

How to approve the labor reimbursement form

After the labor reimbursement application is submitted, according to the workflow, the document will be transferred to the approver's workbench.

Users can log in to the website of OLSaaS, and operate in "Workbench → Workflow Task → Approve → Labor Reimbursement" interface according to the following steps 1-3:

Next Step:

- ① For the approved labor reimbursement document, if the company has set the "Execute" step in the workflow, the document will be in a state of "Executing", which is generally used to record the payment operation of labor reimbursement;
- ② For the rejected labor reimbursement document, the document will be in a state of "Rejected" in the interface of "Labor Reimbursement". Users can copy the original document according to actual needs, and resubmit it for approval after modification

| No. | Crew Name | ID No. | Vessel | Rank | Expense Type | Appl.Amount | Approval Amount | Apply Date | Expense Month | Remarks | Status | Operation |
|-----|-----------|------------------------|--------|---------------|---------------------------|-------------|-----------------|------------|---------------|---|-----------|-----------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | 萧十一 | 431002196908 268056 | | Third Officer | Maintenance Labor Expense | 888.00 | 888.00 | 2023-04-27 | / | | Rejected | Resubmit |
| 7 | 仲星 | 326005198603 237876 | | Master | Traffic expense | 68.00 | 68.00 | 2022-11-21 | / | | Rejected | Resubmit |
| 8 | 肖战 | 323003200001 136869 | | 3RD Engineer | Traffic expense | 0.00 | 0.00 | 2022-11-21 | / | | Rejected | Resubmit |
| 9 | 肖战 | 323003200001 136869 | | 3RD Engineer | Traffic expense | 66.00 | 66.00 | 2022-11-21 | / | | Rejected | Resubmit |
| 10 | 肖战 | 323003200001 136869 | | 3RD Engineer | Special Labor Expense | 888.00 | 888.00 | 2023-05-08 | | The acceptance time of the final approver | Executing | |