



Central Bank of The United Arab Emirates

Wages Protection System

نظام حماية الأجور  
Companies Responsibility Guide  
WAGES PROTECTION SYSTEM

Document Code - UAEWPS-CRG01 - Version 3.4.0

Published: July 20<sup>th</sup> 2011

Valid From: July 20<sup>th</sup> 2011



## 1. List of Labour Authorities supported in UAEWPS



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## 4. WPS Overview

The Wages Protection System (WPS) was implemented at the Central Bank of the UAE (CBUAE) to meet the desired objectives of the Ministry of Labour (LRA). The objective of UAEWPS is to provide a Safe, secure, efficient and robust mechanism to streamline the timely payment of wages to employees by their employers. The UAEWPS has been adopted by other authorities in the UAE such as Economic Zones World (EZW). **Section 1** provides the list of authorities that have adopted UAEWPS.

Henceforth in this document the term LRA (Labor Regulatory Authority) will be used to collectively refer to the list of the authorities list in **Section 1**

The model adopted by CBUAE is one where information flows from the employer to one or more of the contracted agents for payment of the wages to their employees. Funds from the employers are secured by CBUAE prior to dispatching the wages information to the agents.

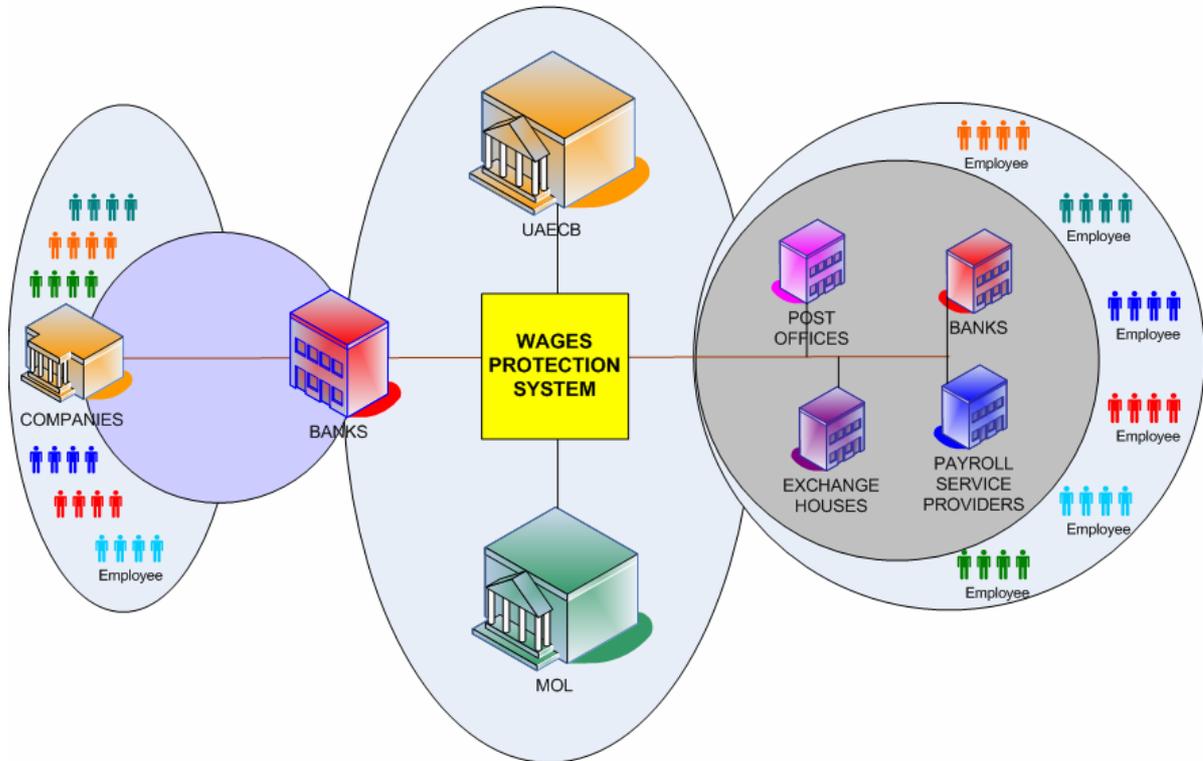
The system shall empower CBUAE, and thereby the LRA, with the functionality that would allow effective monitoring of the payment of wages by the employers to their respective employees. WPS shall provide the required functionality to:

- ✚ Record entities in an industry standard data base for future reporting and maintenance.
- ✚ Create “virtual” accounts for the required entities to facilitate the monitoring of fund flows.
- ✚ Accept fund transfer from the employer’s bank and onward transfer to the agents with balances maintained at employee level.
- ✚ Provide salary details pertaining to the employees to specific agents.
- ✚ Receive and process:
  - Receipt confirmations from agents against wages to be paid to employees.
  - Disbursement information provided by the agents against wages that the agents have paid out to the employees.
  - Refund requests from employers.
  - Refund responses from agents.
- ✚ Provide data feeds to LRA on a frequent basis to enable effective monitoring.



The sections below provide a complete overview of the WPS.

#### 4.1. Generic Entity Relationship Pictorial



*Generic Entity Relationship Pictorial*

The pictorial above depicts the generic relationship that would exist between the various entities in WPS.

#### 4.2. WPS Processing Cycle

WPS operates on the understanding that CBUAE, in consultation with LRA, shall define the standards and specifications for the different tasks and items to the various entities and it is the responsibility of the entities to conform to the prescribed set of regulations and be aware of both the individual and collective responsibilities.

The key steps in the complete cycle can be listed as

- ✚ Registration
- ✚ Funding of Wages (Salaries)
- ✚ Payment of Wages
- ✚ Refunds and Settlements, and
- ✚ Reporting

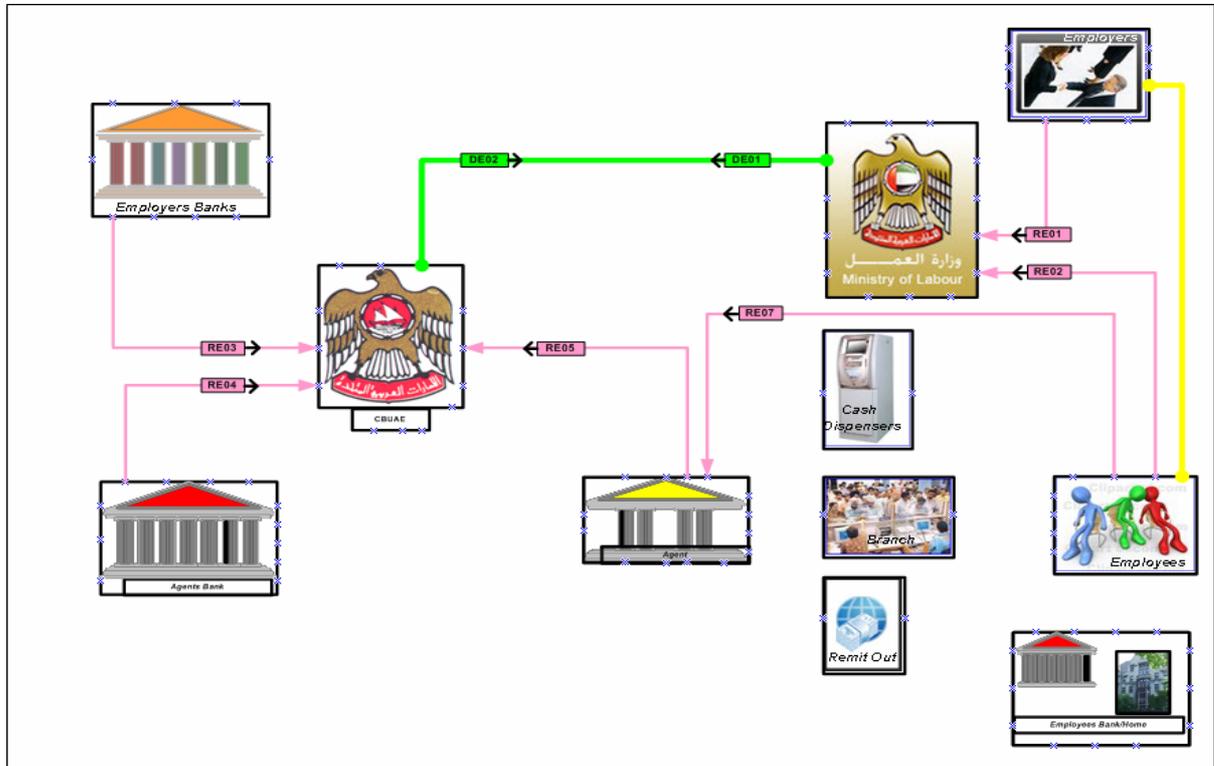


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The following sub sections provide a brief insight into the above mentioned steps without getting into great detail.

## 4.2.1. Registration

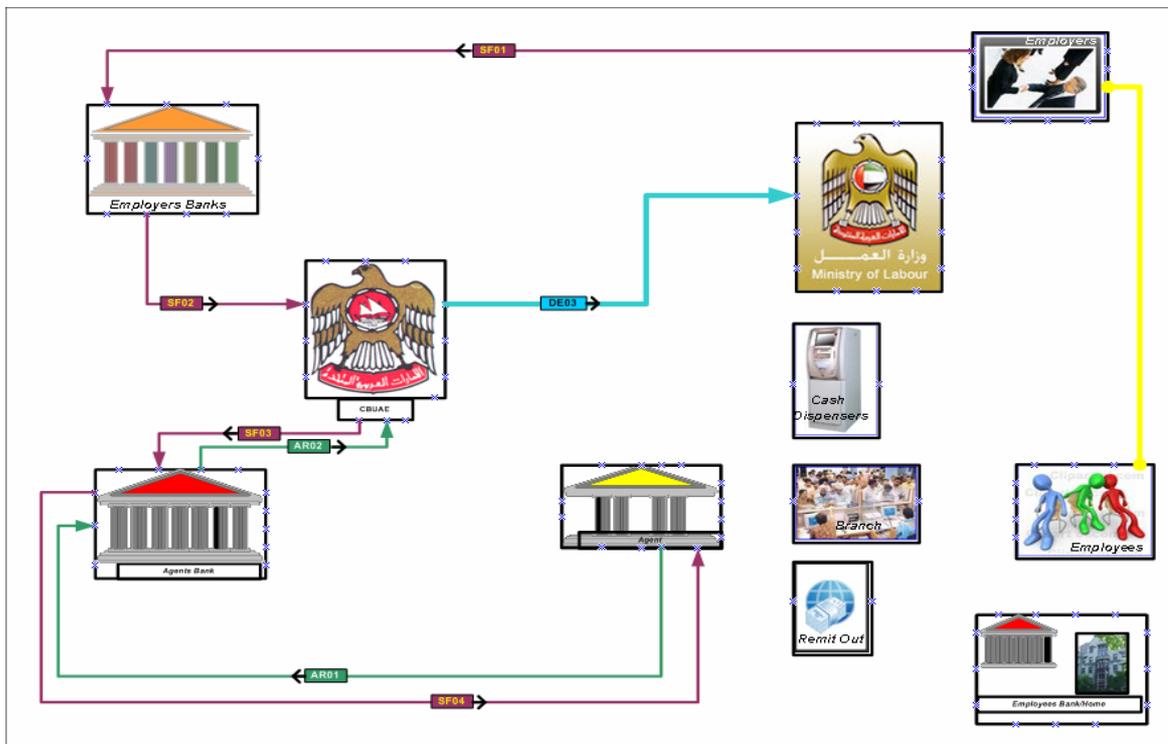


Registration of entities and/or persons is crucial to the system and lends itself to proper monitoring and dispute resolution.

- ✚ Employers are registered with LRA
- ✚ Employees are registered with LRA. Each employee is recorded under one employer.
- ✚ Banks are licensed by CBUAE
- ✚ Agents are licensed by CBUAE. Banks, Exchange Houses and other 3<sup>rd</sup> party service providers can be licensed as agents.
- ✚ Employees may opt to register for services with agents.
- ✚ Employers may also enter into an agreement with one or more agents for providing the required services to their employees.



