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

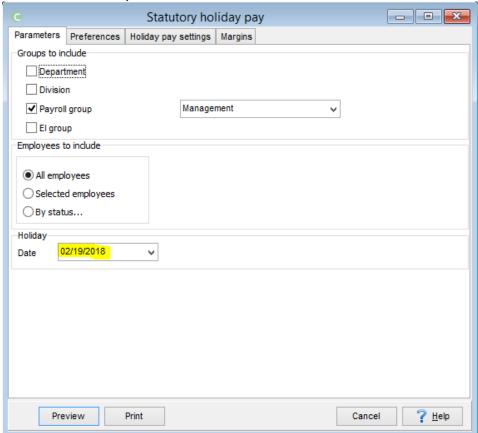
Problem:

How do I Run the Federal Statutory Holiday Pay Report?

Solution:

Steps:

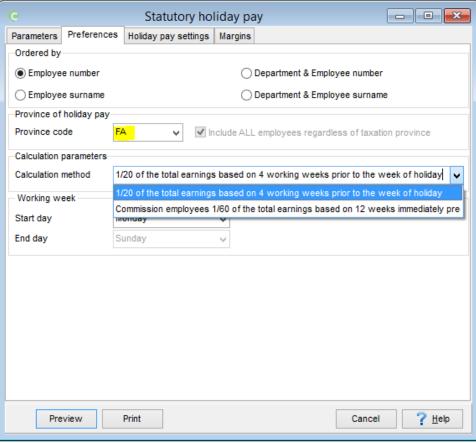
- 1. In Clarity, navigate to Reports > Payroll Reports > Statutory Holiday Pay report.
- 2. Select whichever groups you want to include in the report.
- 3. Select whichever employees you want to include in the report.
- 4. Select the date of the holiday.



- 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.



- 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.