



CREW PAYROLL INSTRUCTIONS

INTRODUCTION

Payroll is run by Quadrant Group and administered by Dayboard Yacht Solutions.

ASSIGNED CREW HR COORDINATOR

The Crew HR Coordinator for M/Y XYZ is:

Name:

Email:

Office:

Mobile:

All questions, concerns, and regular correspondence related to Crew Payroll related issues should be sent to your Crew HR Coordinator.

PRE-APPROVED PAYROLL

Pre-approved payroll are static salary payments that are repeated month after month. Crewmember's with pre-approved payroll will be automatically processed each month unless there is a deviation due to termination or raise.

VACATION TRACKING

Crewmembers may request vacation using the Vacation Request form. The request must first be approved by the Captain. The approved request will then be processed by Dayboard, and the used vacation will be deducted from the accumulated vacation time.

Should used vacation time exceed accumulated time, Dayboard will inform the captain. The captain will have three options.



1. **Deduct from Future Accruals:** Allow the seafarer to take the additional vacation time but deduct the overused amount from their future vacation accruals.
2. **Unpaid Leave:** Treat the extra days as unpaid leave, where the seafarer does not receive their salary for the extra days taken.
3. **Pay Reduction:** Reduce the employee's pay for the period equivalent to the extra vacation days taken.

If the additional vacation time taken was unauthorized, disciplinary action may be necessary. If this is the case, please refer to the Crew HR Disciplinary Action Policy.

EXPENSE REIMBURSEMENT

Seafarers who need to be reimbursed for expenses must complete an Expense Report. The Captain must approve the report, which is then sent to Dayboard for processing.

The Captain's Expense Report will need to be reviewed and approved by the Owner.

TERMINATION

The captain must inform Dayboard in writing of the pending termination and provide the following information:

1. Date of termination
2. Severance amount, if applicable
3. Reimbursements
4. Deductions
5. Any special instructions

Dayboard will create the Termination & Severance (T&S) Statement based on the provided information and any vacation time due.

The T&S must be provided to the seafarer at the time of termination.

Payroll funds must be received at least three business days before the end of each month. Therefore, it is important to inform us of the termination at least five days before the end of the month to ensure payroll can be processed in time.

