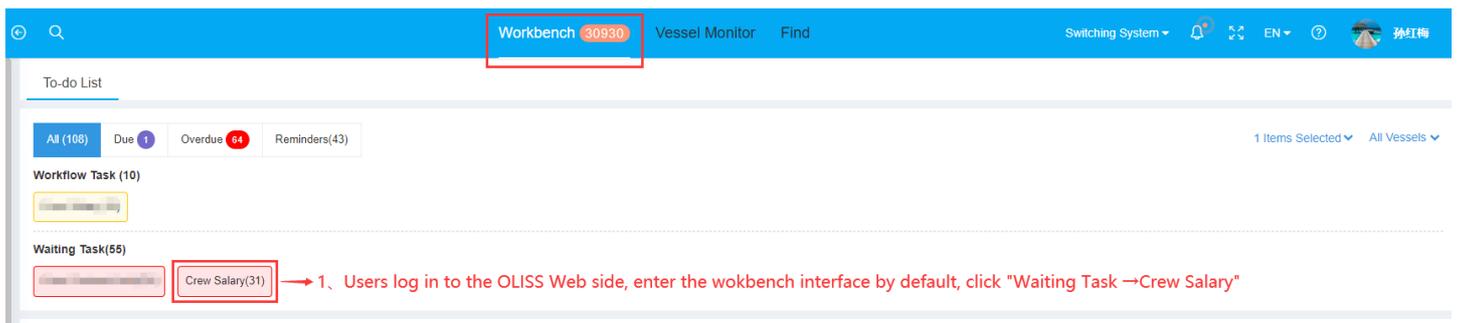


# How to deal with the pending tasks of monthly salary sheet on the workbench

After the salary task is set, once the set tabulation date is reached, the system will automatically generate the salary sheet making task of last month, and give an intelligent reminder on the workbench.

Users log in to the OLISS Web side , enter the workbench interface by default, click **"Waiting Task → Crew Salary"** , enter the Crew Salary interface to be submitted, filter the corresponding vessel, click "Make" on the right, enter the "Add Salary -Crew On board " interface, can find the target crew through the filter bar, check the target crew, click the edit icon on the right, can modify the basic salary and other awards. After modification, it needs to be saved. Finally, click "Confirm", the Crew Salary becomes Pending Submission status, click "Submit" on the right, enter the details page of the payroll to be submitted, users add "Remarks" or upload "Attachment" according to their needs, and click "Submit" after confirming that the information is correct



← Crew salary to be submitted

Year/Month:

No.	Vessel	Year/Month	All	Operation
1	LINK OCEAN 1	2025-03	To Be Made	<input type="button" value="Make"/> <input type="button" value="End Task"/>
2	Shore-based	2025-03	To Be Made	<input type="button" value="Make"/> <input type="button" value="End Task"/>
3	LINK OCEAN 1	2025-02	To Be Submitted	<input type="button" value="Submit"/>
4	Shore-based	2025-02	To Be Made	<input type="button" value="Make"/> <input type="button" value="End Task"/>

2. Filter the corresponding vessel, click "Make" on the right



Crew on Board

3. you can find the target crew through the filter bar

2025-03 LINK OCEAN 1 Please select Crew Name Search Reset

If the salary of the current month has been submitted for approval, it cannot be modified. This month's salary sheet has been done.

