**Wages Protection System**

In accordance with the recent directive of The Qatar Central Bank (QCB) WPS (Wages Protection System) will ensure salaries are received by the employees on time. All companies are requested to transfer the salaries to all their employees via banks.

Salary files will be processed through the WPS (Wage Protection System) in order to credit all salaries to the bank accounts of the employees. WPS SIF file in .csv format is available with particulars of all fields. Companies are requested to insert data in attached csv (comma delimited) excel format and submit it to bank electronically to process staff salaries promptly.

Following table explains fields of WPS SIF file

|  |  |
| --- | --- |
| **Particulars** | **Explanation** |
| File name of csv file | SIF\_Computercard number\_BSI\_Date\_Time. |
| Employer id | Company Computer card number |
| File creation date | Creation date of file( YYYYMMDD) |
| File Creation Time | File creation time ( should be 4 digit) |
| Payer EID | Company computer card number |
| Payer bank Short name | BSI |
| Payer IBAN | Company account number(should be IBAN Number) |
| Salary year and month | YYYYMM |
| Total salaries | Total salary amount of employees |
| Total records | Total number of employees |
| SIF VERSION | 1 (Should be 1 always) |
| Record id | Serial no |
| Employee QID | Employees Qatar ID number for Qatar residents |
| Employee Visa ID | Employee is Nonresident; Input Visa ID |
| Employee Name | Employee name |
| Employee short name | Employee short name |
| Employee account | Employee IBAN number |
| Salary frequency | Monthly (Mention M in Sif file) |
| Number of working days | Total number working days of employees |
| Net salary | Total salary ( if Staff on vacation input zero) |
| Basic salary | Should not be zero even if staff on vacation |
| Extra hours | Total working hours  (if no data available then input zero) |
| Extra income | If there is extra income in salary in the month (if no data available then input zero) |
| Deduction | Deduction code is mandatory if there is deduction in salary, you can mention the codes as per the below table |
| Payment Type | Salary/ Settlement |
| Note/ Comments | Deduction Reason code comments |
| Housing Allowance | Input zero if data not available |
| Food Allowance | Input zero if data not available |
| Transportation Allowance | Input zero if data not available |
| Over Time Allowance | Input zero if data not available |
| Deduction Reason Code | Input zero if data not available |
| Extra field 1 | Input zero if data not available |
| Extra field 2 | Input zero if data not available |

|  |  |  |  |
| --- | --- | --- | --- |
| *If there is deduction, you should mention the deduction reason code (reason code is listed below)* | | | |
|  | **السبب باللغة عربية** | **رمز السبب** |  |
| Deductions related to working hours | خصومات تتعلق بمواعيد العمل | 1 |  |
| Deductions related to the work arrangements | خصومات تتعلق نظام العمل | 2 |  |
| Deductions related to harm or damage | خصومات تتعلق عن ضرر او تلف | 3 |  |
| Deductions related to advances payment | خصومات تتعلق بسلف | 4 |  |
| Other Reasons | أسباب أخرى | 99 |  |