

How to renew a crew contract

Users can log in to the website of OLSaaS, and operate in "Crew Cost → Crew Contact" interface according to the following steps 1-3:

1. Click to enter the "Crew Contact" interface in turn.

2. You can find the target crew through the filter conditions above the list

3. After finding the target crew member, click "Renew"

No.	Crew Name	Rank	Vessel	Crew Group	Contract No.	Contract Period	Execution Days	Remaining Days	Warning Days	Electronic Contract Signing	Up Operation
1	KEANE LEO FERNANDES	Chief Officer	LINK OCEAN 1		HT-2307040	2022-08-01~2023-08-01	348	4 (Renewed)	30	Send Contract	Renew Edit Terminate
2	卡卡罗特	Chief Officer	nbbhy2		20230331	2023-03-01~2024-03-01	136	230	30	Send Contract	Renew Edit Terminate
3	王伟	Second Officer	OCEAN 1			2023-03-01~2024-03-01	136	230	60	Send Contract	Renew Edit Terminate

Renew Contract

Warning Days: 30

Five Insurances and One Fund Payment Base

Endowment Insurance	Unemployment Insurance	Medical Insurance	Employment Injury Insurance	Maternity Insurance	Public Accumulation Funds
1230	1130	1530	580	690	1880

Enter New Contract Info.

Contract Period *

2024-03-02 ~ 2024-11-02

6M 8M 10M 12M

Contract No.

Warning Days

30

Insurance and Housing Fund Setting

No.	Name	Contribution Base	Batch Modification
1	Endowment Insurance		
2	Unemployment Insurance		
3	Medical Insurance		
4	Employment Injury Insurance		
5	Maternity Insurance		
6	Public Accumulation Funds		

Upload Attachment

4. Improve other relevant information, such as the number of warning days, five social insurance and one housing fund setting, etc., and finally click "Confirm"

Confirm

If the current crew contract has not expired, but it has been successfully renewed, the contract list will show the status of "Renewed, Effective"; If the renewal contract has reached the current date, the status of "Effective" will be displayed.