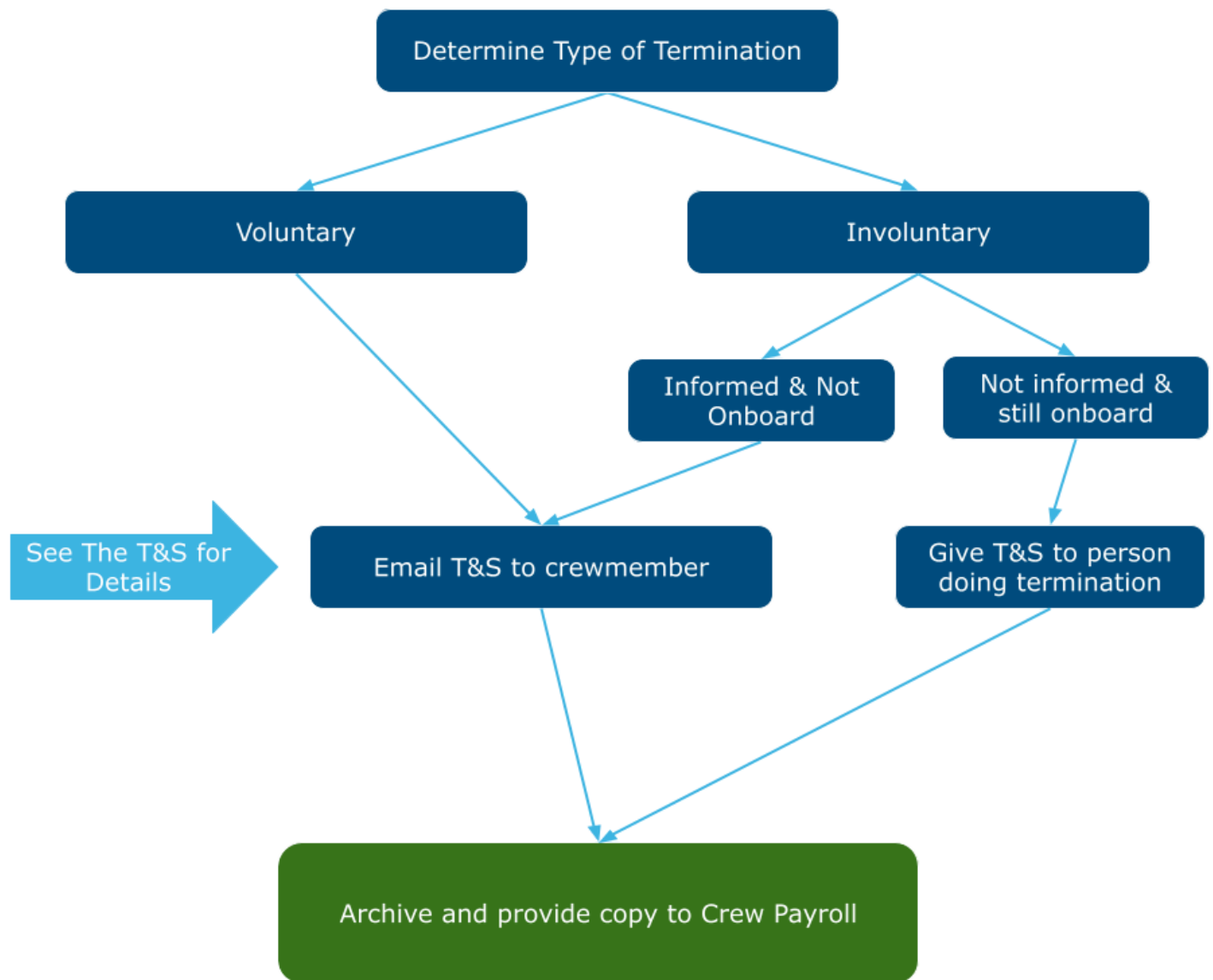
If we are unable to be informed five or more days before the end of the month, we will attempt to suspend the seafarer's payroll. The funds will be held in escrow until the details for the final payment can be ascertained.

AUTOMATED EMAIL TO CAPTAIN

The automated email is set up for each yacht to go to the captain of the yacht. The following information must be received:

1. Vacation taken for each crew member, with dates
2. If rotation, who has come or gone, with dates
3. Reimbursements for crew for the month
4. Gratuity

Please note that while the term 'termination' is being used, it applies to both crewmember's leaving voluntarily or being dismissed (involuntary).



DETERMINE TYPE OF TERMINATION: VOLUNTARY VS INVOLUNTARY

While the difference between these may be obvious, knowing which is the case can be more difficult depending on our level of involvement and interaction. The moment we are informed that a crewmember is departing, we must ask the question, “Is the crewmember departing voluntarily or involuntarily?”

INVOLUNTARY: INFORMED & NOT ONBOARD

This is where the crewmember has already been dismissed from the yacht and action must be

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Obtain the following information:

1. Date of termination (includes voluntary)
2. Reason for termination (includes voluntary)

taken immediately. We must obtain the following information:

INVOLUNTARY: NOT INFORMED & STILL ONBOARD

This is where the crewmember is unaware of their pending termination. It is important to determine who will be termination the crewmember (Captain, Owner, Dayboard. If Dayboard will be doing the termination, inform the Head of Crew HR.

VOLUNTARY:

This means that they are departing of their own accord. Find out the following information:

1. Last day onboard
2. Their reason for leaving
3. Confirm their repatriation port

NOTE ON REPATRIATION:

1. Crewmembers will often request a repatriation port that is different from the one in their SEA. If this is the case, communicate this request to the head of Crew HR as there could be visa issues, higher costs, etc.
2. Repatriation means travel, refer to the Travel Workflow for details.

EMAIL T&S TO CREWMEMBER

Typically, the T&S should be emailed to crewmembers only in cases where they are leaving of their own volition or are no longer onboard.

Be certain that a T&S is NOT emailed to a crewmember that has not yet been informed of their termination!

Send the T&S to the email on file for the crewmember and copy the heads of Crew HR, Crew Payroll and Yacht Accounting. You can find the crewmember emails here: Crew Contact Details.

PROVIDE T&S TO PERSON DOING TERMINATION

Email the completed T&S to the person that will be doing the termination onboard. Instruct them to have the T&S printed or ready on an iPad for the crewmember to sign.

In some cases, the crewmember may refuse to sign the T&S. In such cases, the person doing the termination must note on the T&S that the crewmember refused to sign, and provide it back to you.

When the crewmember has refused to sign, they will be paid strictly in accordance with the SEA and paid their allotted vacation time, receive reimbursements, etc. Any allowance for deviation from the SEA must be provided in writing from the owner. Inform the head of HR in this case and they will communicate the issue with the owner.

The T&S (Termination & Severance)

1. Creating the T&S
 - a. Open the T&S Template in Google docs in the crewmember's Google Drive folder
 - b. Fill in the accumulated vacation time, known reimbursements, severance, and other details.
 - c. In cases of 'for cause' termination, the reason for the termination should be clearly indicated in the narrative section of the T&S.
2. Approval
 - a. The T&S must be reviewed and approved by the head of Crew HR prior to distribution.
3. Archive
 - a. The signed T&S (which may instead be a statement on the T&S that the crewmember refused to sign) must be saved in the crewmember's Google Drive folder.

ARCHIVE AND PROVIDE COPY TO CREW PAYROLL

Email a copy of the final T&S (either signed by the crewmember or marked as the crewmember refusing to sign) to Crew Payroll.

Archive the final T&S in the crewmember's Google Drive folder and move their folder to the Archived folder.

Archive the crewmember's documents in QuickView and Dropbox.

SEND THANK YOU EMAIL (VOLUNTARY TERMINATION ONLY)

Send an email using this template to the crewmember.



OBTAIN TRAVEL DETAILS

1. Identify the travel details from the crewmember. Copy the Captain in all communications.
 - a. From City
 - b. To City
 - c. Departure Date
 - d. Return Date
 - e. Any special details or requests

PROVIDE TO TRAVEL AGENT

1. Provide crewmember's CRW-02(T) if first time booking travel through us or if changes have been made
2. Send travel details

Make sure the selections in the CRW-02(T) meet the SEA (i.e., business class, economy class, other criteria) before sending to Travel Agent

TRAVEL APPROVAL

When the travel agent provides a list of travel options provide them to the crewmember & captain for approval.

If the travel is rejected by the crewmember, they need to detail the requested changes.

If travel is rejected altogether by the captain or owner, then the travel must be cancelled or paid for by the seafarer. If the latter, provide to workflow regarding Vacation and Unpaid Leave.

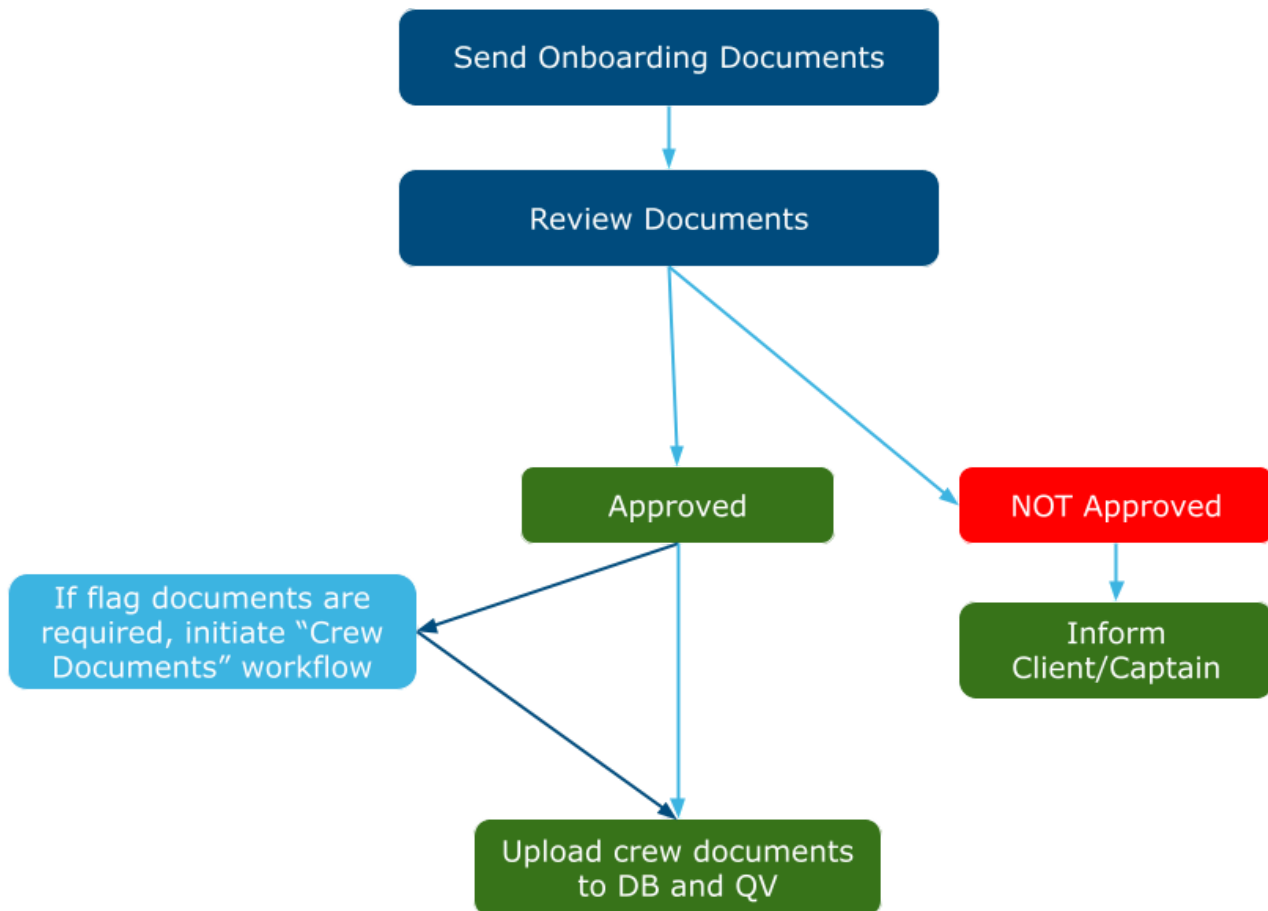
CONFIRM TRAVEL

If the travel is approved by both the seafarer and the captain, do the following:

1. Confirm with the travel agent
2. Send confirmation (when received) to the seafarer with captain in copy.
3. Send travel invoice to Yacht Accounting for payment
4. Create Seafarer Letter (using the Google Doc Template) if crewmember is traveling on a Seafarer Ticket
 - a. Have the letter signed
 - b. Saved a signed copy (PDF) to Google Drive
 - c. Send the signed copy (PDF) to the seafarer with the captain in copy

ONBOARDING

It is always desirable to initiate this process before a new crewmember joins the yacht. However, if this is not able to occur, it does not change this process.



SEND ONBOARDING DOCUMENTS

Provide the following documents to the new seafarer:

1. Welcome Letter
2. CRW-02
3. CRW-02(T)
4. CRW-03
5. Payroll Documents

The crewmember must be instructed to complete the forms prior to joining the vessel and to ensure that they provide a copy of their crew documents.

REVIEW DOCUMENTS

Ensure all documents are returned and completed properly. If there are any discrepancies, advise the crewmember.

Review all provided crew documents:

1. Review the MSMC/D
2. Ensure all documents for the vessel type and size are provided
3. Ensure all documents are up to date

Approved

If the documents are okay, add them to the QuickView App and inform the head of Crew HR.

If the seafarer will require flag documents to join the yacht, refer to the 'Crew Documents' Workflow.

