



**Ministry of Labour  
&  
Central Bank of The United Arab Emirates**

**Wages Protection System**

**Companies Responsibility Guide**

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## 1. Table of Contents

1. Table of Contents .....	2
2. Table of Figures.....	6
3. WPS Overview .....	7
3.1. Generic Entity Relationship Pictorial .....	8
3.2. WPS Processing Cycle.....	8
3.2.1. Registration.....	9
3.2.2. Funding of Wages .....	10
3.2.3. Payment of Wages.....	12
3.2.4. Refunds and Settlement .....	13
3.2.5. Returns .....	15
3.3. The complete picture .....	16
4. Control & Procedures .....	17
4.1. WPS Entities.....	17
4.2. WPS Registration .....	17
4.2.1. Employers .....	17
4.2.2. Employees .....	17
4.3. Responsibilities of Entities .....	17
4.3.1. Employers .....	18
5. En-route to participating in the WPS.....	19
5.1. Do you need to participate in the WPS.....	19
5.2. In preparation to participate in the WPS.....	19
5.3. Information processing .....	20
5.4. Fees, Penalties & Charges in the WPS .....	21
5.5. Other FAQ .....	22
5.5.1. Where can I get my Establishment Id? .....	22



# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



5.5.2.	Where can I get my employees "Personal Id" .....	22
5.5.3.	Whose salary/wage must be paid out using WPS? .....	22
5.5.4.	Can salaries be paid in foreign currency?.....	22
5.5.5.	Fixed/Variable Income Components.....	22
5.5.6.	What needs to be processed in the WPS .....	23
5.5.7.	Group companies - Single HR - Single File OK? .....	23
5.5.8.	Number of Wage Files.....	23
5.5.9.	What identifies the employee in the WPS .....	23
5.5.10.	How must I pay the End-Of-Service-Benefits (EOSB) .....	23
6.	Technical Specifications.....	24
6.1.	File Formats.....	24
6.1.1.	General Note .....	24
6.1.2.	Table of Files.....	24
6.1.3.	Salary Information File (SIF) .....	25
6.1.4.	Request For Refund File (RFR) .....	26
6.1.5.	Refund Status Update (RSU) .....	26
6.1.6.	Variable Pay File (VPF) .....	27
6.1.7.	Returns To Companies (RTC) .....	27
6.1.8.	Accepted File Acknowledgment (ACK) .....	27
6.1.9.	Rejected File Acknowledgment (NAK) .....	28
6.2.	WPS File ID .....	28
6.3.	File Naming Convention.....	28
6.3.1.	SIF files from Bank of Employer (BOE) .....	28
6.3.2.	ACK files for SIF from BOE .....	29
6.3.3.	NAK files for SIF from BOE .....	29
6.3.4.	RFR files from Bank of Employer (BOE) .....	29



# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



6.3.5.	ACK files for BOE .....	29
6.3.6.	NAK files for BOE .....	30
6.3.7.	RSU files for BOE's .....	30
6.3.8.	VPF files from Bank of Employer (BOE) .....	30
6.3.9.	ACK files for BOE .....	30
6.3.10.	NAK files for BOE.....	31
6.3.11.	RTC files for BOE's.....	31
6.4.	General note on WPS files .....	31
6.5.	Generic Data Types .....	32
6.6.	Record Formats.....	32
6.6.1.	General note on files.....	32
6.6.2.	Employee Detail Record (EDR) .....	32
6.6.3.	Salary Control Record (SCR) .....	33
6.6.4.	reFund Details Record (FDR).....	34
6.6.5.	reFund Control Record (FCR) .....	35
6.6.6.	Refund Request Status record (RRS).....	36
6.6.7.	Refund Request status Control record (RRC).....	37
6.6.8.	Variable Pay Details (VPD) .....	37
6.6.9.	Variable Pay Control record (VPC).....	38
6.6.10.	Salary Returns Information record (SRI).....	39
6.6.11.	Salary Returns Control record (SRC) .....	40
6.6.12.	Acknowledgement Header Record (AHR) .....	41
6.6.13.	Detailed Error Record (DER) .....	41
6.6.14.	Acknowledgement Trailer Record (ATR) .....	41
7.	Error Codes & Description in NAK files .....	42
8.	Primary Sector Codes .....	46



# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



9.	Valid Refund Request Codes .....	48
10.	Valid Refund Request Rejection Codes.....	49
11.	File ID .....	50
12.	Valid Variable Pay Codes .....	51
13.	Valid Return Codes .....	53



## 2. Table of Figures

Generic Entity Relationship Pictorial .....	8
Rejection of SIF with NAK .....	11
Acceptance of SIF with Generation of ACK & PIFs .....	11
Rejection of PRC with NAK .....	12
Acceptance of PRC with ACK .....	12
Rejection of DIF with NAK .....	13
Acceptance of DIF with ACK .....	13
Rejection of RFR with NAK .....	13
Acceptance of RFR with ACK and generation of RRI .....	14
Rejection of RRR with NAK .....	14
Acceptance of RRR with ACK and generation of RSU .....	15
Rejection of RFA with NAK .....	15
Acceptance of RFA with ACK and generation of RTC .....	16
Process flow pictorial .....	16



## 3. WPS Overview

The Wages Protection System (WPS) shall be implemented at the Central Bank of the UAE (CBUAE) to meet the desired objectives of the Ministry of Labour (MOL). The objective of WPS is to provide a Safe, secure, efficient and robust mechanism to streamline the timely payment of wages to employees by their employers.

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 MOL, 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 MOL on a frequent basis to enable effective monitoring.

The sections below provide a complete overview of the WPS.

