Clarity, navigate to Reports > Payroll Reports > Statutory Holiday Pay report.
2. Select whichever groups you want to include in the report.
3. Select whichever employees you want to include in the report.
4. Select the date of the holiday.

The screenshot shows the 'Statutory holiday pay' dialog box with the following configuration:

- Parameters** tab is selected.
- Groups to include:**
 - ☐ Department
 - ☐ Division
 - ☒ Payroll group (set to Management)
 - ☐ EI group
- Employees to include:**
 - ☒ All employees
 - ☐ Selected employees
 - ☐ By status...
- Holiday Date:** 02/19/2018
- Buttons: Preview, Print, Cancel, Help

5. Navigate to the 'Preferences' tab.
6. Select the province code 'FA' for federal.

7. Select the appropriate "*Calculation Method*".

NOTE: Choose the option from the drop down list for the calculation method to get the appropriate result.

Statutory holiday pay

Parameters Preferences Holiday pay settings Margins

Ordered by

☒ Employee number ☐ Department & Employee number

☐ Employee surname ☐ Department & Employee surname

Province of holiday pay

Province code **FA** ☐ Include ALL employees regardless of taxation province

Calculation parameters

Calculation method 1/20 of the total earnings based on 4 working weeks prior to the week of holiday

Working week 1/20 of the total earnings based on 4 working weeks prior to the week of holiday

Start day Commission employees 1/60 of the total earnings based on 12 weeks immediately pre

End day Monday

Preview Print Cancel ? Help

8. Select the start date of the working week. By default, the end day of the working week will automatically be selected.
9. Navigate to the 'Holiday Pay Settings' tab.
10. Select the payroll category which is used for calculating the statutory holiday pay.
11. Click "**Preview**" to print-preview the report, or click "**Print**" to print out the report.