Not Approved

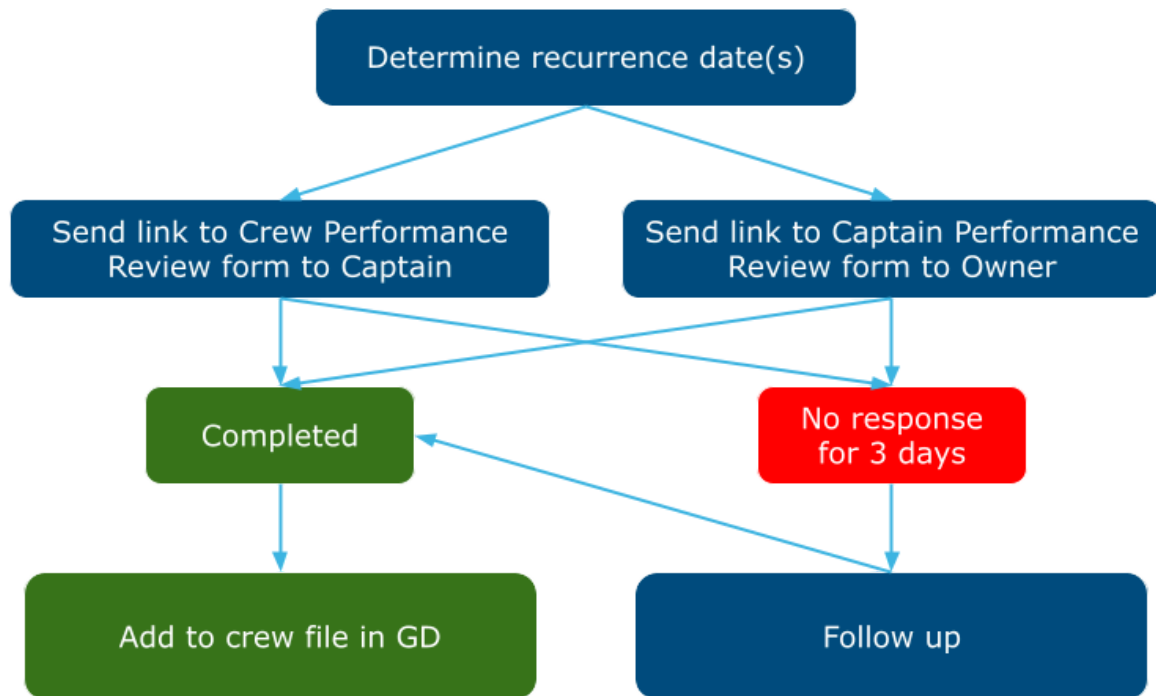
If there is an issue with the documents, inform the head of Crew HR so they can review them first to confirm.

If still not approved, inform the captain (or owner if the captain is the crewmember) that the seafarer does not meet the requirements for the yacht and a replacement must be found.

Remember:

A seafarer not being approved means they are losing their job. Therefore, handle this with decorum and respect.

PERFORMANCE REVIEW



DETERMINE RECURRENCE DATE(S)

Refer to the Crew HR Instructions for details on when performance reviews should be conducted and how often.

In the absence of clear instructions, revert to once per year, occurrence one month before their anniversary date (the date they first joined the vessel).

SEND LINK TO CREW PERFORMANCE REVIEW FORM TO CAPTAIN

Send the Crew Performance Review Form to the captain along with the list of current crew members onboard. The Captain will need to complete the form equal to the number of crewmembers being reviewed. Therefore they must be provided with the list of crew members they are performing reviews for and they must enter their names in the form so that we know who they are reviewing.

If the Captain does not respond or provide the form back within 3 days, send reminders until it has been completed.

SEND LINK TO CREW PERFORMANCE REVIEW FORM TO OWNER

This is specifically for the Captain's review. This is a simplified review form just fo the owner. Send one reminder after 3 days. If there is no response, do not remind further.

ADD TO CREW FILE IN GD

Copy and paste the results into the seafarer's Google Drive folder.

SALARY ADJUSTMENTS

Refer to the Crew HR Instructions for the vessel.

CREW BONUSES

Refer to the Crew HR Instructions for the vessel.