

# Seamless Payroll

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## Best Practices and Solutions

**The Maritime HR Summit**  
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# Why Seamless Payroll Integration

Automatic transfer and calculation of payroll related data from various sources

- Efficiency
- Accuracy
- Compliance
- Scalability





# Sources for Payroll Data

## Processing data from different sources

- Time&Attendance module
- Travel Expense module
- Commissions and Gratuities module
- Master Cash Account module
- AIWS and 3<sup>rd</sup> Party Integrations
- Import of Excel sheet or .CSV file

# Time&Attendance

Hours registered via the Clock In/Out functionality, or directly in T&A can be used for different payroll calculations.



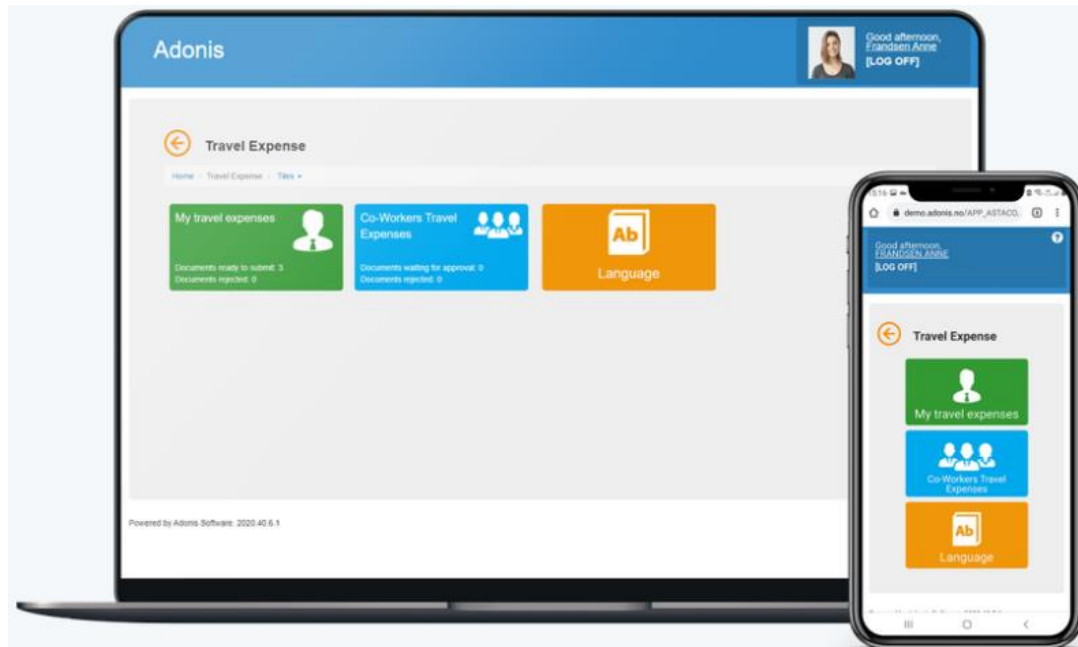
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## Hours can be used for

- Daily or Monthly Payments
- Overtime
- Side Duties
  - Dirty Work
  - Watch-keeping
  - Other additional work
- Sick
- Drills
- Hours on Sign-on/off day

# Travel Expenses

Simplify Your Travel Expenses and re-imburements;  
Empower Your Team



## Expenses & Re-Imbursements

- Calculation of Daily Allowances
- Reimbursements of Travel Expenses
- Reimbursement of Other Expenses

# Commissions and Gratuities

Seamlessly Integrate Sales Commissions and Gratuities into Payroll for Accurate and Effortless Compensation

The screenshot shows the Adonis HR system interface. At the top, there is a 'BACK' button and a 'SUBMIT' button. Below these are fields for 'Vessel', 'Date', 'Voyage', and 'Status'. To the right, there are fields for 'Currency', 'Total Sale', 'Gratuities', and 'Amount per share'. Below this is a table with columns for 'Pin', 'Name', 'Position', 'SignOn Date', 'SignOff Date', 'Activity', 'Position Shares' (subdivided into 'Whole' and 'Partial'), 'Sign on/off Shares', 'Share Entitled', 'Gratuity', and 'Comm'. The table contains three rows of data.

Pin	Name	Position	SignOn Date	SignOff Date	Activity	Position Shares		Sign on/off Shares	Share Entitled	Gratuity	Comm
						Whole	Partial				
52		QMED	1/1/2023	9/1/2023	ASSIGN	0	0	0	0	0.00	
144		Chief Officer	5/12/2020	8/4/2020	ASSIGN	0	0.4	0	0.4	2,345.56	
303		Steward Assist	6/1/2023	10/31/2023	ASSIGN	0	0.4	0	0.4	2,345.56	