## 4.2.2. Funding of Wages



- ✚ The employer generates a salary file containing wage information for the employees in the mandated format. This file is forwarded to their bank for onward delivery to WPS along with the debit authority for the total wages to be paid.
- ✚ The bank, receives the salary file, validates that the totals as indicated in the file conform to the debit authority from the employer. The bank will secure the funds by a debit the employer's account. The funds shall be credited to the account of CBUAE in the bank's books.
- ✚ Once the funds have been secured, the bank shall transfer the salary file to the WPS using prescribed means.
- ✚ The WPS, on receipt of the salary file shall validate the file for its content and shall provide an acknowledgement to the bank indicating acceptance or rejection of the salary file for further processing.
- ✚ If the salary file is accepted by the WPS, then the system shall secure the funds from the bank by passing a debit to the current account of the bank held at CBUAE. The corresponding credit shall be applied to the salary-payment-transit-account at CBUAE. If the salary file is rejected, then the bank will need to submit another file after correcting the errors as reported by WPS.
- ✚ The salary file is split into as many payment files. One payment file will be made available to each unique agent as indicated by the employer in

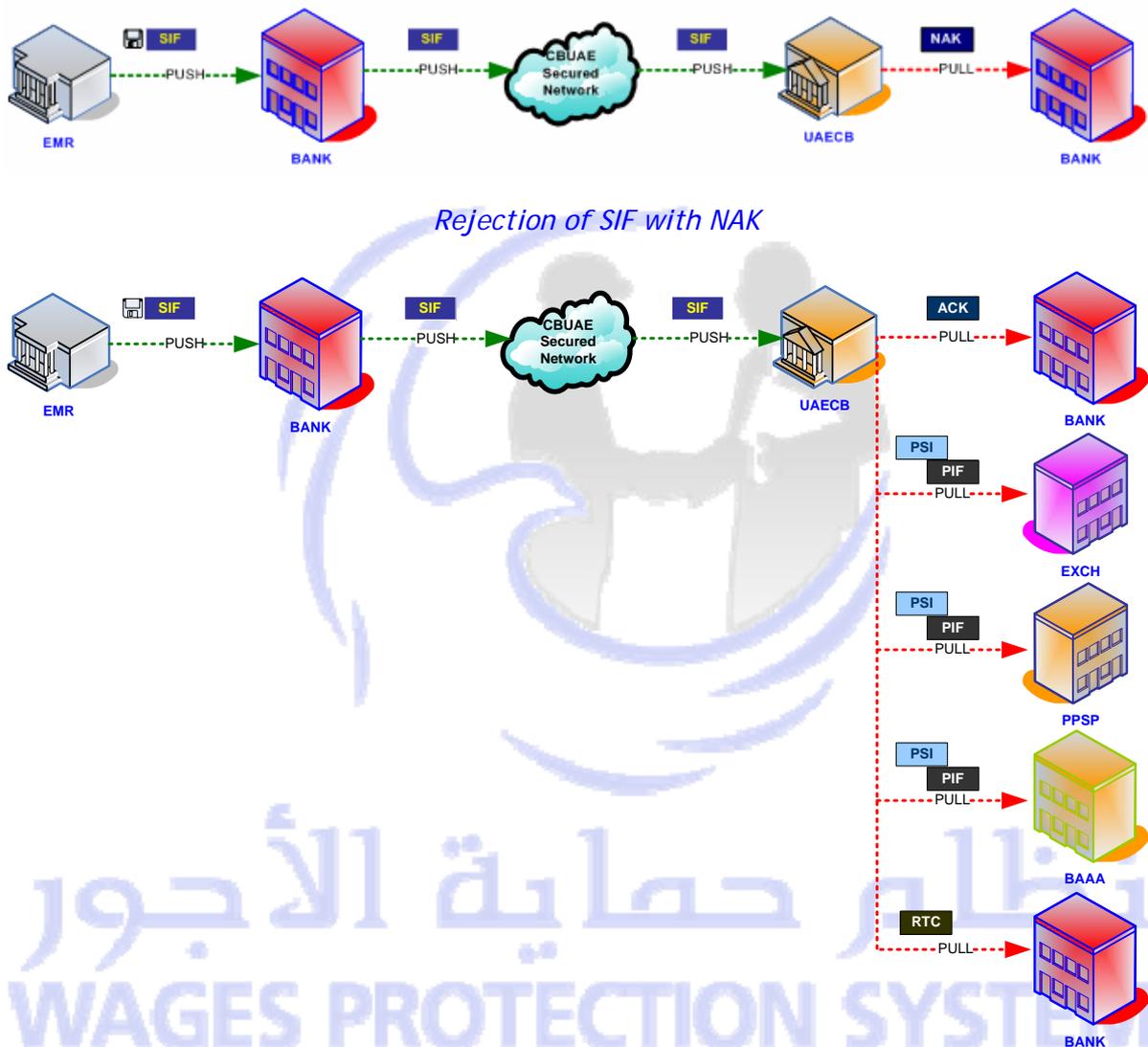


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the salary file. Along with each payment information file, a payments supplementary information file will be provided that will additional information pertaining to the employer and employees.

The figures below provide a pictorial view of the processing of salary information files from employers.



### Acceptance of SIF with Generation of ACK, PIFs, PSIs & RTC

- Agents are required to download the payment information files provided to them and record them into their system. Agents must generate a confirmation to the WPS to acknowledge the receipt of the payment information files. If the receipt confirmation file is rejected, then the agent will need to submit another file after correcting the errors as reported by WPS.
- The WPS upon receipt of the confirmations from agents will make available the funds to the agent by passing a credit to the current account

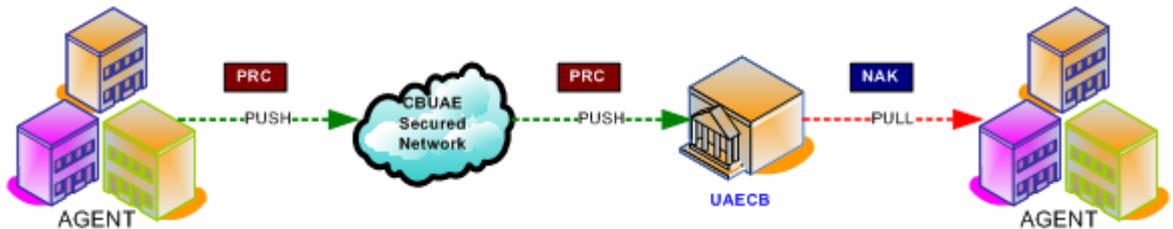


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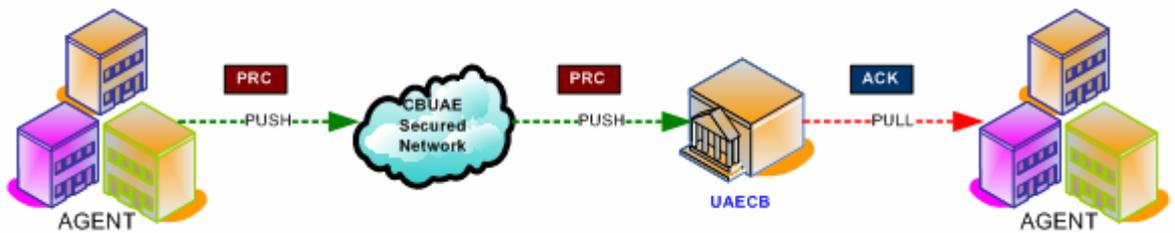
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of the agent held at CBUAE. The corresponding debit shall be applied to the salary-payment-transit-account at CBUAE.

The figures below provide a pictorial view of the processing of the confirmation of receipt of the payment information files from agents.

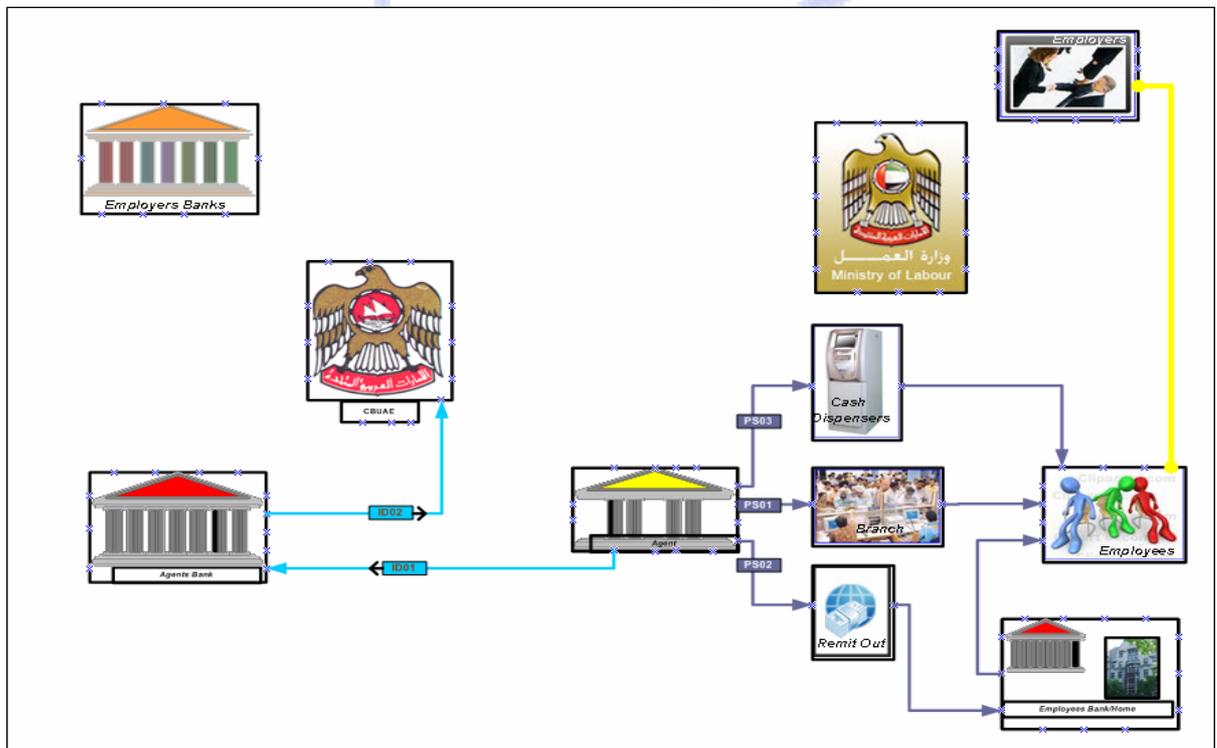


*Rejection of PRC with NAK*



*Acceptance of PRC with ACK*

### 4.2.3. Payment of Wages

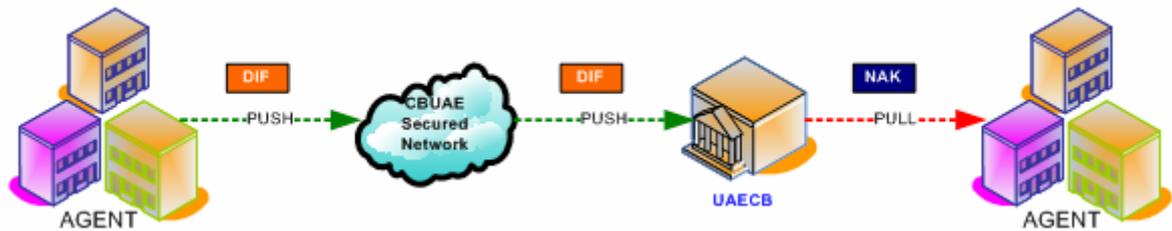




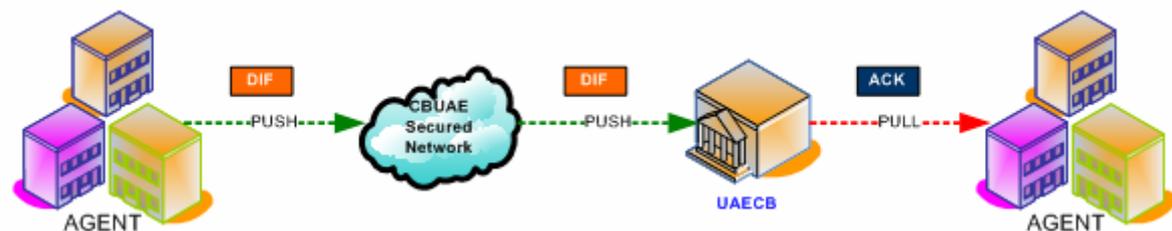
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- Agents shall use the information contained in the payment information files downloaded by them to effect the payment of wages to the employees identified in the payment file.
- At frequent intervals, the agents must provide the details of the disbursements (payments) made to the employees to the WPS in the format as mandated.

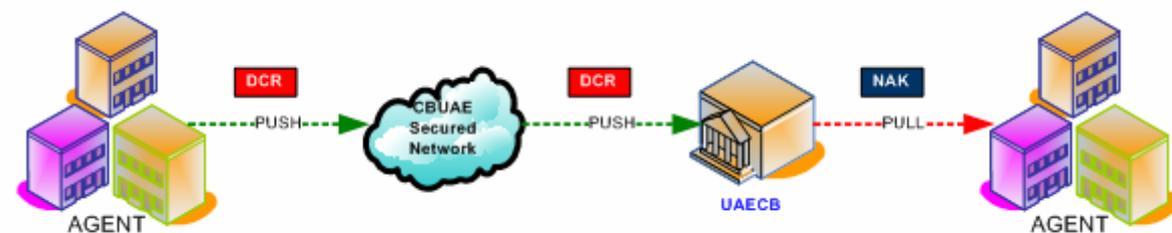


*Rejection of DIF with NAK*

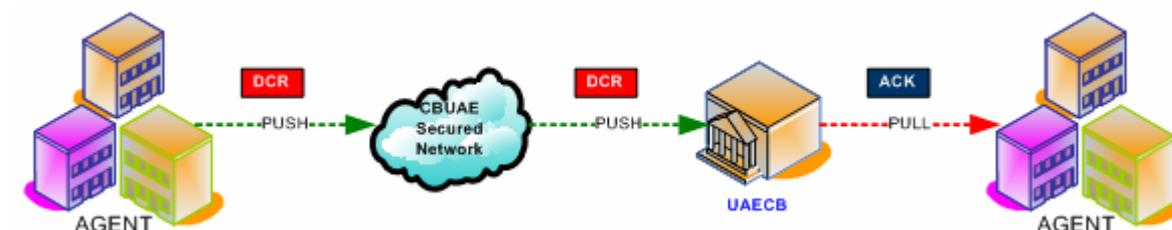


*Acceptance of DIF with ACK*

- If the disbursement information has been sent out in error, then the agent may negate the effect by requesting the cancellation of the same.



*Rejection of DCR with NAK*



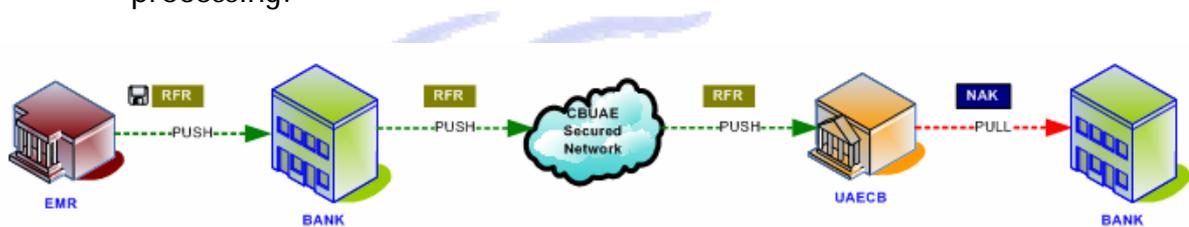
*Acceptance of DCR with ACK*



## 4.2.4. Refunds and Settlement

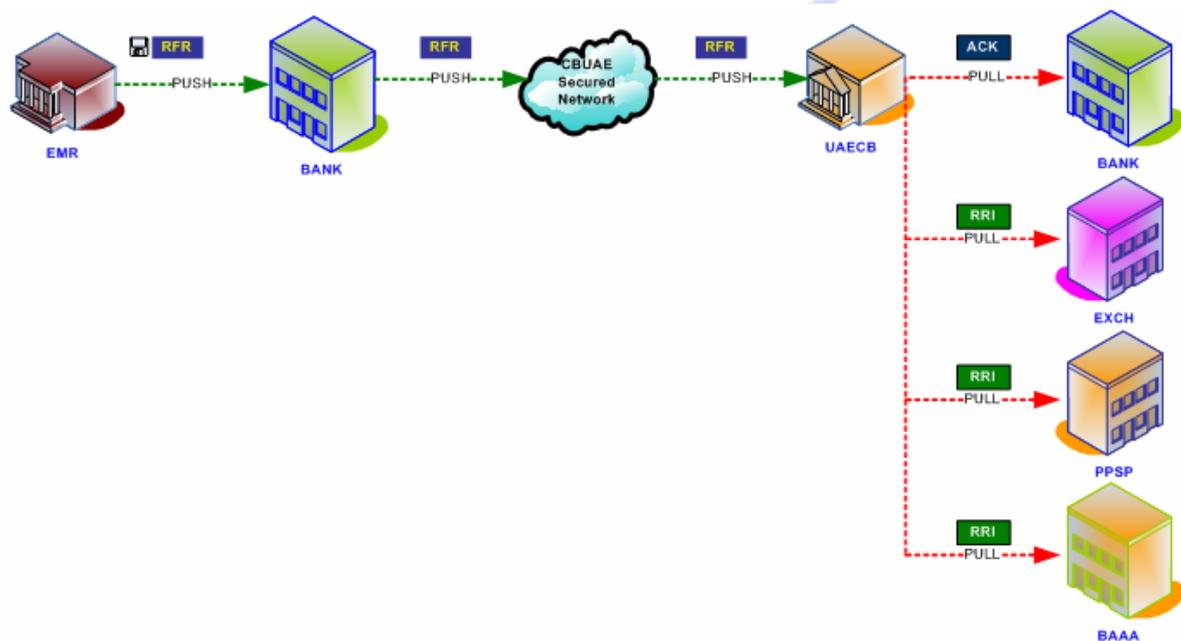
Refunds from agents will only be solicited based on requests from employers. It shall be the responsibility of the employers to initiate the refund request to the contracted agents.

- Employers will generate the request for refund providing all details as required and transfer the same to WPS via their bankers.
- The WPS on receipt of the refund requests shall validate the file for its content and provides an acknowledgement to the bank of the employer indicating acceptance or rejection of the claim file for further processing.



### Rejection of RFR with NAK

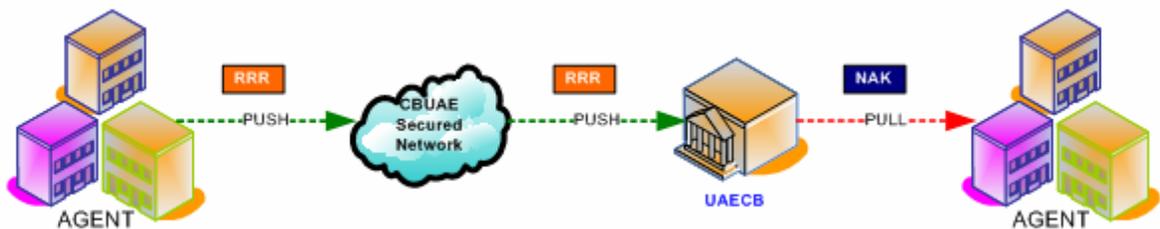
- Information on all the refunds requested shall be made available to the individual agents, if the request is accepted by the WPS.
- If the request file is rejected, then the agent will need to submit another file after correcting the errors as reported by WPS.



### Acceptance of RFR with ACK and generation of RRI

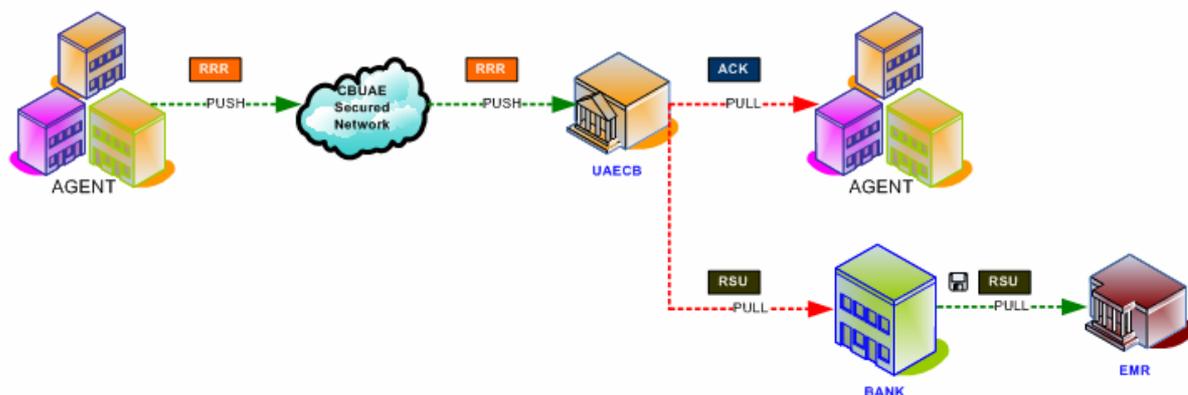


- ✚ The agents shall either accept or reject the refund requests in the refund request response file. This file like others shall be generated and transferred to the WPS.
- ✚ The system will validate the file and shall reject the same for one or more reasons as may be applicable.



### *Rejection of RRR with NAK*

- ✚ The refund request response file if accepted is then forwarded to the bank of the employer in the form of RSU. The WPS will also generate appropriate accounting entries at this time.
- ✚ The accounting entries shall be limited to "CREDIT" the employer's bank account with the corresponding "DEBIT" to the agents / agent's bank account for the refunds accepted by the agent.



### *Acceptance of RRR with ACK and generation of RSU*

#### 4.2.5. Returns

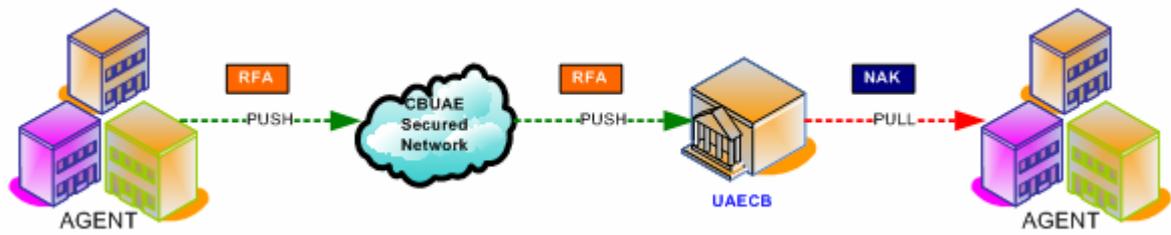
Returns from agents will be accepted due to reasons as defined later. The returns from agents will be forwarded to the bank of the employer and it shall be the banks responsibility to post the credits back to the employers account.

- ✚ The agents shall provide the returns in the returns from agents file. This file like others shall be generated and transferred to the WPS.
- ✚ The system will validate the file and shall reject the same for one or more reasons as may be applicable.



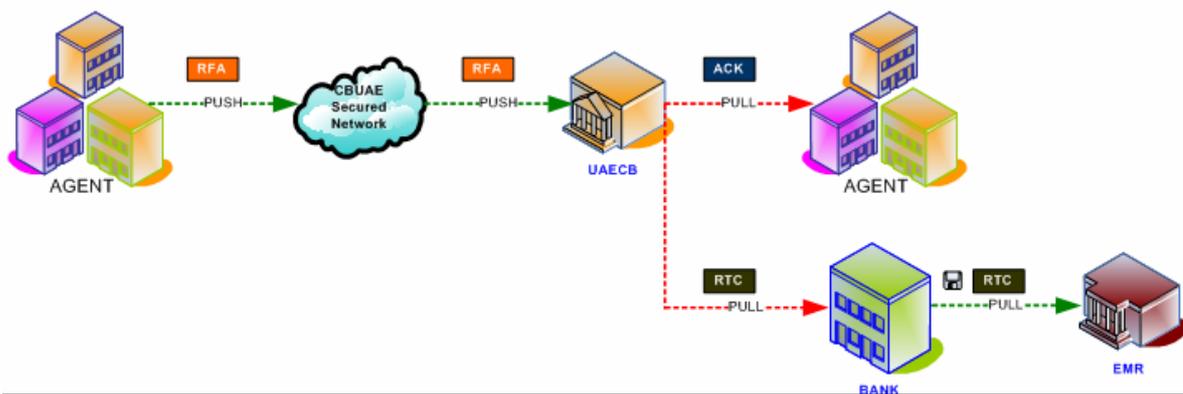
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## Rejection of RFA with NAK

- ✚ The returns file if accepted is then forwarded to the bank of the employer in the form of RTC. The WPS will also generate appropriate accounting entries at this time.
- ✚ The accounting entries shall be limited to "CREDIT" the employer's bank account with the corresponding "DEBIT" to the agents / agent's bank account for the refunds accepted by the agent.

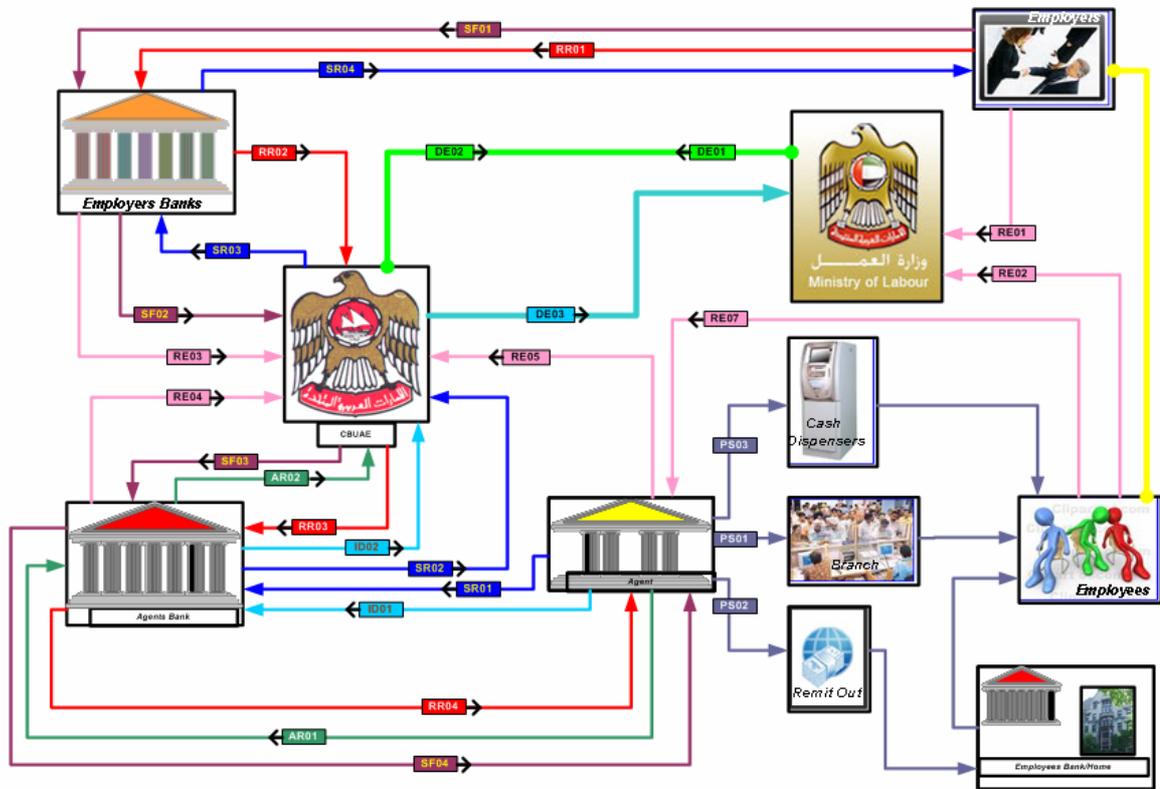


## Acceptance of RFA with ACK and generation of RTC

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### 4.3. The complete picture



Process flow pictorial

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## 5. Control & Procedures

### 5.1. WPS Entities

The following entities play a vital role in the functioning of the system.

#### Employers

an employer in WPS is an entity employing one or more employees and duly registered with LRA. The "Establishment Id" as provided by the LRA shall uniquely identify each and every employer in the system.

#### Employees

an employee in WPS is an individual under the employ of an employer. Every employee will be uniquely identified by the "Person Id" as provided by the LRA.

#### Agents (Banks, Exchange Houses, Payroll processing service providers)

an agent is an entity that provides the service of paying/dispersing wages to the employees of an employer. Agents shall be registered with CBUAE and shall be uniquely identified by an "Agent Id".

#### Banks (of Employers, Payroll Service Providers)

a bank is an entity that is licensed by the CBUAE to provide financial services. Banks are uniquely identified by a "Bank Id".

### 5.2. Employers & Employees - How different LRA refer to them?

	Employers		Employees	
	Referred As	Id Type & Sample	Referred As	Id Type & Sample
LRA Ministry Of Labor 	Establishment ID OR Company Number	NUMERIC 13 DIGITS Prefixed with leading zeros "0000000232425"	Person Id OR Personal Number	NUMERIC 14 DIGITS Prefixed with leading zeros "20010106512345"
EZJ Jebel Ali Free Zone 	Account Number	ALPHA NUMERIC 13 DIGITS Prefixed with leading zeros "EZJ0000232425"	CEC (Company Employee Card)	ALPHA NUMERIC 14 DIGITS Prefixed with leading zeros "EZJ00000657854"
EZT Technopark 	Account Number	ALPHA NUMERIC 13 DIGITS Prefixed with leading zeros "EZT0000232425"	CEC (Company Employee Card)	ALPHA NUMERIC 14 DIGITS Prefixed with leading zeros "EZT00000657854"



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EZD Dubai Auto Zone 	Account Number	ALPHA NUMERIC 13 DIGITS Prefixed with leading zeros "EZD0000232425"	CEC (Company Employee Card)	ALPHA NUMERIC 14 DIGITS Prefixed with leading zeros "EZD00000657854"
EZT Textile City	Account Number	ALPHA NUMERIC 13 DIGITS Prefixed with leading zeros "EZT0000232425"	CEC (Company Employee Card)	ALPHA NUMERIC 14 DIGITS Prefixed with leading zeros "EZT00000657854"

In all documents pertaining to the UAEWPS, the terms Employer, Employer Id, Employee & Employee ID will be used.

### 5.3. WPS Registration

Employers and employees shall be registered by LRA. Upon successful registration at LRA, data will be made available to CBUAE for use in WPS. Banks & agents will be licensed by CBUAE and relevant data shall be made available to LRA.

#### 5.3.1. Employers

- Licensed and regulated by the LRA.
- Shall be uniquely identified by an "Employer Id"

#### 5.3.2. Employees

- Employed by a licensed employer.
- Shall be uniquely identified by a "Employee Id".

### 5.4. Responsibilities of Entities

Inasmuch as CBUAE is responsible for certain activities, the various participant entities are also required to fulfill certain obligations. These are listed below.

#### 5.4.1. Employers

Employers shall

- Install systems and/or services from 3<sup>rd</sup> parties to produce the salary file in the mandated format as described in **Section 7**.
- Employ the services of their bank to facilitate the transfer of the salary file to the WPS at CBUAE. Kindly note that the funding of the salaries must only be by way of providing the salary file through any bank where the account is held.



- c) One or more banks can be employed to fulfill the salary funding obligation for any month.
- d) Charges imposed by Banks & Agents cannot be deducted from the wages/salaries of the employees.
- e) All employees must be paid in the National currency (Arab Emirate Dirham) through one of the agents of the WPS in the country.



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## 6. En-route to participating in the UAEWPS

### 6.1. Do you need to participate in the UAEWPS

The answer to this lies in your records. Check to see if as an organization you are registered with anyone of the authorities listed in **Section 1**. If the answer is a resounding YES, then you will need to participate in the UAEWPS.

As an organization, registered with a LRA, you are mandated to pay salaries/wages to your employees through the UAEWPS. This section lists the tasks associated with the various phases of participating in the UAEWPS.

### 6.2. In preparation to participate in the UAEWPS

- ✚ Identify a team leader from your HR department who will plan and execute the necessary tasks to set your organization on the right track to actively participate in the UAEWPS.
- ✚ Employees in your organization may fall under the following two categories banked & un-banked. An employee who does not have an account in a BANK is referred to as un-banked.
- ✚ Identify and record your EMPLOYER ID as provided for your organization by the LRA. This unique identifier will be required at every step of the way to actively participate in the UAEWPS.
- ✚ Contact LRA and obtain the latest list of employees along with the EMPLOYEE ID for each of your employees. LRA is geared to provide this information on request.
- ✚ Update your HR & PAYROLL systems (if required) to store the EMPLOYEE ID for each employee. This unique identifier for each and every employee in the country will be required at every step of the way to actively participate in the UAEWPS.
- ✚ As an organization decide how the salary is going to be disbursed for your un-banked employees. You may choose to enter into an agreement with one or more of the certified agents for providing the disbursement services to your un-banked employees. Availing additional services from the agents is outside the purview of the UAEWPS. It is recommended that all your un-banked employees are serviced by one single agent to start with. Over time, you may opt to have the employee choose the agent that best suits their needs.
- ✚ For all the banked employees in your organization, collect the following information from the employees. The employees might have to contact their banks to solicit and obtain the correct information.



- Routing Code → This is a 9 digit number which uniquely identifies the AGENT-BANK-BRANCH where the employees account is held
- Account Number → This is the account number of the employee as held in the books of the agent bank.

✚ For all the un-banked,

- You will provide the AGENT
  - The list of employees along with their EMPLOYEE ID & NAME
- The agent will provide
  - Routing Code → This is a 9 digit number which uniquely identifies the AGENT where the employees will be serviced
  - Account Number → This is the account number of the employee as held in the books of the agent.

✚ Once the information has been collected, update your HR & PAYROLL systems (if required) to store the collected information for each employee. This will aide in automating your payroll processing to a great extent.

✚ Identify your banker. In the UAEWPS, the monies to be used to pay salaries MUST be transferred electronically. You may choose to fund the salaries through one or more of your bankers. Irrespective of the bank chosen to fulfill your needs, it is mandatory that you maintain an account with the bank and have sufficient funds to cover the salary processing.

✚ Your banker will solicit the following information from you

- Your EMPLOYER ID
- List of all employees with their Name & EMPLOYEE ID

✚ In return your banker will provide their ROUTING CODE.

### ***6.3. Information processing***

Companies will be guided solely by the deadlines mandated by the LRA in processing salaries/wages for their employees on a pre-determined frequency. When preparing to process the salaries and meet the deadlines, it is important to take into consideration the following:

✚ Service levels established with your bankers for processing the salary file provided to them for onward transfer to the UAEWPS. Though your bankers(s) are bound service levels with the CBUAE, you may opt to alter them based on your individual needs.



- ✚ Service levels established with your agent for processing the salaries. Though your agents(s) are bound service levels with the CBUAE, you may opt to alter them to suit the needs of your employees.
- ✚ It is important to note that your banker may not forward the information provided by you to the UAEWPS for one or more reasons listed below but not limited to
  - Information related issues such as file naming issues, file format issues, etc.,
  - Financial issues such as insufficient funds to cover the information provided, etc.,
  - Procedural issues such as lack of a debit authority, invalid or absence of proper signatures in the debit authority, etc.,

#### ***6.4. Fees, Penalties & Charges in the UAEWPS***

Although subject to review and revision, the fees & charges as may be applicable have been discussed in this section.

- ✚ All fees, penalties & charges as applicable for participating in the UAEWPS from an LRA perspective will be advised by the LRA. At the time of preparing this document there were no charges to be levied by LRA on companies for participating in the UAEWPS.
- ✚ CBUAE may provide the schedule of applicable charges for the banks and/or agents pertaining to the UAEWPS.
- ✚ Your banker may charge you for providing the service of processing the information provided by you with respect to the UAEWPS. The charges for your organization can be negotiated and mutually agreed upon.
- ✚ Likewise your agent for the un-banked may charge you for providing the service of disbursing the salaries/wages.
- ✚ For the banked sector where the salaries/wages will be credited into normal current/savings accounts, there will no charges/fees applicable.
- ✚ For the un-banked sector, if the agent is
  - A bank and your un-banked employees are serviced using a product specifically created to handle payroll then charges as applicable will need to be meted out.
  - An exchange house then charges may be applicable.
  - A 3<sup>rd</sup> party provider operating in conjunction with a named bank then charges may be applicable.



- In all cases the applicable charges must not exceed the limits as indicated in the schedule.

#### 6.4.1. Other FAQ

##### 6.4.1.1. Where can I get Employer Id?

The Employer Id is available in a few documents provided to you by the LRA. Consult the LRA to identify the Employer ID.

##### 6.4.1.2. Where can I get my employees "Employee Id"

The "Employee Id" is the 14 digit number. Consult the LRA to identify and obtain the Employee ID.

##### 6.4.1.3. Whose salary/wage must be paid out using UAEWPS?

All your employees, irrespective of the nationality, MUST be paid out using the UAEWPS.

##### 6.4.1.4. Can salaries be paid in foreign currency?

No, salaries/wages MUST only be paid in the National currency of the UAE and such monies must only be paid out within the geographical boundaries of the UAE. The employees after receiving such salaries can remit the desired funds outside using regulated channels.

##### 6.4.1.5. Fixed/Variable Income Components

*With regards to the "Fixed/Variable Income Components", is there any calculation that UAEWPS system is expected to carry out, totaling the fixed & variable income components and deducting days on leave?*

The split is to facilitate the companies to provide proper information and for LRA to monitor and validate. If the company does not have the capability to split the total wage/salary for the month into the specified components then they can indicate one total value in any of the fields. If and when investigated by the LRA then the burden of proof is with the company to provide the break down of the salary paid.

##### 6.4.1.6. What needs to be processed in the UAEWPS

*Is it necessary to process all the staff benefits other than salary through UAEWPS, or only monthly wages, as in contract will be part of the UAEWPS?*



Monthly wages as per the Labour Contract is sufficient to be processed through UAEWPS. However if others are also done through UAEWPS you have record and so will LRA when they receive the information from us.

#### **6.4.1.7. Group companies - Single HR - Single File OK?**

*As a group can we send a single file for payment or separate files will be required for our each company like XX, YY, XZA or SDS.*

It has to be separate files only. From a technical perspective UAEWPS disallows the mixing of employees of one employer with the other. The file itself will get rejected from our side if employees from different employers are mixed up in one file.

#### **6.4.1.8. Number of Wage Files**

*How many wages files can be sent in a month for a single company?*

No restriction on the number of files that you can send.

#### **6.4.1.9. How must I pay the End-Of-Service-Benefits (EOSB)**

*Must the EOSB also be paid through the UAEWPS.*

Though the EOSB can be paid through the UAEWPS, it is to be noted that the employee might have availed of several advances by way of car/personal loans and/or card expenses. This would necessitate that as an employer you inform the bank where the salary is/was being transferred by means of a letter and the EOSB be transferred either through the UAEWPS or via alternate channels.

نظام حماية الاجور  
WAGES PROTECTION SYSTEM



## 7. Technical Specifications

### 7.1. File Formats

#### 7.1.1. General Note

✚ The sequence of the records in the file must be in the same order as indicated in the pictorial left to right.

✚  → Indicates an information record. Each file must contain 1 information record (with the exception of ACK files). There are no restrictions for the number of information records that can be contained in a file. It is recommended that the number of information records in a file be kept at 1000.

✚  → Indicates a mandatory control record. Files transferred to the UAEWPS shall be rejected if the mandatory control records are not present.

#### 7.1.2. Table of Files

No	File Type	From	To	Remarks
01	SIF	BOE	WPS	Provides the salary information for one or more employees of the employer. Successful processing of this file at UAEWPS enables funds to be "DEBITED" from the account of the BOE.
02	RFR	BOE	WPS	Provided by the employer and transferred to UAEWPS by the BOE, this file provides details on the refunds requested by the employer for funds made available to the agents in error or also to request for uncollected funds from the agents.
03	RSU	WPS	BOE	Intended for the employer and made available to the BOE by UAEWPS, the file provides the status update on the refunds requested via the RFR.
04	ACK	WPS	ENTITY	Indicates that the file provided to UAEWPS has been accepted for further processing.
05	NAK	WPS	ENTITY	Indicates that the file provided to UAEWPS has been rejected for

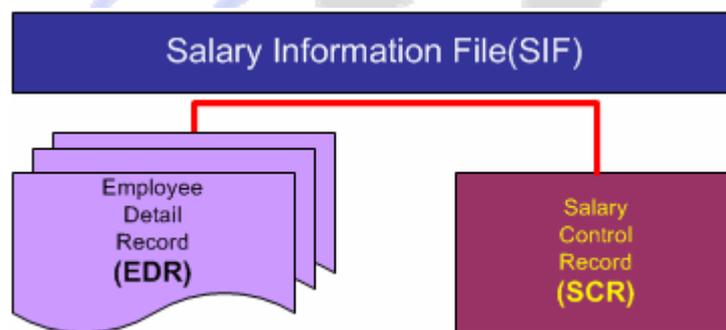


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				one or more errors and will not be processed further. It will be the responsibility of the entity to check the errors, correct them and resubmit the data in a new file.
06	VPF	BOE	WPS	Provides the breakdown on the variable pay as was provided in a SIF. This file originates from the BOE.
07	RTC	WPS	BOE	Provides the returns from the AGT to BOE.

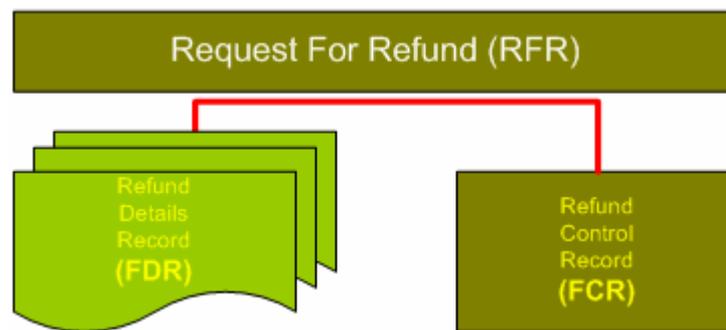
### 7.1.3. Salary Information File (SIF)



- ✚ The SIF must be provided by the employer to their banker.
- ✚ Employers are allowed to process salaries from different banks.
- ✚ Only banks are allowed to transfer the SIF into UAEWPS.
- ✚ Each SIF file must be for one employer only.
- ✚ In the SIF file,
  - Each EDR must be for a unique employee.
  - Not more than one EDR is permitted for each employee in a SIF file.
- ✚ The SIF file must be sent into UAEWPS even in case where the bank is enacting the role of the agent for all the employees.
- ✚ The SIF file when accepted by the UAEWPS will invoke the posting of “DEBITS” to the account of the bank that sent in the file to UAEWPS.
- ✚ To be compliant with LRA and avoid anomalies each SIF file MUST be restricted to any number of days within the salary month that will be specified in the control record. Please refer to Section 16

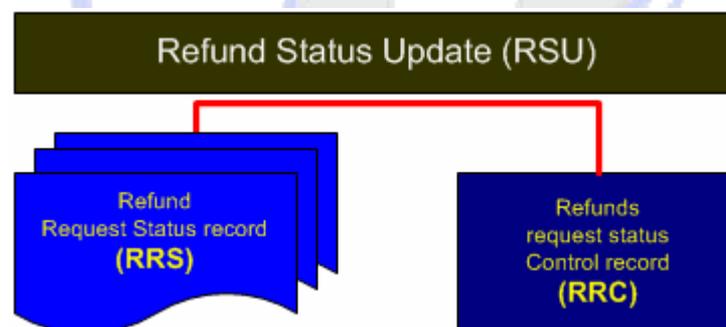


#### 7.1.4. Request For Refund File (RFR)



- ✚ The RFR must be provided by the employer to their banker.
- ✚ Employers are allowed to process refund requests from banks different from the one that processed the SIF file.
- ✚ Only banks are allowed to transfer the RFR into UAEWPS.
- ✚ There are no financial accounting entry implications resulting from the processing of a RFR file.

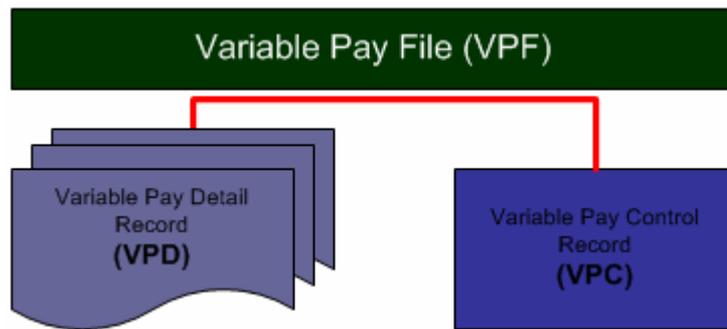
#### 7.1.5. Refund Status Update (RSU)



- ✚ The RSU file is generated by the UAEWPS based on the RRR file received from an agent or their banker.
- ✚ The RSU will be made available to the bank that sent in the RFR corresponding to this RSU.
- ✚ The RSU file when generated by the UAEWPS will invoke the posting of "CREDITS" to the account of the bank favoring the employer.



### 7.1.6. Variable Pay File (VPF)



The VPF file is an optional file that can be provided by the employers to intimate additional details on the variable pay provided in the SIF file.

There are no financial accounting entry implications resulting from the processing of a VPF file.

### 7.1.7. Returns To Companies (RTC)

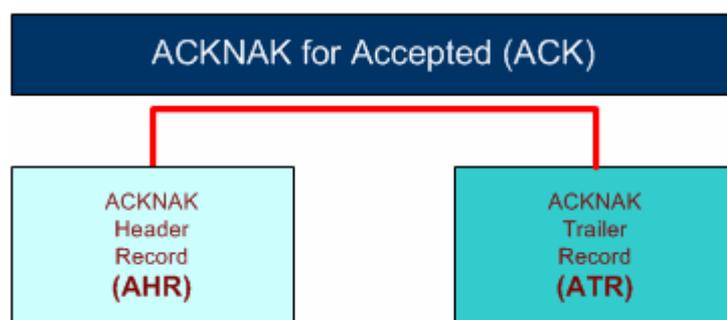


✚ The RTC file is generated by the UAEWPS based on the RFA file received from an agent or their banker.

✚ The RTC will be made available to the bank(s) that sent in the SIF based on the details provided in the RFA.

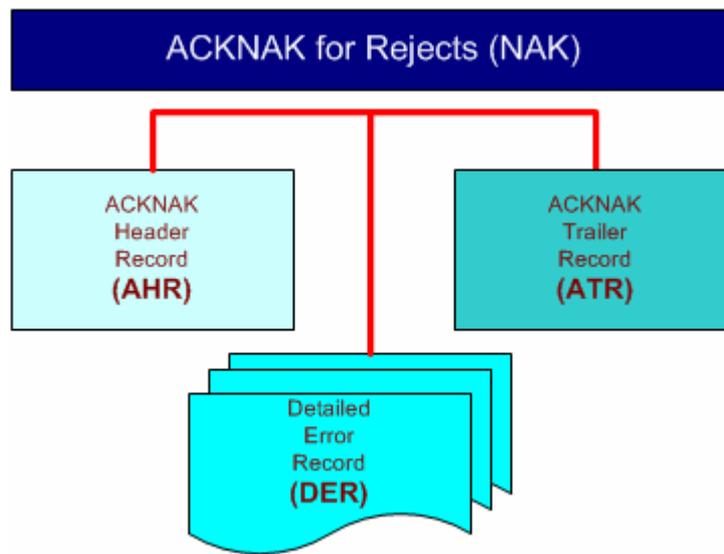
✚ The RTC file when generated by the UAEWPS will invoke the posting of "CREDITS" to the account of the bank favoring the employer.

### 7.1.8. Accepted File Acknowledgment (ACK)





### 7.1.9. Rejected File Acknowledgment (NAK)



### 7.2. WPS File ID

In the following section it may be noticed that files that are generated from the system have a file id as part of the name of the file. This file id is a unique identifier generated and affixed to the file name to enable tracking and/or reporting needs.

The UAEWPS File ID is made up of 3 parts as depicted below:

1	2	3	4	5	6	7	8	9	0	1	2
N	Y	Y	F	F	F	F	F	F	F	F	F
N			The file type identifier								
YY		The year									
FFFFFFFFF											
An internal sequence number generated unique to the file											

### 7.3. File Naming Convention

#### 7.3.1. SIF files from Bank of Employer (BOE)

The SIF file originates from the employer. This file shall be named using the following convention.

<b>Prefix</b>	<b>EEEEEEEEEEEEEEEEYYMMDDHHMMSS</b> <b>EEEEEEEEEEEEEEEE</b> : Employer Unique ID <b>YYMMDD</b> : File Creation Date <b>HHMMSS</b> : File Creation Time
<b>Extension</b>	<b>.SIF</b>



### 7.3.2. ACK files for SIF from BOE

The ACK file is generated by UAEWPS and shall be named using the following convention.

<b>Prefix</b>	<p>EEEEEEEEEEEEEEEEYYMMDDHHMSSNYYFFFFFFF</p> <p>EEEEEEEEEEEEEEEEYYMMDDHHMSS : The Original SIF File Prefix as sent in by BOE.</p> <p>NYYFFFFFFF : UAEWPS FileID &amp; Reference</p>
<b>Extension</b>	.ACK

### 7.3.3. NAK files for SIF from BOE

The NAK file is generated by UAEWPS and shall be named using the following convention.

<b>Prefix</b>	<p>EEEEEEEEEEEEEEEEYYMMDDHHMSSNYYFFFFFFF</p> <p>EEEEEEEEEEEEEEEEYYMMDDHHMSS : The Original SIF File Prefix as sent in by BOE.</p> <p>NYYFFFFFFF : UAEWPS FileID &amp; Reference</p>
<b>Extension</b>	.NAK

### 7.3.4. RFR files from Bank of Employer (BOE)

The RFR file originates from the employer. This file shall be named using the following convention.

<b>Prefix</b>	<p>EEEEEEEEEEEEEEEEYYMMDDHHMSS</p> <p>EEEEEEEEEEEE : Employer Unique ID</p> <p>YYMMDD : File Creation Date</p> <p>HHMSS : File Creation Time</p>
<b>Extension</b>	.RFR

### 7.3.5. ACK files for BOE

The ACK file is generated by UAEWPS and shall be named using the following convention.

<b>Prefix</b>	<p>EEEEEEEEEEEEEEEEYYMMDDHHMSSNYYFFFFFFF</p> <p>EEEEEEEEEEEEEEEEYYMMDDHHMSS : The Original RFR File Prefix as sent in by BOE.</p> <p>NYYFFFFFFF : UAEWPS FileID &amp;</p>
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	<b>Reference</b>
<b>Extension</b>	<b>.ACK</b>

### 7.3.6. NAK files for BOE

The NAK file is generated by UAEWPS and shall be named using the following convention.

<b>Prefix</b>	<b>EEEEEEEEEEEEEEEEYYMMDDHHMSSNYYFFFFFFF</b> <b>EEEEEEEEEEEEEEEEYYMMDDHHMSS</b> : The Original RFR File Prefix as sent in by BOE. <b>NYYFFFFFFF</b> : UAEWPS FileID & Reference
<b>Extension</b>	<b>.NAK</b>

### 7.3.7. RSU files for BOE's

The RSU file is generated by UAEWPS for Employers and shall be named using the following convention.

<b>Prefix</b>	<b>BBBEEEEEEEEEEEEENYYFFFFFFF</b> <b>BBB</b> : ID of BOE <b>EEEEEEEEEEEE</b> : Employer Unique ID <b>NYYFFFFFFF</b> : UAEWPS FileID & Reference
<b>Extension</b>	<b>.RSU</b>

### 7.3.8. VPF files from Bank of Employer (BOE)

The VPF file originates from the employer. This file shall be named using the following convention.

<b>Prefix</b>	<b>EEEEEEEEEEEEEEEEYYMMDDHHMSS</b> <b>EEEEEEEEEEEE</b> : Employer Unique ID <b>YYMMDD</b> : File Creation Date <b>HHMSS</b> : File Creation Time
<b>Extension</b>	<b>.VPF</b>

### 7.3.9. ACK files for BOE

The ACK file is generated by UAEWPS and shall be named using the following convention.

<b>Prefix</b>	<b>EEEEEEEEEEEEEEEEYYMMDDHHMSSNYYFFFFFFF</b>
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	<b>EEEEEEEEEEEEEEEEYYMDDHHMSS</b> : The Original VPF File Prefix as sent in by BOE. <b>NYYYYYYYYYYYY</b> : UAEWPS FileID & Reference
<b>Extension</b>	<b>.ACK</b>

### 7.3.10. NAK files for BOE

The NAK file is generated by UAEWPS and shall be named using the following convention.

<b>Prefix</b>	<b>EEEEEEEEEEEEEEEEYYMDDHHMSSNYYYYYYYYYYYY</b> <b>EEEEEEEEEEEEEEEEYYMDDHHMSS</b> : The Original VPF File Prefix as sent in by BOE. <b>NYYYYYYYYYYYY</b> : UAEWPS FileID & Reference
<b>Extension</b>	<b>.NAK</b>

### 7.3.11. RTC files for BOE's

The RTC file is generated by UAEWPS for Employers and shall be named using the following convention.

<b>Prefix</b>	<b>BBBEEEEEEEEEEEEENYYYYYYYYYYY</b> <b>BBB</b> : ID of BOE <b>EEEEEEEEEEEEEE</b> : Employer Unique ID <b>NYYYYYYYYYYYY</b> : UAEWPS FileID & Reference
<b>Extension</b>	<b>.RTC</b>

### 7.4. General note on UAEWPS files

- ✚ Duplicate file names are not allowed
- ✚ One or more "EDR" records are required followed by a "SCR" record in the "SIF" file.
- ✚ One or more "VPD" records are required followed by a "VCR" record in the "VPF" file.
- ✚ One or more "ARI" records are required followed by a "ARC" record in the "RFA" file.
- ✚ Multiple records for the same employee cannot be placed in the same "SIF" file.



## 7.5. Generic Data Types

There is a range of data types that can occur in the various files that will be processed / provided, which, unless otherwise stated are specified to be ASCII characters; these are as follows:

Type	Description	Values and Meaning
A	Alphabetic	The alphabetic characters are the upper case letters A through Z; the lower case letters a through z, and the blank (space) character. When lower case letters are used, they shall be interpreted to have the same meaning as their respective upper case letters, e.g., no distinction shall be made between the upper case letter A and the lower case letter a.
AN	Alphanumeric	Comprise any of the characters specified as type A or Type N.
B	Blank	The blank character is defined in ASCII with the hexadecimal value '20'
N	Numeric	The numeric characters are the numbers zero (0) through nine (9).
D	Date	Format must be YYYY-MM-DD or as stated for the individual filed in the record

## 7.6. Record Formats

### 7.6.1. General note on files

- All file contents will be ASCII
- Record formats will be "COMMA SEPARATED VALUES" (CSV)
- Each record must be terminated by a CRLF (CarriageReturn & LineFeed)
- Files that do not comply with the formatting standards as shall be published will be rejected in its entirety.

### 7.6.2. Employee Detail Record (EDR)

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Record Type	3	A	M	Must be EDR
02	Employee Unique ID	14	AN	M	Unique Identifier as provided by LRA.



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ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
03	Routing Code of the AGENT	9	N	M	The 9 digit head office routing code as assigned to the AGENT by CBUAE.  Validated against the master database held in WPS
04	Employee Account with Agent	23	AN	M	The employer must provide the account number of the employee as provided by the agent. The field will only be validated for existence of some data. It is the responsibility of the agent to provide the correct account number of each and every employee to the employer. The 23 digits is the MAXIMUM allowed. <b>The data as provided by your employee or Agent for the employees MUST be left padded with zero's. Entities will receive the 23 digits but may opt to use the least significant "X" digits for their internal processing.</b>
05	Pay Start Date	10	D	M	Must be of the format YYYY-MM-DD. This date cannot be less than "2010-10-01"
06	Pay End Date	10	D	M	Must be of the form YYYY-MM-DD. This date must be greater than the date indicated in EDR-05 and MUST also be in the same month as the date indicated in EDR-05.
07	Days in Period	4	N	M	Must be the number of calendar days for which the salary is being paid. This MUST be computed as EDR-06 - EDR05 + 1
08	Income Fixed Component	15	N	M	Valid amount (e.g., 2345.87 / 23.00 / 22). If no contribution from this component then send 0.00. Negative amounts are NOT permitted and the file will be rejected.
09	Income Variable Component	15	N	M	Valid amount (e.g., 2345.87 / 23.00 / 22). If no contribution from this component then send 0.00. Negative amounts are NOT permitted and the file will be rejected.
10	Days on Leave for period	4	N	M	This shall be the number of days that the employee has availed of leave without pay in the pay period. If no leave has been availed off then indicate with zero "0"

### 7.6.3. Salary Control Record (SCR)

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Record Type	3	A	M	Must be SCR
02	Employer Unique Id	13	AN	M	The 13 digit unique id for the employer as assigned by LRA.  Validated against the master database held in WPS
03	Routing Code of	9	N	M	The 9 digit routing code as assigned to the BANK by CBUAE.



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ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
	the Employers Bank				Validated against the master database held in WPS
04	File Creation Date	10	D	M	Must be of the form YYYY-MM-DD Shall be validated to be a date that is less than or equal to that of the processing date on WPS
05	File Creation Time	4	N	M	Must be of the form HHMM
06	Salary Month	6	N	M	Must be of the form MMYYYY <b>The actual month for which the salary is being paid. Please note that LRA makes key decisions based on the value provided in this field.</b> <b>The SIF file in its entirety will be rejected if the data supplied in this field is not in the same month &amp; year as that provided in the EDR-05 &amp; EDR-06 of all the EDR records.</b>
07	EDR Count	10	N	M	Must be the number of EDR records in the file.
08	Total Salary	15	N	M	Valid amount (e.g., 2345.87 / 23.00 / 22). Will be validated to be equal to the sum of all the fixed and variable components indicated in all the EDR records in the file.
09	Payment Currency	3	A	M	Currency is always assumed to be AED
10	Employer Reference	35	AN	O	Documentary Field

### 7.6.4. reFund Details Record (FDR)

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Record Type	3	A	M	Must be FDR
02	SIF File Name	50	AN	M	The original SIF file name in which the salary information was provided for the specific employee. Separate FDR must be used for each SIF + Employee combination.
03	ACK File Name	50	AN	M	The ACK file name for the SIF file indicated in FDR-02 for this record.



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ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
04	Agents Routing Code	9	N	M	The 9 digit routing code as assigned to the AGENT by CBUAE. Validated against the master database held in WPS
05	Employee Unique ID	14	AN	M	Unique Identifier as provided by LRA. Validated against the master database held in WPS
06	Refund Amount Requested	15	N	M	Valid amount (e.g., 2345.87 / 23.00 / 22). Shall be equal to or less than the sum of EDR-08 & EDR-09
07	Refund Request Code	3	N	M	A valid refund request code. Refer <b>Section 10</b>
08	Employee Account with Agent	23	AN	M	The employer must provide the account number of the employee as was made available in the original SIF/PAF file without any alterations.
09	Future Use	1	A	M	Leave blank. A space has to be sent in as the data.
10	Future Use	5	A	M	Must be "EWPMs"

### 7.6.5. reFund Control Record (FCR)

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Record Type	3	A	M	Must be FCR
02	Employer Unique Id	13	AN	M	The 13 digit unique id for the employer as assigned by LRA. Validated against the master database held in WPS
03	Employer Reference	35	AN	O	Documentary Field
04	Bank Code of the Employer	9	N	M	The 9 digit routing code as assigned to the BANK by CBUAE. Validated against the master database held in WPS
05	Account Number of Employer with Bank	23	AN	M	Account number where the monies will need to be credited if the refund request is accepted by the agent. This account number will be used as one of the narratives in the accounting entry that will be posted. <b>The account number MUST be left padded with zero's. Entities will receive the 23 digits but may opt to use the least significant "X" digits for their internal processing.</b>



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ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
06	Total Refund Claimed	15	N	M	Valid amount (e.g., 2345.87 / 23.00 / 22).
07	FDR Count	10	N	M	The total number of FDR in this file.
08	Future Use	1	A	M	Leave blank. A space has to be sent in as the data.
09	Future Use	1	A	M	Leave blank. A space has to be sent in as the data.
10	Future Use	5	A	M	Must be "EWPMS"

## 7.6.6. Refund Request Status record (RRS)

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Record Type	3	A	M	Must be RRS
02	WPS Reference for the Line Item	35	AN	M	Refund request reference number as generated by WPS to uniquely identify this line item. For the BOE (therefore the employer), this reference number can be used to uniquely identify the original RFR item as it provides both the SIF & RFR file ids.
03	Employer Reference	35	AN	O	Documentary Field
04	Employee Unique ID	14	AN	M	Unique Identifier as provided by LRA. Validated against the master database held in WPS
05	Refund Amount Requested	15	N	M	Valid amount (e.g., 2345.87 / 23.00 / 22).
06	Refund Status	8	A	M	ACCEPTED / REJECTED
07	Bank Code of the Employer	9	N	M	The 9 digit routing code as assigned to the BANK by CBUAE. Validated against the master database held in WPS
08	Account Number of	23	AN	M	Account number where the monies will need to be credited if the refund request is accepted by the



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ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
	Employer with Bank				agent. This account number will be used as one of the narratives in the accounting entry that will be posted. <b>The account number WILL be left padded with zero's. Entities will receive the 23 digits but may opt to use the least significant "X" digits for their internal processing.</b>
09	Reject Reason Code	3	N	M	One of the valid reject reason code as listed in <b>Section 11</b> . This field will be 000 if RRS Field 06 is "ACCEPTED"
10	Balance Outstanding with Agent	15	N	M	Valid amount (e.g., 2345.87 / 23.00 / 22 / 0.00).

### 7.6.7. Refund Request status Control record (RRC)

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Record Type	3	A	M	Must be RRC
02	Agents Reference	35	AN	O	Documentary Field
03	WPS Reference for the file	35	AN	M	Refund request reference number as generated by WPS for the original RSU file as received from the AGENT.
04	Accepted Count	10	N	M	Count of records where RSR-06 is "ACCEPTED"
05	Accepted Amount	15	N	M	Sum total of RSR-05 where RSR-06 is "ACCEPTED"
06	Rejected Count	10	N	M	Count of records where RSR-06 is "REJECTED"
07	Rejected Amount	15	N	M	Sum total of RSR-05 where RSR-06 is "REJECTED"
08	Agents Routing Code	9	N	M	The 9 digit routing code as assigned to the AGENT by CBUAE. Validated against the master database held in WPS
09	Future Use	1	A	M	Leave blank. A space has to be sent in as the data.
10	Future Use	5	A	M	Must be "EWPMS"



### 7.6.8. Variable Pay Details (VPD)

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Record Type	3	A	M	Must be VPD
02	WPS SIF File Id	50	AN	M	The file id assigned and communicated to the employers bank in the ACK file name for the SIF file provided. The agents can use this to identify the PIF file.
03	Employee Unique ID	14	AN	M	Unique Identifier as provided by LRA. Also referred to as the Person ID. This field will have to be padded with leading zeros if the length is less than the maximum specified length of 14.
04	Agent ID	9	N	M	The 9 digit head office routing code as assigned to the AGENT by CBUAE. Validated against the master database held in WPS
05	Variable Pay Code	3	N	M	A valid variable pay code. For additions use the code as indicated in <b>Section 13</b> For deductions add 500 to the code. Enter 000 if none
06	Amount	15	N	M	Valid amount (e.g., 2345.87 / 23.00 / 22). If no contribution from this component then send 0.00 and enter 000 in VPD-05
07	Variable Pay Code	3	N	M	A valid variable pay code. For additions use the code as indicated in <b>Section 13</b> . For deductions add 500 to the code. Enter 000 if none
08	Amount	15	N	M	Valid amount (e.g., 2345.87 / 23.00 / 22). If no contribution from this component then send 0.00 and enter 000 in VPD-07
09	Variable Pay Code	3	N	M	A valid variable pay code. For additions use the code as indicated in <b>Section 13</b> . For deductions add 500 to the code. Enter 000 if none
10	Amount	15	N	M	Valid amount (e.g., 2345.87 / 23.00 / 22). If no contribution from this component then send 0.00 and enter 000 in VPD-09

### 7.6.9. Variable Pay Control record (VPC)

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Record Type	3	A	M	Must be VPC



## Wages Protection System (WPS) Companies Responsibility Guide

Document Code: UAEWPS-CRG01

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
02	Employer Unique Id	13	AN	M	The 13 digit unique id for the employer as assigned by LRA. Validated against the master database held in WPS
03	Bank Code of the Employer	9	N	M	The 9 digit routing code as assigned to the BANK by CBUAE. Validated against the master database held in WPS
04	File Creation Date	10	D	M	Must be of the form YYYY-MM-DD Shall be validated to be a date that is less than or equal to that of the processing date on WPS
05	File Creation Time	4	N	M	Must be of the form HHMM
06	Salary Month	6	N	M	Must be of the form MMYYYY Shall be validated to be a month + year that is either equal to or 1 more than the that of the processing month + year on WPS
07	VPD Count	10	N	M	Must be the number of VPD records in the file.
08	VPD Amount	1	N	M	Sum total of all VPD-06, VPD-08 & VPD-10
09	Future Use	1	A	M	Leave blank. A space has to be sent in as the data.
10	Future Use	5	A	M	Must be "EWPMS"

### 7.6.10. Salary Returns Information record (SRI)

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Record Type	3	A	M	Must be SRI
02	SIF WPS Reference	35	AN	M	Reference number as generated by WPS to uniquely identify the original file in which this salary/payment record was provided to the agents. For the BOE (therefore the employer), this reference number can be used to uniquely identify the original SIFfile.



## Wages Protection System (WPS) Companies Responsibility Guide

Document Code: UAEWPS-CRG01

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
03	Employer Unique Id	13	AN	M	The 13 digit unique id for the employer as assigned by LRA. Validated against the master database held in WPS
04	Employee Unique ID	14	AN	M	Unique Identifier as provided by LRA. Validated against the master database held in WPS
05	Amount Returned	15	N	M	Valid amount (e.g., 2345.87 / 23.00 / 22).
06	Return Reason Code	3	N	M	One of the valid reject reason code as listed in <b>Section 14</b> .
07	Bank of Employer Routing Code	9	N	M	The 9 digit routing code as assigned to the BANK by CBUAE. Validated against the master database held in WPS
08	Employer Reference	35	AN	O	Documentary Field
09	SIF File Name	35	AN	M	The original SIF file name in which the salary information was provided for the specific employee.
10	Future Use	5	A	M	Must be "EWPMs"

### 7.6.11. Salary Returns Control record (SRC)

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Record Type	3	A	M	Must be SRC
02	Agents Reference	35	AN	O	Documentary Field
03	WPS Reference for the file	35	AN	M	Reference number as generated by WPS for the original RFA file.
04	SRI Count	10	N	M	Count of SRI records.
05	Returned Amount	15	N	M	Sum total of RTC-05.
06	Agents Routing Code	9	N	M	The 9 digit routing code as assigned to the AGENT by CBUAE. Validated against the master database held in WPS



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Document Code: UAEWPS-CRG01

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
07	Future Use	1	A	M	Leave blank. A space has to be sent in as the data.
08	Future Use	1	A	M	Leave blank. A space has to be sent in as the data.
09	Future Use	1	A	M	Leave blank. A space has to be sent in as the data.
10	Future Use	5	A	M	Must be "EWPMS"

## 7.6.12. Acknowledgement Header Record (AHR)

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Record Type	3	A	M	Must be AHR
02	Accepted/Rejected	8	A	M	Shall be "ACCEPTED" or "REJECTED"
03	Processed File Name	50	AN	M	The processed file name Could be a SIF, PRC, DIF, RFR, RRR, EIF or WIF

## 7.6.13. Detailed Error Record (DER)

Valid only if the AHR Field 2 is "REJECTED"

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Record Type	3	A	M	Must be DER
02	Line Number	10	N	M	Indicates the line number in the original file that was processed
03	Error Number	5	AN	M	Indicates the error code
04	Error Description	200	AN	M	A short description of the error code

## 7.6.14. Acknowledgement Trailer Record (ATR)

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Record Type	3	A	M	Must be ATR



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02	Accepted/Rejected	8	A	M	Shall be "ACCEPTED" or "REJECTED"
03	Number of Lines	10	N	M	Indicates the number of lines in the file including this trailer record.



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## 8. Error Codes & Description in NAK files

The codes as indicated are valid as at the time of publishing this document. Additions/Deletions are possible and will be made available to Banks, Exchange Houses and 3<sup>rd</sup> Party Service Providers from time to time. Updating this and/or other related documents is at the sole discretion of the CBUAE.

CODE	Description
00000	Exception occurred while execution.
00001	Invalid File Format.
00002	Invalid File Extension.
00003	Invalid File Naming Convention.
00004	Data integrity violation, transactions rolled back.
00005	FILE file not found.
00006	File name <FILENAME> is duplicate
00007	Invalid amount field.
00008	Invalid Date Format.It should be YYYY-MM-DD.
00009	Invalid numeric.This field should be a numeric.
00011	FTP Time can not be greater than the processing time.
00012	Invalid file name.Date / time should be less than the current processing date.
00201	missing RCR record
00202	Contains more than one RCR Record
00203	Fixed Salary amount is different than the Paf file
00204	Variable Salary amount is different than the Pif file
00205	Total Salary amount is different than the Paf file
00206	No. of recs is different than the PIF file
00207	Total Fix Pay in RCR record is not equal to individual RDR total
00208	Total Variable pay in RCR record is not equal to individual RDR total
00209	Total Pay in RCR record is not equal to individual RDR total
00210	Not enough balance for AGT



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Document Code: UAEWPS-CRG01

00211	Invalid PAF File in the RDR Record
00212	PAF File is already Processed
00213	Total amount in RCR record is not equal to total of Total Fix Pay and and Total Variable Pay
00214	Wrong Extention - Should be PRC
00215	Agent Code on the filename is wrong
00216	Agent ID in the PAF file <paffile> is different from the uploading Agent ID
00217	Filename length != 15
00218	Date Format in the filename is invalid(should be YYMMDD)
00219	Time Format in the filename is invalid(should be HHMMSS)
00220	Each line should have 10 comma separated values
00221	Each line should either start with RDR or RCR
00222	Last record should start with RCR
00223	There should be only one control record, starts with DCR
00224	NO RDR RECORDS
00225	Each line should end with EWPMS field
00301	Missing RSC Record
00302	Contains more than one RSC Record
00303	Invalid ewref in the RSC Record
00304	Invalid Agent Code in the RSC Record
00305	Employee ID: <yid> does not exist in the Refund request Received
00306	Refund amount is not equal to the the Refund request Received
00307	Reason Code ACCEPTED/REJECTED is not valid
00308	Rejected reason code <rcode> is invalid
00309	Employee ID: <yid> does not enough balance
00310	Invalid ewref in the RSR Record
00311	Wrong Extention - Should be RRR
00312	Each line should either start with RSR or RSC



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00313	Last record should start with RSC
00314	There should be only one control record, starts with RSC
00315	NO RSR RECORDS
00316	EWPMS Reference in the RSR Record is already processed earlier
00317	Employee ID <yid> having sufficient balance, cannot Reject
00318	Total Accepted Amount in RSC record is not equal to individual RSR Accepted Amount
00319	Total Rejected Amount in RSC record is not equal to individual RSR Rejected Amount
00320	Total Accepted count in RSC record is not equal to individual RSR Accepted count
00321	Total Rejected count in RSC record is not equal to individual RSR Rejected count
00322	RRR Amount is greater than the remaining SIF Total...
00501	Total of (EIR) count not equal to Total of (ECR) count.
00502	Total (EIR) count with Mode D not equal to deletions count in ECR.
00503	Total (EIR) count with Mode M and Status Y/N not equal to modification count in ECR.
00504	Total (EIR) count with Mode A and Status Y not equal to addition count in ECR.
00505	<<NUM>> Duplicate records found with same Employer id <<VALUE>> , Active status <<VALUE1>> and mode <<MODE>>.
00506	Employer ID <<VALUE>> is invalid and it must be a valid 13 digit number.
00507	Employer ID <<VALUE1>> Active Status <<VALUE2>> is invalid and it must be Y or N.
00508	Employer id <<VALUE>> for modification with Active Status N not exists.
00509	Employer id <<VALUE>> for modification with Active Status Y not exists.
00510	Employer id <<VALUE>> for addition already exists.
00511	<<NUM>> Employer control records found



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00512	Employer id <<VALUE>> for modification has some active Employees
00513	<<VALUE1>> in ECR with Mode <<VALUE2>> is invalid.
00514	Fields at row no <<VALUE>> is not equal to 10
00515	Invalid file format. Control record found at row no <<VALUE>>
00516	Invalid Record Type found at row no <<VALUE>> and it must be EIR only
00517	Invalid Mode found at row no <<VALUE>> and it must be either A or M or D only
00518	Invalid Active Status found at row no <<VALUE>> and it must be either Y or N only
00519	Employer name exceed the max no of chars at row no <<VALUE>> and it must be less than or equal to 35
00520	Primary Economic Activity id exceed the max no of chars at row no <<VALUE>> and it must be less than or equal to 2
00521	Trade License no exceed the max no of chars at row no <<VALUE>> and it must be less than or equal to 20
00522	Employer Emirate Code exceed the max no of chars at row no <<VALUE>> and it must be less than or equal to 1
00523	Employer Po Box exceed the max no of chars at row no <<VALUE>> and it must be less than or equal to 8
00524	Trade License expiry date exceed the max no of chars at row no <<VALUE>> and it must be less than or equal to 10
00601	Total of (WIR) count not equal to Total of (WIC) count.
00602	Total (WIR) count with Mode M with Status Y/N not equal to modification count in WIC.
00603	Total (WIR) count with Mode A with Status Y not equal to addition count in WIC.
00604	<<NUM>> Duplicate records found with same Employer id <<VALUE1>>, Employeeid <<VALUE2>> , Active status <<VALUE3>> and mode <<MODE>>.
00605	Employer ID <<VALUE>> is invalid and it must be a valid 13 chars alpha numeric string.
00606	Employee ID <<VALUE>> is invalid and it must be a valid 14 chars alpha numeric string.



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00607	Active Status <<VALUE1>> of Employee ID <<VALUE2>> and Employer ID <<VALUE3>> is invalid and it must be Y or N.
00608	Employee/Employer id <<VALUE1>> for modification with Active Status <<VALUE2>> not exists.
00609	Employee/Employer id <<VALUE>> for addition already exists.
00610	Employer ID <<VALUE1>> not exists for Employee ID <<VALUE2>>.
00611	<<NUM>> Employee control records found.
00612	Employee id <<VALUE>> for <<OPERATION>> has another active relationship
00613	<<VALUE1>> in WCR with Mode <<VALUE2>> is invalid.
00614	Fields at row no <<VALUE>> is not equal to 10
00615	Invalid file format. Control record found at row no <<VALUE>>
00616	Invalid Record Type found at row no <<VALUE>> and it must be WIR only
00617	Invalid Mode found at row no <<VALUE>> and it must be either A or M or D only
00618	Invalid Active Status found at row no <<VALUE>> and it must be either Y or N only
00619	Employee name exceed the max no of chars at row no <<VALUE>> and it must be less than or equal to 250
00620	Passport no exceed the max no of chars at row no <<VALUE>> and it must be less than or equal to 15
00621	Residance Visa no exceed the max no of chars at row no <<VALUE>> and it must be less than or equal to 15
00622	Labour Card no exceed the max no of chars at row no <<VALUE>> and it must be less than or equal to 15
00623	Emirates ID no exceed the max no of chars at row no <<VALUE>> and it must be less than or equal to 15
00700	NO DIR RECORDS
00701	Missing DCR Record
00702	Invalid Agent Code in the DCR Record
00703	Invalid Employee Code :



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00704	Invalid date format / Disbursed date is more than
00705	Disbursed amount is not equal to the available balance for employee id
00706	Invalid Withdrawal Amount/Remit Amount
00707	Claimed total does not match with the sum of Individual Total
00708	Agent Code on the file is wrong
00709	Duplicate file
00710	Wrong Extention - Should be DIF
00711	Filename length != 15
00712	Date Format in the filename is invalid(should be YYMMDD)
00713	Time Format in the filename is invalide(should be HHMMSS
00714	Each DIR record should end with Agent Transaction reference
00715	Last record should start with DCR
00716	Total amount in DCR record is not equal to total of wamt and ramt
00717	Invalid Agent Code in the DIR Record
00718	Each line should have 10 comma separated values
00719	Each line should either start with DCR or DIR
00720	Invalid employee ID and Employee Acct. Number combination
00721	Employee Acct. with Agent is blank or more than 16 chars
00722	Invalid Transaction date
00723	Invalid File Creation Date
00724	Invalid File Creation time
00725	Time Format in the filename is invalid(should be HHMMSS)
00726	Disbursed amount is not equal to the available balance with the Agent for Employee ID :
00730	Missing DCC Record
00731	Invalid Agent Code in the DCC Record
00733	Contains more than one DCC Record
00734	Disbursed total to be cancelled does not match with the sum of Individual Total



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00735	Record not matching with the Original Dif Record
00736	DIF Record Already Refunded
00737	Not enough balance in for employee id :
00738	NO DCI RECORDS
00739	Missing DCC Record
00740	There should be only one control records, starts with DCC
00741	There should be only one control records, starts with DCC
00742	Withdrawal Amount + Remit Amount can't be zero
00743	The SIF Fileid field length must be 12
00744	Invalid sifid,yid combination for the agent
00745	Employee does not belong to the uploaded Entity
00746	FileID, EmployeeID combination does not exist
00747	Dif Amount is greater than the remaining SIF Total for yid :
00801	Invalid control record. Record count mentioned in control record not matching with the total records in file.
00802	Invalid control record. The total amount mentioned in control record not matching with the sum of the amounts in detail records.
00803	Invalid control record. Last record should start with SCR.
00804	Invalid detail record. These records should start with EDR.
00805	Duplicate file. This file has either already been processed or rejected.
00806	Employee has already received the salary for the mentioned period.
00807	Employer can pay only once with the mentioned salary month and mentioned bank.
00808	Invalid employee Id.
00809	Invalid employer Id.
00810	Invalid Record. Either Agent Id or Agent's routing number is invalid.
00811	Invalid Record. Either Bank Id or Bank's routing number is invalid.
00812	Invalid employee Account.
00813	Invalid payment start or end date.



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00814	Invalid number of working or leave days. It cannot be more than 999.
00815	Invalid amount.
00816	Invalid IND file. Contents are not valid.
00817	File not found.
00818	Invalid date format. It should be YYYY-MM-DD.
00819	Invalid ERD count. This must be the number of ERD records in the file.
00820	Invalid date. File creation date should not be greater than processing date.
00821	Invalid file creation time. It should be HHMM
00822	Invalid salary month.
00823	Invalid currency. It should be AED.
00824	Invalid employee account. Mandatory. Max 23 chars allowed.
00825	Invalid payment start date. It cannot be greater than payment end date.
00826	Invalid file. Each line should have 10 comma separated values.
00827	Invalid file format .Each line should either start with either
00828	Invalid characters in file.
00829	Invalid file format. There should be only one control records, starts with
00830	Invalid number of working days. It is not matching with payment start date and end date.
00831	Invalid file format.
00832	Ensure that the routing code in control record belongs to the file uploading entity
00833	Insufficient balance.
00834	Duplicate employee Id.
00835	Returned amount is greater than the actual credited while SIF processing.
00836	Last field must be EWPMS.
00837	Invalid returned code.



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00838	Invalid future use data. Max 1 char allowed.
00839	Invalid return request. System could not find original SIF request.
00840	Invalid combination of Sif Id, Employee Id and Agent Id as it does not exist in original SIF, processed.
00841	Invalid Sif Id for Employer.
00842	Invalid file format .Each line should either start with ARC or ARI.
00843	Invalid file format. Last record should be ARC.
00844	Invalid file format. Each line should have 10 comma separated values ending with EWPMS.
00845	Invalid file format .Each line should either start with ARC or ARI.
00846	Invalid file format. Last record should be ARC.
00847	Employer id as mentioned in file not matching with that of mentioned in file name.
00848	Agent/Bank id (from routing number) as mentioned in control record not matching with that of mentioned in file name.
00849	Invalid upload. Agent or Bank as mentioned in control record has not been registered in WPS.
00850	Refund request is either under process or already processed.Check WPS Reference
00851	Invalid WPS Reference. It should be the file Id generated while processing the SIF file.
00852	Invalid Reject Code.
00853	Invalid file format.Ensure each line has 10 values & date is in format of YYYY-MM-DD.
00854	Invalid future use data.It's mandatory and Max 35 char allowed.
00855	Invalid refund request code.
00856	Invalid routing number
00857	Invalid Employer Reference.Optional field and max 35 chars are allowed.
00859	Salary month is out of allowed range.
00860	Duplicate record in a file.
00861	Return should be processed by your bank as defined in WPS.



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00862	Invalid static data setup.
00863	Invalid pay start/end date. Not matching with salary month as mentioned in control record.
00864	Invalid pay start/end date. Should not be less than 2009-10-01.
00901	Invalid record.SIF AND ACK files combination not found for the employer
00902	Invalid refund amount. Cannot be more than the original amount transferred to the employee
00903	Invalid refund request.SIF mentioned not found for Employees and Agents.
00904	Invalid refund request.SIF mentioned not found for Employer.
00905	Invalid refund request.
00999	Total no of errors exceeded the maximum count.

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## 9. Primary Sector Codes

The codes as indicated are valid as at the time of publishing this document. Additions/Deletions are possible and will be made available to Banks, Exchange Houses and 3<sup>rd</sup> Party Service Providers from time to time. Updating this and/or other related documents is at the sole discretion of the CBUAE.

CODE	Category	Sub Category
11	AGRICULTURE AND ALLIED ACTIVITIES	Cultivation of Crops
12	AGRICULTURE AND ALLIED ACTIVITIES	Poultry Farming
13	AGRICULTURE AND ALLIED ACTIVITIES	Fishing
14	AGRICULTURE AND ALLIED ACTIVITIES	Other Activities (Cattle rearing, farming, etc)
21	MINING AND QUARRYING	Crude Petroleum and Natural Gas
22	MINING AND QUARRYING	Others
31	MANUFACTURE	Food
32	MANUFACTURE	Beverages
33	MANUFACTURE	Textile, Leather, Footwear and Clothing
34	MANUFACTURE	Furniture, Fixtures and Other Wood Products
35	MANUFACTURE	Paper and Paper Products
36	MANUFACTURE	Chemical and Chemical Products (excluding petroleum products)
37	MANUFACTURE	Petroleum Refining and Chemicals
38	MANUFACTURE	Basic Metal Products including aluminum
39	MANUFACTURE	Fabricated Metal Products, Machinery and Equipment.
3a	MANUFACTURE	Construction Materials (bricks, tiles, etc)
3B	MANUFACTURE	Other manufacturing
40	ELECTRICTY, GAS AND WATER	
51	CONSTRUCTION	Construction of Buildings
52	CONSTRUCTION	Other Construction
61	TRADE	Wholesale trade in Construction Materials
62	TRADE	Wholesale trade in Motor Vehicles
63	TRADE	Wholesale trade in Others



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64	TRADE	Retail trade
71	TRANSPORT, STORAGE AND COMMUNICATION	Taxis and Other Land Transport
72	TRANSPORT, STORAGE AND COMMUNICATION	Water Transport
73	TRANSPORT, STORAGE AND COMMUNICATION	Air Transport
74	TRANSPORT, STORAGE AND COMMUNICATION	Warehousing and Storage
75	TRANSPORT, STORAGE AND COMMUNICATION	Others
81	FINANCIAL INSTITUTIONS	Insurance companies
82	FINANCIAL INSTITUTIONS	Other financial institutions
91	SERVICES	Hotels and Restaurants
92	SERVICES	Repair Work (repair of motor vehicles, air conditioners, etc)
93	SERVICES	Recreation Services (Cinemas, Sports Clubs, etc)
94	SERVICES	Other Services
A1	GOVERNMENT	Federal Government (U.A.E)
A2	GOVERNMENT	Emirate Government
A3	GOVERNMENT	Local Government
B0	PERSONAL	
C0	OTHERS	

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## 10. Valid Refund Request Codes

The codes as indicated are valid as at the time of publishing this document. Additions/Deletions are possible and will be made available to Banks, Exchange Houses and 3<sup>rd</sup> Party Service Providers from time to time. Updating this and/or other related documents is at the sole discretion of the CBUAE.

001	Errors in computation of fixed wages
002	Errors in computation of variable wages
003	Errors in computation of wages
004	Same data sent through multiple banks.
005	Same data sent through another bank.
006	Duplicate contents sent in error by bank.
007	Duplicate contents sent in error by employer.
008	Salary file sent in error by bank
009	Error in computation of Salary period
010	Request Refund of Transferred Monies - Employee Terminated
011	Request Refund of Transferred Monies - Employee Out of Country
012	Request Refund of Transferred Monies - Agent Changed
013	Request Refund of Transferred Monies - Cash settlement outside UAEWPS
014	Request Refund of Transferred Monies - Cheque settlement outside UAEWPS
015	Request Refund of Transferred Monies - Other reasons

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## 11. Valid Refund Request Rejection Codes

The codes as indicated are valid as at the time of publishing this document. Additions/Deletions are possible and will be made available to Banks, Exchange Houses and 3<sup>rd</sup> Party Service Providers from time to time. Updating this and/or other related documents is at the sole discretion of the CBUAE.

Refund Request Code	Description
001	Zero balance
002	Insufficient funds in account to honor request
003	Funds already disbursed
004	Duplicate Return Request
005	Refund Request Already Received from Different Bank
101	Debit authority letter could not be obtained from the customer
102	Account Blocked
103	Account Frozen
104	Account closed

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## 12. File ID

File Id	Description
1	SIF
2	DIF/DCR
3	EIF
4	WIF
5	PRC
6	RFR
7	RRR
8	VPF
9	RFA

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### 13. Valid Variable Pay Codes

The codes as indicated are valid as at the time of publishing this document. Additions/Deletions are possible and will be made available to Banks, Exchange Houses and 3<sup>rd</sup> Party Service Providers from time to time. Updating this and/or other related documents is at the sole discretion of the CBUAE.

Variable Pay Code	Description
001	Additional hours Allowance
002	Allowance for Management Duties
003	At Risk Pay
004	Child Allowance
005	Clothing Allowance
006	Commuting Allowance
007	Adjustment Overtime Pay
008	Dangerous Goods Handling Allowance
009	Dirty Work Allowance/Working Conditions Allowance
010	Environment Allowance
011	Expense Allowance
012	Extra Duty Allowance
013	Financial Incentives Plan
014	Height Pay Allowance
015	Holiday Pay Allowance
016	Housing Differential Assistance
017	Interim Salary Adjustment
018	Late Hour Premium
019	Laundry Allowance
020	Living Cost Differential
021	Lump Sum Payment - EX recruitment
022	Market Allowance
023	Medicare Remunerations
024	Part-time Casual Payment
025	Pay in Lieu of Statutory Holidays
026	Pay Supplement
027	Performance Award



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028	Performance Pay - Individual
029	Rent Allowance
030	Retainer Payment
031	Retroactive Acting Pay—Hourly
032	Safety Footwear Allowance
033	Salary Relativity Adjustments
034	Severance Allowance
035	Severance Pay
036	Specialists Allowance
037	Transportation Subsidy
038	Vacation Pay
039	Vacation Travel Assistance
040	Work Beyond Mandate

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## 14. Valid Return Codes

The codes as indicated are valid as at the time of publishing this document. Additions/Deletions are possible and will be made available to Banks, Exchange Houses and 3<sup>rd</sup> Party Service Providers from time to time. Updating this and/or other related documents is at the sole discretion of the CBUAE.

001	Unable to locate account of employee.
003	Refund of outstanding.
004	Residual balance cannot disburse
005	Account closed
006	Invalid account number
007	Invalid account title
008	Account Dormant
009	Excess Salaries
010	Account Frozen
011	Duplicate Salaries
012	Employee not serviced by this agent
013	Funds returned - Employer's Request
014	Funds returned - Employee's Request
900	Not a valid Person Id (Reserved for System Use ONLY)
901	Duplicate employees found in file (Reserved for System Use ONLY)
902	Invalid agent R/T found in file (Reserved for System Use ONLY)
903	Zero amounts specified in Fixed and Variable components (Reserved for System Use ONLY)
904	Pay Start and or End date are invalid (Reserved for System Use ONLY)

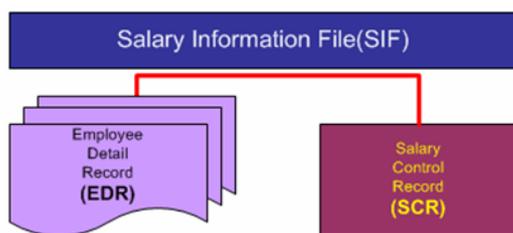


## 15. Acceptable Salary Months in SIF Files

The permissible range of months for which salaries can be paid through the UAEWPS will be restricted to 9 months. This 9 month period shall be defined as the current month, 5 months before & 3 months ahead. The SIF files that have a value outside this permissible range of months will be rejected by UAEWPS.

The permissible range:

CM-7	CM-6	CM-5	CM-4	CM-3	CM-2	CM-1	CURRENT MONTH (CM)	CM+1	CM+2	CM+3	CM+4	CM+5
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ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Record Type	3	A	M	Must be SCR
02	Employer Unique Id	13	N	M	The 13 digit unique id for the employer as assigned by MOL. This field will have to be padded with leading zeros if the length is less than the maximum specified length of 13. Validated against the master database held in WPS
03	Routing Code of the Employers Bank	9	N	M	The 9 digit routing code as assigned to the BANK by CBUAE. Validated against the master database held in WPS
04	File Creation Date	10	D	M	Must be of the form YYYY-MM-DD Shall be validated to be a date that is less than or equal to that of the processing date on WPS
05	File Creation Time	4	N	M	Must be of the form HHMM
06	Salary Month	6	N	M	Must be of the form MMYYYY <b>The actual month for which the salary is being paid. Please note that MOL makes key decisions based on the value provided in this field.</b>
07	EDR Count	10	N	M	Must be the number of EDR records in the file.
08	Total Salary	15	N	M	Valid amount (e.g., 2345.87 / 23.00 / 22). Will be validated to be equal to the sum of all the fixed and variable components indicated in all the EDR records in the file.
09	Payment Currency	3	A	M	Currency is always assumed to be AED
10	Employer Reference	35	AH	O	Documentary Field



## 16. Pay Start, Pay End & Salary Month (MOL)

The information provided in the salary file is very crucial to MOL for deciding whether to block/unblock a company. Care should be taken in ensuring that data provided is accurate and automatically leads to compliance with MOL from a company's perspective.

Key criteria for MOL to NOT block an organization for not being compliant in the UAEWPS can be summarized as

**Salaries for any given month, to at least 90% of the employees must have been paid out by the 15<sup>th</sup> of the following month.**

It is mandatory that a single SIF file contains EDR records only for the range of dates that is valid for the salary month as will be specified in the control record. If this is not done, then though the employees might get their rightful dues, the company would be viewed as being non-compliant due to non-availability of data. The reason for this explained below using an example.

Company Code	1234567890123
Company Name	Test Company
Number of Employees	100
Current Month	JUNE 2010
Employees on Leave	15 From July 1 <sup>st</sup> to July 31 <sup>st</sup> 2010

### 16.1. Scenario 01

JUNE 2010

Company generates ONE SINGLE payroll file with 100 EDR & 1 SCR.

For 85 of the employees the pay-start & pay-end dates are 01-06-2010 & 30-06-2010

For the 15 employees proceeding on leave the pay-start & pay-end dates are 01-06-2010 & 31-07-2010

The Salary month in the SCR will be 062010 (JUNE 2010)

This SIF when passed through UAEWPS, will make the company compliant for the month of JUNE 2010 as 100% employees have been paid.

JULY 2010



Company generates a payroll file with 85 EDR & 1 SCR as 15 people are on leave and their salaries have already been paid out last month.

For 85 of the employees the pay-start & pay-end dates are 01-07-2010 & 31-07-2010

The Salary month in the SCR will be 072010 (JULY 2010)

This SIF when passed through UAEWPS, will make the company non-compliant for the month of JULY 2010 as only 85% of the employees have been paid.

#### REMEDIAL ACTION

The company now will have to produce proof and explain the reason for not paying for all the employees.

#### 16.2. Scenario 02

##### JUNE 2010

Company generates TWO SEPARATE payroll files

- ✚ one with 100 EDR & 1 SCR, the pay-start & pay-end dates are 01-06-2010 & 30-06-2010
- ✚ the second file with 15 EDR & 1 SCR the pay-start & pay-end dates are 01-07-2010 & 31-07-2010

The Salary month in the SCR in the first file will be 062010 (JUNE 2010) and the second file will be 072010 (JULY 2010)

This SIF when passed through UAEWPS, will make the company compliant for the month of JUNE 2010 as 100% employees have been paid. For the month of JULY 2010 the company has already paid for 15% of their employees.

##### JULY 2010

Company generates a payroll file with 85 EDR & 1 SCR as 15 people are on leave and their salaries have already been paid out last month.

For 85 of the employees the pay-start & pay-end dates are 01-07-2010 & 31-07-2010

The Salary month in the SCR will be 072010 (JULY 2010)

This SIF when passed through UAEWPS will make the company compliant for the month of JULY 2010 as % employees have been paid.



## 17. Pay Start, Pay End & Salary Month (EZW)

The information provided in the salary file is very crucial to EZW for deciding whether to block/unblock a company. Care should be taken in ensuring that data provided is accurate and automatically leads to compliance with EZW from a company's perspective.

It is mandatory that a single SIF file contains EDR records only for the range of dates that is valid for the salary month as will be specified in the control record. If this is not done, then though the employees might get their rightful dues, the company would be viewed as being non-compliant due to non-availability of data. The reason for this explained below using an example.

Company Code	EZJ4567890123
Company Name	Test Company
Number of Employees	100
Current Month	JUNE 2010
Employees on Leave	15 From July 1 <sup>st</sup> to July 31 <sup>st</sup> 2010

### 17.1. Scenario 01

#### JUNE 2010

Company generates ONE SINGLE payroll file with 100 EDR & 1 SCR.

For 85 of the employees the pay-start & pay-end dates are 01-06-2010 & 30-06-2010

For the 15 employees proceeding on leave the pay-start & pay-end dates are 01-06-2010 & 31-07-2010

The Salary month in the SCR will be 062010 (JUNE 2010)

This SIF when passed through UAEWPS, will make the company compliant for the month of JUNE 2010 as 100% employees have been paid.

#### JULY 2010

Company generates a payroll file with 85 EDR & 1 SCR as 15 people are on leave and their salaries have already been paid out last month.

For 85 of the employees the pay-start & pay-end dates are 01-07-2010 & 31-07-2010

The Salary month in the SCR will be 072010 (JULY 2010)



This SIF when passed through UAEWPS, will make the company non-compliant for the month of JULY 2010 as only 85% of the employees have been paid.

### REMEDIAL ACTION

The company now will have to produce proof and explain the reason for not paying for all the employees.

#### 17.2. Scenario 02

##### JUNE 2010

Company generates TWO SEPARATE payroll files

- ✚ one with 100 EDR & 1 SCR, the pay-start & pay-end dates are 01-06-2010 & 30-06-2010
- ✚ the second file with 15 EDR & 1 SCR the pay-start & pay-end dates are 01-07-2010 & 31-07-2010

The Salary month in the SCR in the first file will be 062010 (JUNE 2010) and the second file will be 072010 (JULY 2010)

This SIF when passed through UAEWPS, will make the company compliant for the month of JUNE 2010 as 100% employees have been paid. For the month of JULY 2010 the company has already paid for 15% of their employees.

##### JULY 2010

Company generates a payroll file with 85 EDR & 1 SCR as 15 people are on leave and their salaries have already been paid out last month.

For 85 of the employees the pay-start & pay-end dates are 01-07-2010 & 31-07-2010

The Salary month in the SCR will be 072010 (JULY 2010)

This SIF when passed through UAEWPS will make the company compliant for the month of JULY 2010 as % employees have been paid.