

Crew Salary Submit for Approval (Document)

Users log in to the OLISS Web side and click to enter in turn "**Crew Cost** → **Crew Salary** → **Monthly Salary Sheet**" interface, click "Salary detail summary", enter the salary detail summary interface, click "Add" in this interface, jump to the quick addition of salary interface, in this interface, you can switch "Crew on board/ crew on shore", or quickly find the target crew according to the filtering conditions, check the crew, click the edit icon on the right, you can edit the basic salary and other awards, click "Save" after editing, and finally click "Submit" below to complete the addition, jump back to the salary detail summary interface, click "Submit" according to the generated crew salary, and submit the monthly salary Payroll interface, after selecting the monthly salary table to be submitted, click "Confirm"

The screenshot shows the OLISS Web interface. The top navigation bar includes "互海科技", "Workbench 30922", "Vessel Monitor", "Find", "Switching System", "EN", and a user profile "孙红梅". The left sidebar has a menu with "Crew Cost" selected, which is expanded to show "Crew Contract", "Crew Insurance", and "Crew Salary". Under "Crew Salary", "Monthly Salary Sheet" is highlighted. The main content area shows the "Monthly Salary Sheet" interface with tabs for "Monthly Salary Sheet", "Approval History", and "Salary Setting". The "Monthly Salary Sheet" tab is active, displaying a "Salary Detail Summary" table. The table has columns for "No.", "Vessel", "Jan", "Feb", "Mar", "Apr", "May", and "Jun". The first row shows "1" for No., "Shore-based" for Vessel, and "Approving" for Jan. The second row shows "2" for No., "LINK OCEAN 1" for Vessel, and "To Be Submitted" for Jan, Feb, and Mar. The third row shows "3" for No., "LINK OCEAN 14" for Vessel, and "To Be Made" for Jan, "N/A" for Feb, and "N/A" for Mar. Red annotations include a box around "Crew Salary" in the sidebar, an arrow pointing to "Monthly Salary Sheet", and text "1. Click in turn to enter Monthly Salary Sheet interface" and "2. Click * Salary Detail Summary*" pointing to the "Salary Detail Summary" tab.

The screenshot shows the "Salary Detail Summary" interface. At the top, there are buttons for "Add", "Export By Crew", and "Export By Ship". Below these buttons is a search bar with "2025-02" and "Crew Name" fields, and "Search" and "Reset" buttons. The main content area is a table with columns: "No.", "Name", "Vessel", "Rank", "Crew Type", "Salary Days", "Currency", "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", and "Operation". The table contains two rows of data. The first row has "1" for No., "陈磊" for Name, "LINK OCEAN N 1" for Vessel, "Master" for Rank, "28" for Salary Days, "CNY" for Currency, "8000" for Basic Salary, "1000.00" for 航次奖, "500.00" for 扫舱费, "100.00" for 月度奖, "500.00" for 洗舱费, "200.00" for 劳务费, "0.00" for 其他费用, "9,760.00" for Total Salary, and "History Record | Edit | Delete" for Operation. The second row has "2" for No., "陈*" for Name, "LINK OCEAN N 1" for Vessel, "Chief Officer" for Rank, "28" for Salary Days, "CNY" for Currency, "8000" for Basic Salary, "1000.00" for 航次奖, "500.00" for 扫舱费, "100.00" for 月度奖, "500.00" for 洗舱费, "200.00" for 劳务费, "0.00" for 其他费用, "9,760.00" for Total Salary, and "History Record | Edit | Delete" for Operation. A red annotation "3. Click *Add*" points to the "Add" button.

4. Switch between "Crew On Board / Crew On Shore" according to your need

Add Salary

Quickly find the target crew according to the filtering conditions

Crew on Board Crew on Shore

2025-02 Please select a vessel 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.

Table with columns: 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. Includes crew members like 鲍磊, 李四, 张三, etc.

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

Confirm Cancel

Salary Detail Summary

Add Export By Crew Export By Ship

2025-02 Crew Name Search Reset

Summary table with columns: No., Name, Vessel, Rank, Crew Type, Salary Days, Currency, 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.

Total Number: 2 Persons; Total Amount this Month: CNY:19520.00

2 Total 50Total/Page

6. Click "Submit" according to the generated crew salary

Submit

Submit Monthly Salary Sheet



Year/Month: 2025-02



Search

Reset

<input type="checkbox"/>	Vessel Name	Year/Month	Total Number of Employees This Mo...	Payment Number	Status
<input type="checkbox"/>	LINK OCEAN 14	2025-02	0	0	N/A
<input type="checkbox"/>	ABLE SAILOR	2025-02	0	0	N/A
<input type="checkbox"/>	自测1号	2025-02	8	0	N/A
<input type="checkbox"/>	Shore-based	2025-02		0	N/A
<input checked="" type="checkbox"/>	LINK OCEAN 1	2025-02	20	2	Submitted

8、 After selecting the monthly salary table to be submitted, click "Confirm"

Confirm

Cancel

Next step:

After the crew salary is submitted for approval, the documentation will be transferred to the approver workbench according to the approval process node.