

# Payroll Settings – Quickstart Guide

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Payroll settings can be configured in various sections of Cloud Crewing:

▶ **Global + Custom payroll settings (Navigation path: Settings → Payrolls)**

Section will be divided into three sub-sections which are:

- Global → Contains all settings which will apply in general
- Custom → Contains settings which will apply in general or for seafarers belonging to a specific manning agency or nationality
- Pay codes → Contains system and custom pay codes (earnings & deductions)

▶ **Wage scales (Navigation path: Settings → Wage scales)**

Each wage scale can now hold individual payroll settings that will apply in general or for seafarers belonging to a specific manning agency or nationality.

▶ **Seafarer (Navigation path: Seafarer → Assignments → Contracts)**

Each seafarer can now hold individual payroll settings that will apply for all assignments or permanent contracts.

▶ **Permanent Contract (Navigation path: Seafarer → Assignments → Contracts → Individual permanent contract)**

Each permanent contract can now hold individual payroll settings that will apply for the particular permanent contract, all related assignments and other person histories.

▶ **Assignments (Navigation path: Seafarer → Assignments → Individual assignment)**

Each assignment can now hold individual payroll settings that will apply for this particular assignment.



## LEVELS OF DEFINITION

Payroll settings can be configured in various sections of Cloud Crewing:

- Assignment or permanent contract settings
- Seafarer settings
- Wage scale settings
- Custom settings

Individual payroll settings of each level are applied to the deviating parts only. All unchanged settings are applied as per the settings of next level definition.



## VERSIONING

Payroll settings will be version-based.

You can change your settings effective for a specific payroll month and your configuration is applied for affected payrolls as of the defined month.

Confirmed and previous payrolls won't be affected by your new settings.



## MIGRATION

Your current payroll settings were migrated automatically as the default with the release of new payroll settings. This is done on the *Custom settings* level. You do not need to configure any payroll settings unless you want to, e. g. on the *Wage scale* or *Seafarer* levels.