

Wage Protection System Technical Specifications

Prerequisites for making WPS payments through your local bank

Before 2 November 2015, Qatari companies will need to:

- Register with the WPS-system through their local bank by submitting the required enrolment form together with a copy of the company license
- Provide the Salary Information File (SIF) prescribed by Qatar Central Bank for every salary payment.

Technical specifications of the SIF file

There are three sections to the SIF file:

1. File Name Convention – the filename extension should be .csv

The sequence would be SIF_8 digits Establishment ID of Company Registration Card Number_4 digit bank code_8 digits File creation date (YYYYMMDD)_4 digits File creation time (HHMM)
 Example: SIF_10007822_QNB_20150925_1100.csv

2. SIF Header

This section details the information required in the SIF Header segment to process payments

Field	Label	Max Size	Type	Use	Remarks
01	Employer Establishment ID	8	N	M	Company Registration card number. If the Establishment ID contains 7 digits, it must be left-padded with zeroes
02	File Creation Date	8	N	M	Must be of the format YYYYMMDD
03	File Creation Time	4	N	M	HHMM

Field	Label	Max Size	Type	Use	Remarks
04	Payer Establishment ID	8	N	M	The Establishment ID of the entity that actually performs the payment of salaries (whose account is being debited). The employer and Payer Establishment ID can be the same if the Employer pays to its Employees directly.
05	Payer Qatari ID	11	N	O	This field is optional
06	Payer Bank Short Name	4	AN	M	The bank code of the Employee
07	Payer IBAN	29	AN	M	IBAN Account Number of the Employee
08	Salary Year and Month	6	N	M	YYYYMM
09	Total Salaries (In QAR)	14,2	N	M	Total amount of salaries in the SIF, in QAR
10	Number of Records	6	N	M	Total number of records

Example:

12345678,20150225,0945,12345678,HSB,12345678901234567890123456789,201502,100.00,10

3. SIF Records

This section details the individual employee record and payment

Field	Label	Max Size	Type	Use	Remarks
01	Record ID	6	N	M	The sequence number that will uniquely identify the SIF record.
02	Employee QID	11	N	M	Qatari ID of the employee, as defined in Qatari ID card
03	Employee Visa ID	12	AN		Visa ID of the employee. It should be specified if the employee does not have the Qatari ID card yet. If employee QID is specified, Visa ID can be left blank
04	Employee Name	70	AN	M	As defined in employee Qatari ID card (or specified in Visa)
05	Employee Bank Short Name	4	AN	M	The short name of the bank where employee has his/her account
06	Employee Account	29	AN	M	IBAN Account number of the employee
07	Salary Frequency	1	A	M	"B" – Bi-weekly "M" - Monthly
08	Number of Working days	3	N	M	Total number of days that the employee worked during the month. It can be less than 30 days if the employee was absent, or it can be more if the employee is paid for his vacation in advance. In case of employee vacation throughout the whole month zero (0) value should be specified.

Field	Label	Max Size	Type	Use	Remarks
09	Net Salary	DECIMAL (18,2)	N	M	The exact amount that the employee is going to receive from the employer for the specified salary month, in Qatari Riyals.
10	Basic Salary	DECIMAL (18,2)	N	M	The amount that the employer should pay to the employee monthly, in Qatari Riyals according to the contract or by the law. The basic salary should be more than 0 (zero).
11	Extra Hours	DECIMAL (3,2)	N	M	The total number of hours that the employee worked after his working hours (shift) or during the holidays. In a case of no additional hours, zero (0) should be specified.
12	Extra income	DECIMAL (18,2)	N	M	<p>Extra income is specified in Qatari Riyals. It can include the following:</p> <ul style="list-style-type: none"> · Transportation allowances · Housing allowances · Overtime · Working on holidays or vacation · Bonuses or raises · Any previous or late payments · Any advance payments for the vacation · Anything else. <p>In case no additional wages deserved, zero (0) value should be reported.</p>

Field	Label	Max Size	Type	Use	Remarks
13	Deductions	DECIMAL (18,2)	N	M	<p>Total deductions are specified in Qatari Riyals. They can include:</p> <ul style="list-style-type: none"> · Violations against the country laws or violations · Loan payments · Coverage for damage caused by the employee to the company · Decrease the salary (in case of sick leave). <p>In case no deductions are applied, zero (0) value should be reported.</p>
14	Payment Type	50	AN	O	Initially, the field shall specify "Normal Payment" or has to be left blank. The other possible values for this field are "Settlement Payment", "Partial Payment", and "Delayed Payment".
15	Notes / Comments	300	AN	O	Extra notes including justification for any divergence in the payments.

Example:

012345,12345678901,12345678901,abcde
abd,XXX,12345678901234567890123456789,M,020,100.00,100.00,0,0,0,Delayed Payment,Notes



Global reach
Local knowledge

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