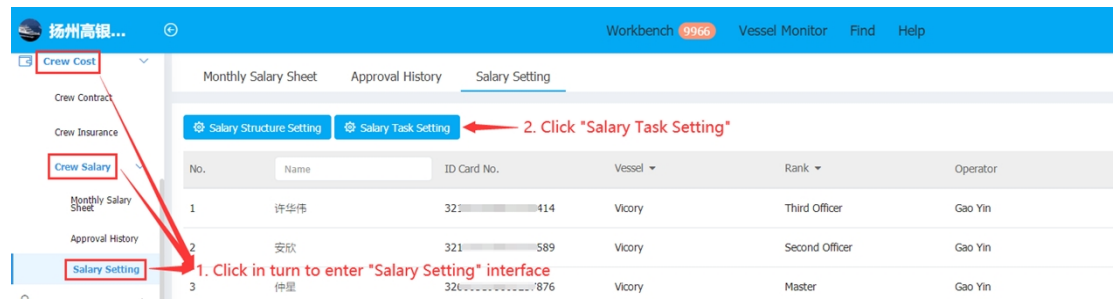


How to set the task of making monthly salary table

Users can log in to the website of OLSaaS, and operate in "Crew Cost → Crew Salary → Salary Setting" interface according to the following steps 1-4:



Salary Task Setting

3. According to the actual situation, fill in the making date and overdue date of the salary table(after setting, there will be a task reminder on the workbench)

Salary Making Task Date: days of each month to generate the last month's Salary Sheet Making Task.

Overdue Day: After days of each month, you will be reminded that the Salary Sheet Making Task of last month has been overdue.

No.	Vessel	Currency	Enabled Status	Start Month	P.I.C.	Approve or Not	Operation
1	Fram	USD	ON	2022-05	岸基	Yes	Edit
2	Vicory	USD	ON	2022-06	岸基	Yes	Edit
3	Shore-based	CNY	ON	<input type="text"/>	<input type="text"/>	Please select	Save Cancel

4. Choose whether to enable or not according to the actual demand, and you can set the person in charge and approve or not. Click "Confirm" after setting. (If disabled again after activation, the corresponding salary task will not be prompted)



Next Step:

After the salary task setting is completed, there will be a monthly salary table to be submitted in the relevant personnel workbench, as shown in the following figure: