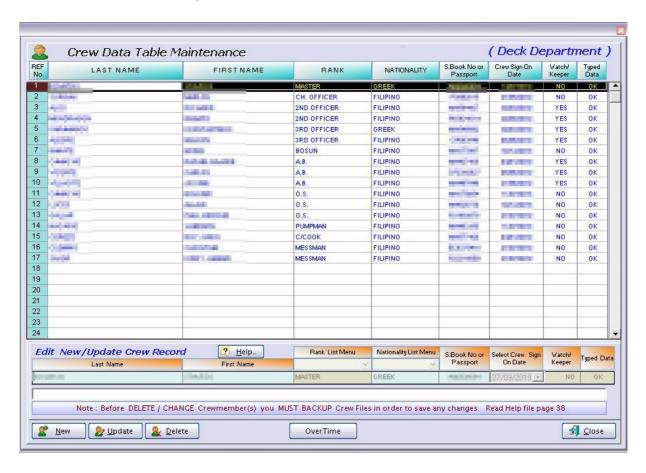# Crew Work Rest Hours Overtime module

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.

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.

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.

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.

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

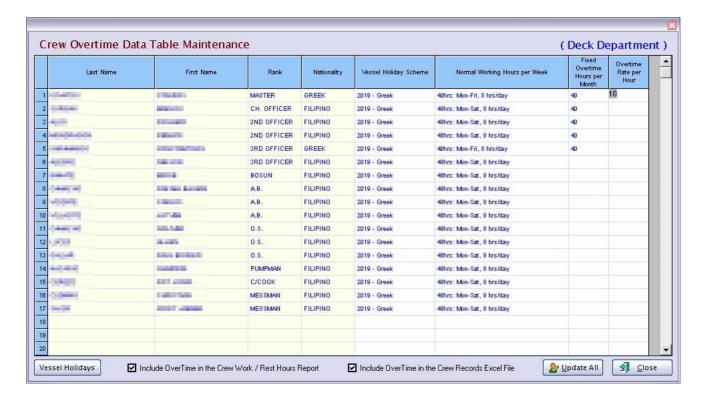After selecting either one of the saved Holidays schemes or the Normal Working Hours per Week patterns, the user will be asked if all crew members of the same nationality should be updated with the same scheme or pattern, in order to make this update process quicker.

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 :

SEAFARERS NAME :   FIRST NAME :   RANK : MASTER
FILE NAME :   YEAR : 2019   MONTH : AUGUST   WATCHKEEPER : NO

Day	Duty	S/A	Date	Hours of Work in 24-hour period (.1.)	Hours of Rest in 24-hour period (.2.)	COMMENTS	Hours of Rest, in any 24-hour period (.3.)	Hours of Rest, in any 7-day period (.4.)	EXPT 24H	EXPT 7D	OVERTIME
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	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	11.5	12.5	Port	13.0	104.0			3.5
6	0	1	2019-08-06	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	10.5	13.5	Port	10.5	104.0			2.5
9	0	1	2019-08-09	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/chanelling	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	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	8.5	15.5	Port	11.0	112.5			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	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

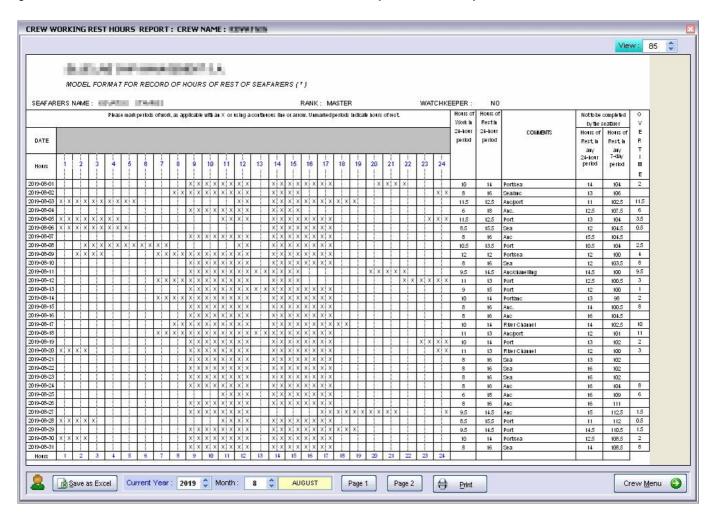Help..   Current Year : 2019   Month : 8   AUGUST   Clear Current Month   Calendar   Crew Menu

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 :

View : 85

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

SEAFARERS NAME :　　　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	Hours of Work in 24-hour period	Hours of Rest in 24-hour period	COMMENTS	Hours of Rest in any 24-hour period	Hours of Rest in any 7-day period	OVERTIME
2019-08-01	10	14	Portsea	14	104	2
2019-08-02	8	16	Seakic	13	105	
2019-08-03	11.5	12.5	Aacport	11	102.5	11.5
2019-08-04	6	18	Aac.	12.5	107.5	6
2019-08-05	11.5	12.5	Port	13	104	3.5
2019-08-06	8.5	15.5	Sea	12	104.5	0.5
2019-08-07	8	16	Aac	15.5	104.5	
2019-08-08	10.5	13.5	Port	10.5	104	2.5
2019-08-09	12	12	Portsea	12	100	4
2019-08-10	8	16	Sea	12	103.5	8
2019-08-11	9.5	14.5	Aacidxelling	14.5	100	9.5
2019-08-12	11	13	Port	12.5	100.5	3
2019-08-13	9	15	Port	12	100	1
2019-08-14	10	14	Portaac	13	98	2
2019-08-15	8	16	Aac.	14	100.5	8
2019-08-16	8	16	Aac	16	104.5	
2019-08-17	10	14	River Channel	14	102.5	10
2019-08-18	11	13	Aacport	12	101	11
2019-08-19	10	14	Port	13	102	2
2019-08-20	11	13	River Channel	12	100	3
2019-08-21	8	16	Sea	13	102	
2019-08-22	8	16	Sea	16	102	
2019-08-23	8	16	Sea	16	102	
2019-08-24	8	16	Aac	16	104	8
2019-08-25	6	18	Aac	16	109	6
2019-08-26	8	16	Aac	16	111	
2019-08-27	9.5	14.5	Aac	15	112.5	1.5
2019-08-28	8.5	15.5	Port	11	112	0.5
2019-08-29	9.5	14.5	Port	14.5	110.5	1.5
2019-08-30	10	14	Portsea	12.5	108.5	2
2019-08-31	8	16	Sea	14	108.5	8

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.