

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 can log in to the website of OLSaaS, and operate in "Workbench → Waiting Task → Due → Salary Sheet(To Be Submitted)" interface according to the following steps:

No.	Vessel	Year/Month	All	Operation
1	Victory	2023-07	To Be Made	Make End Task
2	Fram	2023-07	To Be Made	Make End Task
3	Fram	2023-06	To Be Made	Make End Task
4	Victory	2023-06	To Be Made	Make End Task

3. It can be found by rank and crew name

Basic Info	Time on Board	Basic Salary*	航次奖	劳务费	全勤奖	Salary Adjustment
<input checked="" type="checkbox"/> 仲星(Master)/Victory ID Card No.:326005198603237876	7	5000				<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 安印(Second Officer)/Victory ID Card No.:3211029198602056589	7	5000				<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 许华伟(Third Officer)/Victory ID Card No.:321027199411185414 Contract Info	7	6000				<input checked="" type="checkbox"/>

4. Check the target crew and click the edit icon on the right to modify the basic salary and other awards. After modification, you need to save it, and finally click "Confirm" below.

5. After step 4 is completed, the monthly salary table will be in the status of "To Be Submitted", and click "Submit" on the right.

No.	Vessel	Year/Month	All	Operation
1	Victory	2023-07	To Be Submitted	Submit
2	Fram	2023-07	To Be Made	Make End Task
3	Fram	2023-06	To Be Made	Make End Task



Vessel: Victory Year/Month: 2023-07 Currency: USD

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Total Number 3 Persons; Total Amount this Month: 3,733.34

No.	Name	Rank	Crew Type	Salary Days	Basic Salary*	航次奖	完养费	全勤奖	Total Salary	Operation
1	安欣	Second Officer		7	5000	0	0	0	1,166.67	<input checked="" type="checkbox"/> <input type="checkbox"/>
2	许华伟	Third Officer		7	6000	0	0	0	1,400.00	<input checked="" type="checkbox"/> <input type="checkbox"/>
3	仲星	Master		7	5000	0	0	0	1,166.67	<input checked="" type="checkbox"/> <input type="checkbox"/>

6. In the interface of salary details, users can add crew payroll/modify crew salary according to their requirements, and click "Submit for Approval" below after confirmation.

