

## Crew Work Rest Hours Overtime module

In order for the Crew Work Rest Hours application to support the Overtime calculation, the user must first update the vessel's crew table with the necessary extra data that define what constitutes Overtime. For that purpose, we have the amount of normal working hours per week and the vessel Holidays (that must be updated at the beginning of each year).

*How to define the extra Crew Overtime data:*

The user must select the "Create/Edit Crew Data" option from the top "Edit" menu and on the "Crew Data Table Maintenance" screen, click the "Overtime" button.

REF No.	LAST NAME	FIRST NAME	RANK	NATIONALITY	S.Book No or Passport	Crew Sign On Date	Watch/ Keeper	Typed Data
1			MASTER	GREEK			NO	OK
2			CH. OFFICER	FILIPINO			NO	OK
3			2ND OFFICER	FILIPINO			YES	OK
4			2ND OFFICER	FILIPINO			YES	OK
5			3RD OFFICER	GREEK			YES	OK
6			3RD OFFICER	FILIPINO			YES	OK
7			BOSUN	FILIPINO			NO	OK
8			A.B.	FILIPINO			YES	OK
9			A.B.	FILIPINO			YES	OK
10			A.B.	FILIPINO			YES	OK
11			O.S.	FILIPINO			NO	OK
12			O.S.	FILIPINO			NO	OK
13			O.S.	FILIPINO			NO	OK
14			PUMPMAN	FILIPINO			NO	OK
15			C/COOK	FILIPINO			NO	OK
16			MESSMAN	FILIPINO			NO	OK
17			MESSMAN	FILIPINO			NO	OK
18								
19								
20								
21								
22								
23								
24								

**Edit New/Update Crew Record** [?] Help..

Rank List Menu Nationality List Menu S.Book No or Passport Select Crew Sign On Date Watch/ Keeper Typed Data

Last Name First Name MASTER GREEK 27/09/2013 NO OK

Note : Before DELETE / CHANGE Crewmember(s) you MUST BACKUP Crew Files in order to save any changes. Read Help file page 38

New Update Delete OverTime Close

The "Crew Overtime Data Table Maintenance" screen will be displayed, which will only contain the crew table data (first and last name, rank and nationality) at first.

	Last Name	First Name	Rank	Nationality	Vessel Holiday Scheme	Normal Working Hours per Week	Fixed Overtime Hours per Month	Overtime Rate per Hour
1	CHALMERS	CHALMERS	MASTER	GREEK				
2	CHALMERS	CHALMERS	CH. OFFICER	FILIPINO				
3	CHALMERS	CHALMERS	2ND OFFICER	FILIPINO				
4	CHALMERS	CHALMERS	2ND OFFICER	FILIPINO				
5	CHALMERS	CHALMERS	3RD OFFICER	GREEK				
6	CHALMERS	CHALMERS	3RD OFFICER	FILIPINO				
7	CHALMERS	CHALMERS	BOSUN	FILIPINO				
8	CHALMERS	CHALMERS	A.B.	FILIPINO				
9	CHALMERS	CHALMERS	A.B.	FILIPINO				
10	CHALMERS	CHALMERS	A.B.	FILIPINO				
11	CHALMERS	CHALMERS	O.S.	FILIPINO				
12	CHALMERS	CHALMERS	O.S.	FILIPINO				
13	CHALMERS	CHALMERS	O.S.	FILIPINO				
14	CHALMERS	CHALMERS	PUMPMAN	FILIPINO				
15	CHALMERS	CHALMERS	C/COOK	FILIPINO				
16	CHALMERS	CHALMERS	MESSMAN	FILIPINO				
17	CHALMERS	CHALMERS	MESSMAN	FILIPINO				
18								
19								
20								

Vessel Holidays ☐ Include OverTime in the Crew Work / Rest Hours Report ☐ Include OverTime in the Crew Records Excel File Update All Close

Then, the user must define the vessel Holidays by clicking the respective button. The next screen will appear.

Here, the user can select the desired year from the drop-down list, click on several dates to select them and finally add an appropriate description and click the "Save selected dates as:" button, in order to save these dates as Holidays for that year. He can also view the dates of previously saved Holidays schemes by selecting one from the respective list at the top right.

Vessel Holidays

Select the desired year from the list and then click the Holidays of that year to select them: 2019

Select one of the saved Holiday schemes to view the dates:

January 2019 February 2019 March 2019 April 2019

May 2019 June 2019 July 2019 August 2019

September 2019 October 2019 November 2019 December 2019

Save selected dates as: 2019 - Greek Close

Once the user has finished with the Holidays definition, he will return to the “Crew Overtime Data Table Maintenance” screen, where one of the saved Holidays schemes can be selected from a list on the respective column.

**Crew Overtime Data Table Maintenance** ( Deck Department )

	Last Name	First Name	Rank	Nationality	Vessel Holiday Scheme	Normal Working Hours per Week	Fixed Overtime Hours per Month	Overtime Rate per Hour
1			MASTER	GREEK				
2			CH. OFFICER	FILIPINO	2019 - Greek			
3			2ND OFFICER	FILIPINO	2020 - Greek			
4			2ND OFFICER	FILIPINO				
5			3RD OFFICER	GREEK				
6			3RD OFFICER	FILIPINO				
7			BOSUN	FILIPINO				
8			A.B.	FILIPINO				
9			A.B.	FILIPINO				
10			A.B.	FILIPINO				
11			O.S.	FILIPINO				
12			O.S.	FILIPINO				
13			O.S.	FILIPINO				
14			PUMPMAN	FILIPINO				
15			C/COOK	FILIPINO				
16			MESSMAN	FILIPINO				
17			MESSMAN	FILIPINO				
18								
19								
20								

Vessel Holidays ☐ Include OverTime in the Crew Work / Rest Hours Report ☐ Include OverTime in the Crew Records Excel File Update All Close

**Important Note:** This must be updated once a year with the Holidays scheme that applies on that year. Also, a message will be displayed at the start of a new year if no new Holidays scheme has been created.

Then, the user must select one of the supported Normal Working Hours per Week pattern:

1. 40 hours per week: Monday to Friday, 8 hours per day
2. 44 hours per week: Monday to Friday, 8 hours per day plus 4 hours on Saturday
3. 48 hours per week: Monday to Saturday, 8 hours per day

**Crew Overtime Data Table Maintenance** ( Deck Department )

	Last Name	First Name	Rank	Nationality	Vessel Holiday Scheme	Normal Working Hours per Week	Fixed Overtime Hours per Month	Overtime Rate per Hour
1			MASTER	GREEK	2019 - Greek			
2			CH. OFFICER	FILIPINO	2019 - Greek	40hrs: Mon-Fri, 8 hrs/day		
3			2ND OFFICER	FILIPINO	2019 - Greek	44hrs: Mon-Fri, 8 hrs/day - Sat, 4 hrs/day		
4			2ND OFFICER	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day		
5			3RD OFFICER	GREEK	2019 - Greek			
6			3RD OFFICER	FILIPINO	2019 - Greek			
7			BOSUN	FILIPINO	2019 - Greek			
8			A.B.	FILIPINO	2019 - Greek			
9			A.B.	FILIPINO	2019 - Greek			
10			A.B.	FILIPINO	2019 - Greek			
11			O.S.	FILIPINO	2019 - Greek			
12			O.S.	FILIPINO	2019 - Greek			
13			O.S.	FILIPINO	2019 - Greek			
14			PUMPMAN	FILIPINO	2019 - Greek			
15			C/COOK	FILIPINO	2019 - Greek			
16			MESSMAN	FILIPINO	2019 - Greek			
17			MESSMAN	FILIPINO	2019 - Greek			
18								
19								
20								

Vessel Holidays ☐ Include OverTime in the Crew Work / Rest Hours Report ☐ Include OverTime in the Crew Records Excel File Update All Close

After selecting either one of the saved Holidays schemes or the Normal Working Hours per Week patterns, the user will be asked if all crew members of the same nationality should be updated with the same scheme or pattern, in order to make this update process quicker.

Then, the user can enter the amount of the fixed Overtime hours agreed on the crew member's contract and the rate that excessive Overtime hours will be paid. Once all crew members have been updated, the user can select if Overtime hours will be included in the monthly Crew Work / Rest Hours report and/or the Crew Records Excel file (by clicking the respective check boxes) and finally click the "Update All" button for the Crew Overtime data to be saved.