## Sales Commissions

- Individual Sales
- Sales Target
- Manual Sales

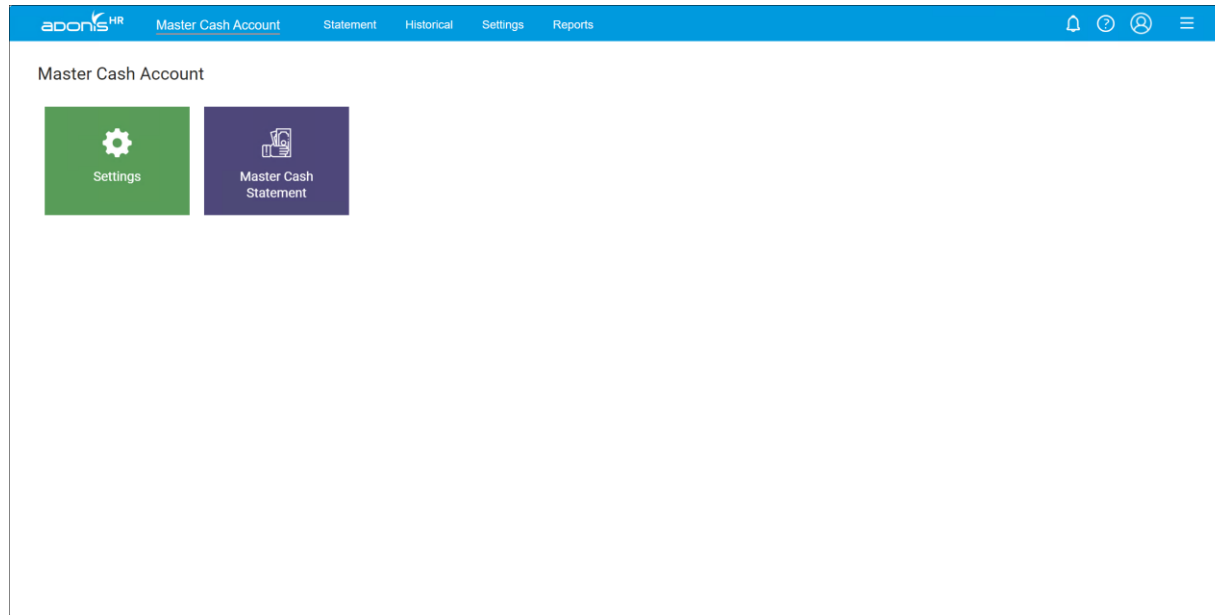
## Gratuities

- Add gratuities manually
- Import from POS (Point of Sales)



# Master's Cash Account

Effortlessly Sync Your Payroll with Adonis' Master Cash Account



## Master Cash Account

- Keep track of the Cash account onboard
- Register Vessel Expenses
- Register Crew Expenses
- Register Crew Deposits
- Transfer specific Expenses and Deposits to payroll

# AIWS and 3<sup>rd</sup> party Integrations

Seamlessly Integrate, Effortlessly Manage: Import Payroll Data from Any System



## Adonis Integration Web Service

- Create your own API calls to insert records directly in payroll

## 3<sup>rd</sup> Party Integrations

- Import Crew Folios from Property Management Systems
  - [Oracle Hospitality](#)
  - [Otalio](#)
  - [MXP](#)
  - Others



# Excel sheet or .CSV file Import

Effortlessly Sync Your Payroll: Import Data with a Click from Your Excel or CSV File!

The screenshot shows a software interface with a top navigation bar containing icons for Payscales, Entry Codes, Payroll Scripts, Tax Module, Import, and Export. Below this is a 'Payroll Entry Import' dialog box. It features a 'File Name(s):' field with a browse button, a large empty text area, and several configuration options: 'Column Separator' (set to semicolon), 'Quotation mark' (set to double quote), 'Skip entries with existing correspondent entry' (unchecked), and 'Archive' (checked) with sub-options for 'To import directory' (selected), 'To my user directory', and 'To global directory'. At the bottom are buttons for 'LogFile', 'Summary', 'Import' (with a green checkmark), and 'Cancel' (with a red X).

## Import Excel sheet

- Payroll Entries
- Payment Details
- Additional Payment Info

## Import CSV file

- Fixed columns and headers
- Misc Hours or Amounts
  - Bonus
  - Sign-off day hours

# Excel sheet vs. CSV file Import

## Seamless Data Import: CSV for Simplicity, Excel for Versatility

### .CSV File

- Efficient for a batch import of variable entries
- User friendly
- Faster upload and import
- Minimal complexity

Choosing a .csv file for import is ideal when the goal is to streamline the process with minimal complexity, ensuring efficient data transfer.

### Excel sheet

- Multiple Sheets and Tabs
- Formula integration
- Import more than Payroll data
- CSV files are straightforward for basic data transfer like payroll records, choosing Excel sheets expands capabilities to handle, analyze, and present more complex datasets efficiently.

# THANK YOU!

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**Sigrud Kviteberg**

**Phone:**

**+47 40 40 07 55**

**Email:**

**[Sigrud.Kviteberg@adonishr.com](mailto:Sigrud.Kviteberg@adonishr.com)**

