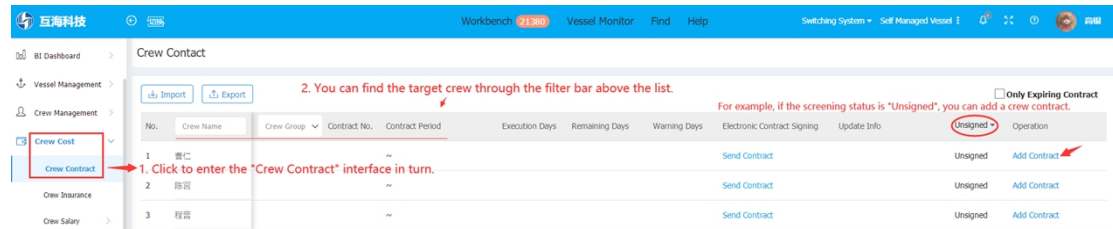


How to add a crew contract

After adding crew information to the OLSaaS system, the crew contract interface will generate the relevant information synchronously and display the status of "Unsigned".

Users can log in to the website of OLSaaS, and operate in "Crew Cost → Crew Contract" interface according to the following steps 1-5:



Add Crew Contract

Crew Name: 普仁 ID Card No.: 3210...5017

Contract Period* ~ Contract No.

Warning Days

2. After selecting the contract start date, the contract termination date can be quickly selected, such as "6 months, 8 months", etc.; If the user's company has an internal contract number, you can fill it in by yourself here; If this is not specified, the system will automatically generate the contract number after the contract is created.

Insurance and Housing Fund Setting

No.	Name	Contribution Base	Batch Modification
1	Endowment Insurance	<input type="text"/>	<input type="text"/>
2	Unemployment Insurance	<input type="text"/>	<input type="text"/>
3	Medical Insurance	<input type="text"/>	<input type="text"/>
4	Employment Injury Insurance	<input type="text"/>	<input type="text"/>
5	Maternity Insurance	<input type="text"/>	<input type="text"/>
6	Public Accumulation Funds	<input type="text"/>	<input type="text"/>

Contract Attachment

[Upload Attachment](#)

The size of a single uploaded file cannot exceed 1GB.

4. Set the number of warning days and Five Social Insurance and One Housing Fund, upload the contract attachments, and finally click "Confirm", and the crew contract will be successfully created.



Note:

If the start date of the contract is later than the date on which the contract is created, the status of "Ineffective" will be displayed after the contract is successfully created; If the start date of the contract is earlier than the date of the contract creation, the status of "Effective" will be displayed after the contract is successfully created.