**Crew Overtime Data Table Maintenance**
**( Deck Department )**

	Last Name	First Name	Rank	Nationality	Vessel Holiday Scheme	Normal Working Hours per Week	Fixed Overtime Hours per Month	Overtime Rate per Hour
1			MASTER	GREEK	2019 - Greek	40hrs: Mon-Fri, 8 hrs/day	40	10
2			CH. OFFICER	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day	40	
3			2ND OFFICER	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day	40	
4			2ND OFFICER	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day	40	
5			3RD OFFICER	GREEK	2019 - Greek	40hrs: Mon-Fri, 8 hrs/day	40	
6			3RD OFFICER	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day		
7			BOSUN	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day		
8			A.B.	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day		
9			A.B.	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day		
10			A.B.	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day		
11			O.S.	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day		
12			O.S.	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day		
13			O.S.	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day		
14			PUMPMAN	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day		
15			C/COOK	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day		
16			MESSMAN	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day		
17			MESSMAN	FILIPINO	2019 - Greek	48hrs: Mon-Sat, 8 hrs/day		
18								
19								
20								

Vessel Holidays

☒ Include OverTime in the Crew Work / Rest Hours Report
 ☒ Include OverTime in the Crew Records Excel File

**Update All**
**Close**

**Important Note:** The user's selection of including or not Overtime data in the above-mentioned reports can be changed from this maintenance screen whenever necessary.



## How to calculate Overtime hours:

The Overtime calculation will be done automatically, when the user enters the work hours on the “Edit Crew Work Rest Hours” screen.

**CREW WORKING REST HOURS INPUT TABLE : CREW NAME :** [Crew Name]

SEAFARER'S NAME : [Seafarer Name] FIRST NAME : [First Name] RANK : MASTER

FILE NAME : [File Name] YEAR : 2019 MONTH : AUGUST WATCHKEEPER : NO

Please mark periods of work, as applicable with an X or using a continuous line or arrow

D O Y Y T	S E A O R P A T R Y T	DATE	Hours																								Hours of Work in 24-hour period (1.)	Hours of Rest in 24-hour period (2.)	COMMENTS	Not to be completed by the seafarer		E E P T T I M E	O V E R T I M E
			0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23				24	Hours of Rest, in any 24-hour period (3.)		
1	0	1	menu->																								10.0	14.0	Port/sea	14.0	104.0		2.0
2	0	1	2019-08-02																								8.0	16.0	Sea/anc	13.0	106.0		
3	0	1	2019-08-03	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	11.5	12.5	Anc/port	11.0	102.5		11.5
4	0	1	2019-08-04																								6.0	18.0	Anc.	12.5	107.5		6.0
5	0	1	2019-08-05	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	11.5	12.5	Port	13.0	104.0		3.5
6	0	1	2019-08-06	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	8.5	15.5	Sea	12.0	104.5		0.5
7	0	1	2019-08-07																								8.0	16.0	Anc	15.5	104.5		
8	0	1	2019-08-08		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	10.5	13.5	Port	10.5	104.0		2.5
9	0	1	2019-08-09	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	12.0	12.0	Port/sea	12.0	100.0		4.0
10	0	1	2019-08-10																								8.0	16.0	Sea	12.0	103.5		8.0
11	0	1	2019-08-11																								9.5	14.5	Anc/channeling	14.5	100.0		9.5
12	0	1	2019-08-12																								11.0	13.0	Port	12.5	100.5		3.0
13	0	1	2019-08-13																								9.0	15.0	Port	12.0	100.0		1.0
14	0	1	2019-08-14																								10.0	14.0	Port/anc	13.0	98.0		2.0
15	0	1	2019-08-15																								8.0	16.0	Anc.	14.0	100.5		8.0
16	0	1	2019-08-16																								8.0	16.0	Anc	16.0	104.5		
17	0	1	2019-08-17																								10.0	14.0	River Channel	14.0	102.5		10.0
18	0	1	2019-08-18																								11.0	13.0	Anc/port	12.0	101.0		11.0
19	0	1	2019-08-19																								10.0	14.0	Port	13.0	102.0		2.0
20	0	1	2019-08-20	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	11.0	13.0	River Channel	12.0	100.0		3.0
21	0	1	2019-08-21																								8.0	16.0	Sea	13.0	102.0		
22	0	1	2019-08-22																								8.0	16.0	Sea	16.0	102.0		
23	0	1	2019-08-23																								8.0	16.0	Sea	16.0	102.0		
24	0	1	2019-08-24																								8.0	16.0	Anc	16.0	104.0		8.0
25	0	1	2019-08-25																								6.0	18.0	Anc	16.0	109.0		6.0
26	0	1	2019-08-26																								8.0	16.0	Anc	16.0	111.0		
27	0	1	2019-08-27																								9.5	14.5	Anc	15.0	112.5		1.5
28	0	1	2019-08-28	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	8.5	15.5	Port	11.0	112.0		0.5
29	0	1	2019-08-29																								9.5	14.5	Port	14.5	110.5		1.5
30	0	1	2019-08-30	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	10.0	14.0	Port/sea	12.5	108.5		2.0
31	0	1	2019-08-31																								8.0	16.0	Sea	14.0	108.5		8.0