<input type="checkbox"/>	Basic Info	Time on Board	Basic Salary *	航次奖	扫舱费	月度奖	洗舱费	劳务费	其他费用	Salary Adjustment
<input checked="" type="checkbox"/>	魏磊(MasterConcurrent PostMaster)/LINK OCEAN 1 ID:321002199000000000 <a href="#">Contract Info</a>	20	8000	1000	500	100	500	200	0	<a href="#">Save</a> <a href="#">Cancel</a>
<input type="checkbox"/>	霍三管(Apprentice Master)/LINK OCEAN 1 ID:30	20	0	1000	500	100	500	200	0	<a href="#">Edit</a>
<input type="checkbox"/>	LUQMAN HAKIM BIN RAMANIZAN(Chief Officer)/LI NK OCEAN 1 ID:20120302	20	8000	1000	500	100	500	200	0	<a href="#">Edit</a>
<input type="checkbox"/>	陈*(Chief Officer)/LINK OCEAN 1 ID:3203*****3	20	8000	1000	500	100	500	200	0	<a href="#">Edit</a>
<input type="checkbox"/>	球球测试2(Apprentice Chief Officer)/LINK OCEAN 1 ID:87787787877 <a href="#">Contract Info</a>	2.5	0	1000	500	100	500	200	0	<a href="#">Edit</a>
<input type="checkbox"/>	王二副(Second Officer)/LINK OCEAN 1 ID:321061*****1	17.5	7000	1000	500	100	500	200	0	<a href="#">Edit</a>
<input type="checkbox"/>	洪斌(Third Officer)/LINK OCEAN 1 ID:321081*****X	20	0	1000	500	100	500	200	0	<a href="#">Edit</a>
<input type="checkbox"/>	涂健(Chief Engineer)/LINK OCEAN 1 ID:42010619*****	20	10000	1000	500	100	500	200	0	<a href="#">Edit</a>
<input type="checkbox"/>	刘金祥(2ND Engineer)/LINK OCEAN 1 ID:452524*****1	20	8500	1000	500	100	500	200	0	<a href="#">Edit</a>
<input type="checkbox"/>	李学刚(3RD Engineer)/LINK OCEAN 1 ID:370702*****3	20	9000	1000	500	100	500	200	0	<a href="#">Edit</a>
<input type="checkbox"/>	叶*民(3RD Engineer)/LINK OCEAN 1 ID:35222*****5	20	0	1000	500	100	500	200	0	<a href="#">Edit</a>
<input type="checkbox"/>	刘立强(4TH Engineer)/LINK OCEAN 1 ID:441481*****2	20	8000	1000	500	100	500	200	0	<a href="#">Edit</a>

[Confirm](#) [Cancel](#)

← Crew salary to be submitted

Year/Month: Please select the year and month Search Reset

No.	Vessel	Year/Month	All	Operation
1	LINK OCEAN 1	2025-03	To Be Made	<a href="#">Make</a> <a href="#">End Task</a>
2	Shore-based	2025-03	To Be Made	<a href="#">Make</a> <a href="#">End Task</a>
3	LINK OCEAN 1	2025-02	To Be Submitted	<a href="#">Submit</a>
4	Shore-based	2025-02	To Be Made	<a href="#">Make</a> <a href="#">End Task</a>
5	LINK OCEAN 14	2025-01	To Be Submitted	<a href="#">Submit</a>

5. The crew salary becomes pending submission status, click "Submit" on the right

February 2025 Crew Salary -LINK OCEAN 1 To Be Submitted[Add](#) [Export](#)

Current Total 2 Persons; Total Due for the Month: CNY 19,520.00

No.	Name	Rank	Crew Type	Salary Days	Basic Salary *	航次奖	扫舱费	月度奖	洗舱费	劳务费	其他费用	Subsidy	Deduction	Total Salary	Operation
1	魏磊	Master		28	8000	1000	500	100	500	200	0	0	0	9,760.00	<a href="#">Edit</a> <a href="#">Delete</a>
2	陈*	Chief Officer		28	8000	1000	500	100	500	200	0	0	0	9,760.00	<a href="#">Edit</a> <a href="#">Delete</a>

Remarks:  
Please enter  0 / 500

Attachment:  
[Upload](#)

6. Users add "Remarks" or upload "Attachment" according to their need, and click "Submit" after confirming that the information is correct.

[Submit](#) [Cancel](#)

Next step:

After the payroll is submitted for approval, according to the setting of the approval process, the documentation will be transferred to the personnel workbench with salary approval authority.