



دبي التجارية  
DUBAI TRADE

**JAFZA**

# ***WPS Employee Exclusion User's Manual***

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**WPS Employee Exclusion**

## Table Designs

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### DOCUMENT DETAILS

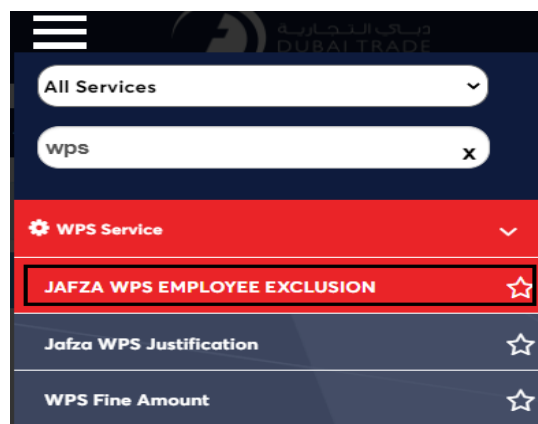
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Document Name	WPS Employee Exclusion
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	25 <sup>th</sup> April 2023
Current Version	2.0

*This service is to request JAFZA for Exclusion of Employee from WPS for period of time as the company will not be paying the employee their salary for the mentioned period. If the WPS Employee Exclusion is not submitted and the employee salary is not paid, fines will be applicable.*

### Navigation:

1. Login to **Dubai Trade**
2. Go to **WPS Service** from the menu on the left
3. Then Go to **WPS Employee Exclusion**



4. The below screen will be displayed where you can **View** or **Search for SR**.

Jafza WPS Employee Exclusion

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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5. Click **Create New Request**

Jafza WPS Employee Exclusion

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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## 6. Enter the details and click **Save and Continue**

Jafza WPS Employee Exclusion 
Back

1
2
3

Service Request
Upload Document
Summary

Use this page to create a request for jafza wps employee exclusion. Once you have entered atleast the mandatory information, you can either :

- Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.
- Click on Submit for Approval/Submit To Jafza to initiate the request processing.
- Select 1st of the month for From Month and To Month Fields.
- Select between the current month and till 6 months.

Company Name:

Company Id **1314**

Employee Number \*

From Month \*

To Month \*

Reason \*

Request Reason

Jafza Comments

Save and Continue

## 7. Upload the required Documents and click **Continue and Review**

Jafza WPS Employee Exclusion 
Back

✓
2
3

Service Request
Upload Document
Summary

Company Name: 
SR Number: 20052613

Document Name	File Type	Mandatory	Upload File	View / Delete
Acknowledgement of the Employee	jpg/jpeg/pdf	Yes	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;">                     Drag and Drop  </div> <div style="font-size: 0.8em; color: #ccc;">Select a file or drop one here</div>	
Undertaking Letter Employer	jpg/jpeg/pdf	Yes	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;">                     Drag and Drop  </div> <div style="font-size: 0.8em; color: #ccc;">Select a file or drop one here</div>	
Proof of Payment (Last 3 months)	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;">                     Drag and Drop  </div> <div style="font-size: 0.8em; color: #ccc;">Select a file or drop one here</div>	
Other documents 1	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;">                     Drag and Drop  </div> <div style="font-size: 0.8em; color: #ccc;">Select a file or drop one here</div>	
Other documents 2	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;">                     Drag and Drop  </div> <div style="font-size: 0.8em; color: #ccc;">Select a file or drop one here</div>	
Other documents 3	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;">                     Drag and Drop  </div> <div style="font-size: 0.8em; color: #ccc;">Select a file or drop one here</div>	

Continue and Review

## 8. Review the details and click **Submit to FreeZone**

Jafza WPS Employee Exclusion

Service Request

Upload Document

Summary

Details of the selected request are given below.

Company Name: Middle East And Africa FZCO

SR Number: 20052613

Employee Number1342623

To Month1-Feb-2022

From Month1-Jan-2022

ReasonAdvance salary payment

Edit

Document Name	Preview
Acknowledgement of the Employee	
Undertaking Letter Employer	

Submit to FreeZone

*The below confirmation will be displayed*

Jafza WPS Employee Exclusion

Service Request

Upload Document

Summary

Your request has been forwarded to the Free Zone for processing.

SR Number	Customer	Status
20052613	Middle East And Africa FZCO	Submitted to Free Zone

