How to set the task of making monthly salary table

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

🥌 扬州高银	Ð			Workbench (9966)	Vessel Monitor Find	Help
Crew Cost	Monthly Sa	alary Sheet Approval Histo	y Salary Setting			
Crew Insurance	🕸 Salary Stru	cture Setting 🛛 🛱 Salary Task Set	ting 🔶 2. Click "Sa	llary Task Setting"		
Crew Salary	No.	Name	ID Card No.	Vessel 👻	Rank 👻	Operator
Monthly Salary Sheet	1	许华伟	321 414	Vicory	Third Officer	Gao Yin
Approval History	2	安欣	321 589	Vicory	Second Officer	Gao Yin
Salary Setting	1. Click in 3	n turn to enter "Salary S ^{仲星}	etting" interface	Vicory	Master	Gao Yin

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

Overdue Day: After 20 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 V	ON	2022-05	岸基	Yes	Edit
2	Vicory	USD V	ON	2022-06	岸基	Yes	Edit
3	Shore-based	CNY V	ON O			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: