

Crew Salary Submit for Approval

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

The screenshot shows the OLSaaS web interface. In the left sidebar, the 'Crew Cost' menu is expanded, and 'Monthly Salary Sheet' is highlighted. A red arrow points to this menu item with the instruction: "1. Click in turn to enter 'Monthly Salary Sheet' interface". In the main content area, the 'Salary Detail Summary' tab is selected, and a red arrow points to it with the instruction: "2. Click 'Salary Detail Summary'".

3. Click "Add"

No.	Name	Vessel	Rank	Crew Type	Salary Days	Currency	Basic Salary					
1	KEANE LEO FERNADES	LINK OCEAN 1	Chief Officer	Own	30	CNY	6000	300.00	300.00	0.00	0.00	0.00
2	曹仁	LINK OCEAN 1	Chief Engineer	Manager	30	CNY	15000	0.00	0.00	0.00	0.00	0.00
3	张水手	LINK OCEAN 1	Sailor		30	CNY	5000	300.00	300.00	300.00	300.00	300.00

4. Switch between "Crew on Board/Crew on Shore" according to needs, and filter the crew members who need to generate salary according to conditions

5. After selecting the crew, click the edit icon on the right to edit the basic salary and other awards, click "Save" after editing, and finally click "Confirm".

	Basic Info	Time on Board	Basic Salary*	航次奖	扫舱费	月度奖	洗舱费	劳务费	Salary Adjustment
<input type="checkbox"/>	KEANE LEO FERNANDES(Chief Officer)/LINK OCEAN 1 ID Card No.:2000432789877777	30	6000	300	300	0	0	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	YUAN ZHI CAO YUAN ZHI CAO YUAN ZHI CAO YUAN ZHI CAO(Master)/LINK OCEAN 1 ID Card No.:20120483	30	4500	0	0	0	0	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	付大智(Electrical Engineer)/LINK OCEAN 1 ID Card No.:420105197507200835	2.5							<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	公科强(Motorman)/LINK OCEAN 14 ID Card No.:321084198910086876	30	5000	300	300	0	0	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	刘三(Chief Officer/Concurrent PostElectrician)/LINK OCEAN 1 ID Card No.:189504624950162548	30	5500	300	200	0	0	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	刘强(Commissar)/LINK OCEAN 14 ID Card No.:321084198910086874	30							<input type="checkbox"/>
<input type="checkbox"/>	刘金祥(2ND Engineer)/LINK OCEAN 1 ID Card No.:452524197606010031	30							<input checked="" type="checkbox"/>
<input type="checkbox"/>	刘强(Motorman)/LINK OCEAN 1 ID Card No.:321027199412061210	30							<input checked="" type="checkbox"/>
<input type="checkbox"/>	卡卡罗特(Chief Officer)/OCEAN 1 ID Card No.:420117198703185935	30							<input checked="" type="checkbox"/>

Salary Detail Summary

2023-06 Crew Name Reset

No.	Name	Vessel	Rank	Crew Type	Salary Days	Currency	Basic Salary	航次实	扫舱费	月度实	洗舱费	劳务费	Subsidy	Deduction	Total Salary	Operation
1	KEANE LEO FE RINADES	LINK OCEAN 1	Chief Officer	Own	30	CNY	6000	300.00	300.00	0.00	0.00	0.00			6,600.00	Subsidy Edit Deduction Delete
2	刘三	LINK OCEAN 1	Chief Officer	Own	30	CNY	5500	300.00	200.00	0.00	0.00	0.00			6,000.00	Subsidy Edit Deduction Delete
3	曹仁	LINK OCEAN 1	Chief Engineer	Manager	30	CNY	15000	0.00	0.00	0.00	0.00	0.00			15,000.00	Subsidy Edit Deduction Delete
4	公孙	LINK OCEAN 1	Motorman	Manager	30	EUR	5000	300.00	300.00	0.00	0.00	0.00			5,600.00	Subsidy Edit Deduction Delete

Total Number 4 Persons; Total Amount this Month: CNY:27600.00, EUR:5600.00 [Submit for Approval](#) ← 6. Click "Submit for Approval" according to the generated crew salary.

4 Total

Next Step:

After the crew salary is submitted for approval, the document is transferred to the approver's workbench according to the workflow node.