**DUTY INPUT :** 0= MASTER / CH. ENG 1= WATCH (00-04 | 12-16) 2= WATCH (04-08 | 16-20) 3= WATCH (08-12 | 20-24) 4= Dayman (08-12 | 14-17) 5= CABIN (06-12 | 14-17)

**CURRENT DAY :** 1 Rest Work Rest in any 24hrs Rest in any 7Days BACK in any 24hrs ERR: Rest OPA 90 US Waters 36hrs Periods

**REST / WORK ERRORS :**

Error Check ... Current Date: 27/09/2019 View Work/Rest Hours Errors

Help... Current Year: 2019 Month: 8 AUGUST Clear Current Month Calendar Crew Menu

An extra Overtime column has been added at the end of the worksheet. Based on the work hours of each day and what day of the week it is, Overtime hours can be anything over 8 (or 4 on a Saturday in case of 44 hours normal working hours per week) or the full amount of work hours in case of a Holiday.

**Important Note:** If the user wants to go back in time and calculate/review Overtime hours on months prior to this update, he may select the desired month/year and then click the “Error Check” button. This process will calculate and display the corresponding Overtime hours, as long as the crew member has the necessary data (Vessel Holidays scheme and Normal Working Hours per Week pattern).

## How to print Overtime hours:

The above-mentioned Overtime extra column has also been added at the "Crew Work Rest Hours" monthly report, as well as the monthly "Record of Rest and Work Hours" Excel report, that can be generated from the "Save Crew Records as Excel File" option of the top "File" menu.

CREW WORKING REST HOURS REPORT : CREW NAME : **SEAFARERS**

View: 85

MODEL FORMAT FOR RECORD OF HOURS OF REST OF SEAFARERS (\*)

SEAFARERS NAME : **SEAFARERS** RANK : MASTER WATCHKEEPER : NO

Please mark periods of work, as applicable with an X or using a continuous line or arrow. Unmarked periods indicate hours of rest.

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Hours of Work in 24-hour period	Hours of Rest in 24-hour period	COMMENTS	Not to be completed by the seafarer	OVERTIME
2019-08-01																													
2019-08-02																													
2019-08-03																													
2019-08-04																													
2019-08-05																													
2019-08-06																													
2019-08-07																													
2019-08-08																													
2019-08-09																													
2019-08-10																													
2019-08-11																													
2019-08-12																													
2019-08-13																													
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2019-08-23																													
2019-08-24																													
2019-08-25																													
2019-08-26																													
2019-08-27																													
2019-08-28																													
2019-08-29																													
2019-08-30																													
2019-08-31																													

Save as Excel Current Year: 2019 Month: 8 AUGUST Page 1 Page 2 Print Crew Menu

**Important Note:** In order for Overtime data to be included in either the monthly Crew Work / Rest Hours report or the Crew Records Excel File, the user must have selected the respective option in the "Crew Overtime Data Table Maintenance" screen.

Finally, there is the monthly "Summary of Crew Work Hours" report, that can be selected from the top "Print/View" menu. This report will calculate the Total Overtime Hours, the Excessive Overtime Hours and the amount to be paid due to excessive overtime.

**Hours of Work of Seafarers for AUGUST 2019 ( Deck Department )**

**Hours of Work of Seafarers**  
**for AUGUST 2019 ( Deck Department )**

REF NO.	LAST NAME	FIRST NAME	RANK	MONTHLY HOURS			EXCESS OVER TIME HOURS	AMOUNT FOR EXCESS OVER TIME
				WORK IN 24 HOURS TOTAL HOURS	REST IN 24 HOURS TOTAL HOURS	TOTAL OVER TIME HOURS		
1	...	...	MASTER	283	461	115	75	750
2	...	...	2ND OFFICER	289.5	455			
3	...	...	2ND OFFICER	26	46			
4	...	...	3RD OFFICER	259.5	437			
5	...	...	3RD OFFICER	294.5	450			
6	...	...	BOSUN	262	450			
7	...	...	A.B.	299	448			
8	...	...	O.S.	251.5	445			
9	...	...	O.S.	246	450			
10	...	...	O.S.	246	450			
11	...	...	PUMP/PI/AM	253.5	419			
12	...	...	C/COOK	341	403			
13	...	...	MESSMAN	341.5	403			
14								
15								
16								
17								
18								
19								
20								
21								
22								

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**Instructions**  
1. Select Year  
2. Select Month  
3. Click Start button

Select Year: **2019**  
Select Month: **8**  
**AUGUST**

Start Crew Records

Print Hours Report

Close