

## ACADIA HOLIDAY CALCULATION

Log into Nethris website under Client Login at <https://clients.nethris.com>

- Click on Reports
- Report Generator
- Report List
- Breakdown of employee distribution codes
- Click Produce
- Choose company in drop down menu
- Enter account dates to and from (30 days prior to holiday=2 prior pay periods)
- Choose division
- Earnings Code- Choose G1
- Employee sort order- Choose employee name
- Total- Choose Breakdown with subtotals
- Click Execute
- Total hours divided by # of days worked= Holiday hours paid

### To Make Entries in Timesheet

- Unlock Timesheets
- Click on Time
- Timesheet details per employee
- Entered Hours and Amounts
- Search employee in the top right corner
- Adjust the amount of holiday hours in the timesheet
- Save