

How to set the task of making monthly salary table (document)

Users log in to the OLISS Web side and click to enter in turn **"Crew Cost → Crew Salary → Salary Setting"** interface, click "Salary Task Setting" to enter the salary task setting interface. According to the actual situation, fill in the salary making task date and overdue day of the salary table (after setting , there will be a task reminder on the workbench). According to the actual needs, select the currency, enabled status, enabled month, and can also set the person in charge, whether to approve or not. After the setting is completed, click "Save" (if it is enabled and disabled again, the corresponding salary task will not be reminded)

Crew Cost

Crew Contract

Crew Insurance

Crew Salary

Monthly Salary Sheet

Approval History

Salary Setting

Recruitment Management

Monthly Salary Sheet

Approval History

Salary Setting

Salary Structure Setting

Salary Task Setting

Salary Standard Setting

No.	Name	ID	Crew Group	Vessel	Rank	Operator	Operation Time	Operation
1	沈雪飞	32083019*****		LINK OCEAN 1	Carpenter	系统	2025-03-19 10:45	Edit Delete
2	沈雪飞	320830*****8		LINK OCEAN 1	Steward	系统	2025-03-19 10:45	Edit Delete
3	杨一兵	320101*****X		LINK OCEAN 1	Bosun	系统	2025-03-19 10:45	Edit Delete
4	LUQIMAN HAKIM BIN RAM ANIZAN	20120302	内贸船员组234	LINK OCEAN 1	Chief Officer	孙红梅	2025-03-11 15:03	Edit Delete

Salary Task Setting

3、 Fill in the salary making task date and overdue day of the salary table (after setting, there will be a task reminder on the workbench)

Salary Making Task Date:

8

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

Overdue Day:

After 15

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	LINK OCEAN 1	CNY	ON	2023-06	张三	Yes	Edit
2	LINK OCEAN 14	EUR	ON	2024-06	潘俊杰的测试	Yes	Edit
3	Shore-based	CNY	ON	2024-05	杨芬芬	Yes	Save Cancel
4	ABLE SAILOR		OFF				
5	自测1号	CNY	OFF				

4、 According to the actual needs, select the currency, enabled status, enabled month, and can also set the person in charge, whether to approve or not. After the setting is completed, click "Save"(if it is enabled and disabled again, the corresponding salary task will not be reminded)

Confirm

Cancel

Next step:

After the salary task is set, relevant personnel can view the monthly salary table to be submitted tasks in the "Crew Salary" under the Workbench → Pending Tasks.