



HR / PAYROLL SYSTEM

This course is designed for all Senior Deck and Engine Officers. BASS PayNet performs the functions to process payroll in marine shipping environment covering officers and crew serving onboard and ashore. The system also supports the monitoring of vessel's cash flow.

COURSE AIMS & OBJECTIVES: On successful completion of this course, participants should be able to understand the payroll processes and vessel cash flow management in conjunction with the use and service features of BASS PayNet, and consequently apply them in actual operations onboard.

COVERAGE / PROGRAM FOCUS: Emphasis of training deals with the following:

- Automatic wage calculation based on contract rates
- Miscellaneous Earnings/Deductions entries
- Administration of Overtime
- Actual versus Budgeted provisions consumption
- Flexibility to calculate the entire payroll or the entitlement of a single crew member when paying off
- Entry of Allotments, Advances, and Bonded Stores
- Maintenance of Vessel's Cash Flow

METHOD: Combination of lecture-demo, guided hands-on practice, and structured exercises that are focused on system's practical application onboard. A computer unit is made available for each participant.

ENTRY REQUIREMENT / TARGET GROUP: Preferably Senior Deck and Engine Officers. It is expected that those intending to take the course possesses background in basic computer operation.

COURSE CERTIFICATE: A Certificate of Completion is given to each participant who satisfactorily fulfills the Course.

DURATION:

2 Days
(0830H - 1600H)

SCHEDULE:

This course shall be conducted only upon request with minimum of five (5) participants.

COURSE

CONTRIBUTION:
USD 250.00

Inclusive of course materials/handout