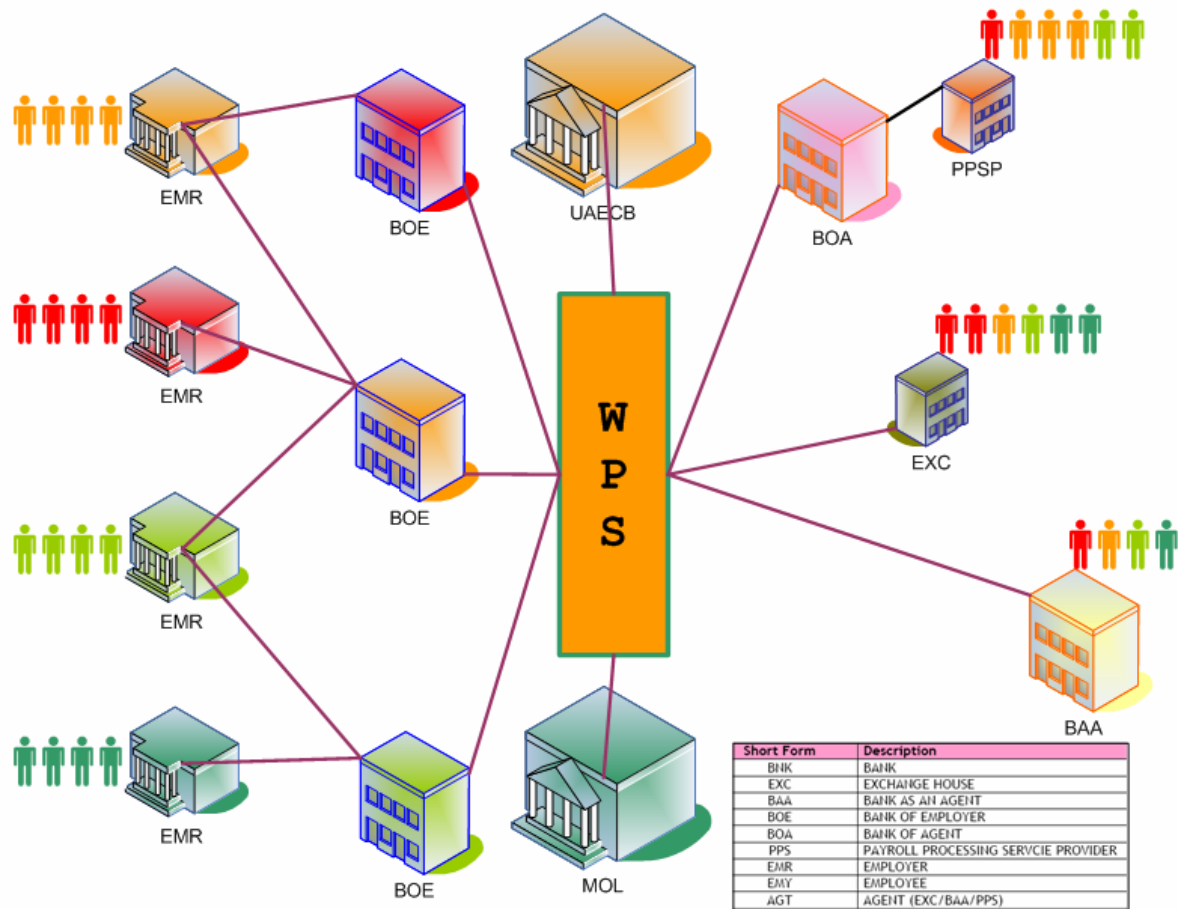


# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



## 3.1. Generic Entity Relationship Pictorial



*Generic Entity Relationship Pictorial*

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

## 3.2. WPS Processing Cycle

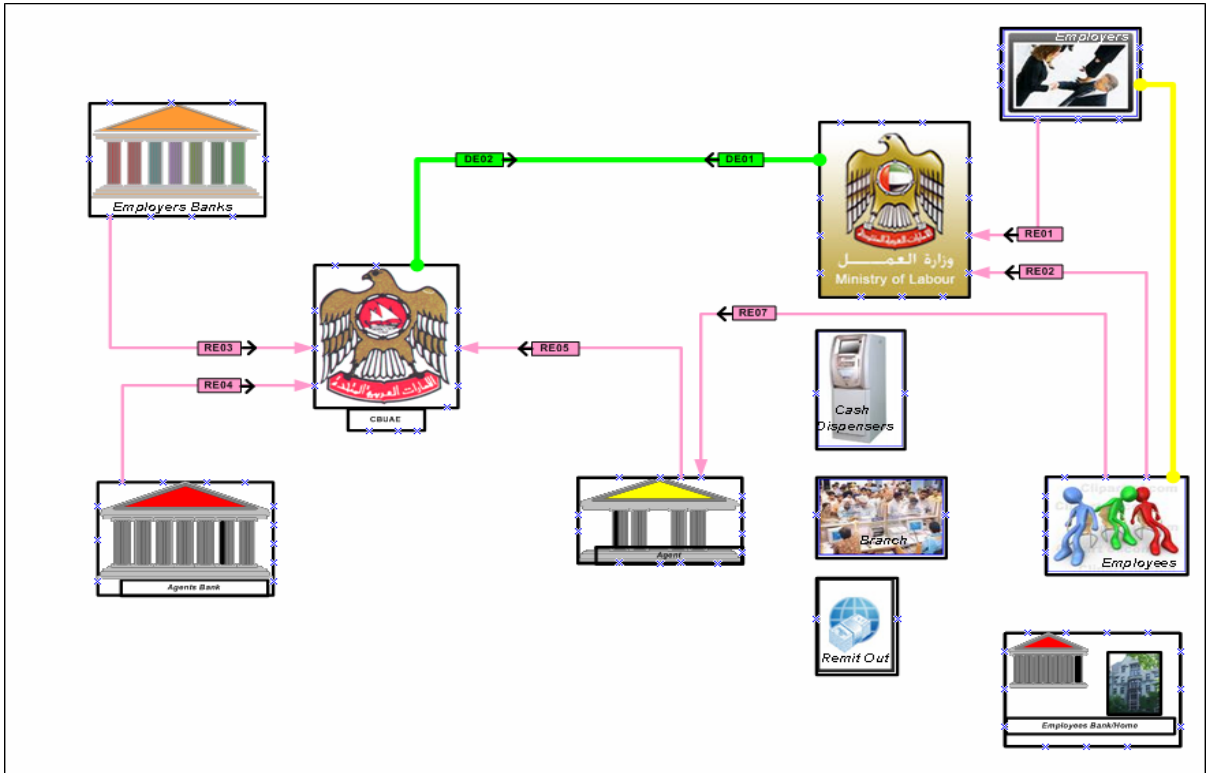
WPS operates on the understanding that CBUAE, in consultation with MOL, shall define the standards and specifications for the different tasks and items to the various entities and it is the responsibility of the entities to conform to the prescribed set of regulations and be aware of both the individual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



### 3.2.1. Registration

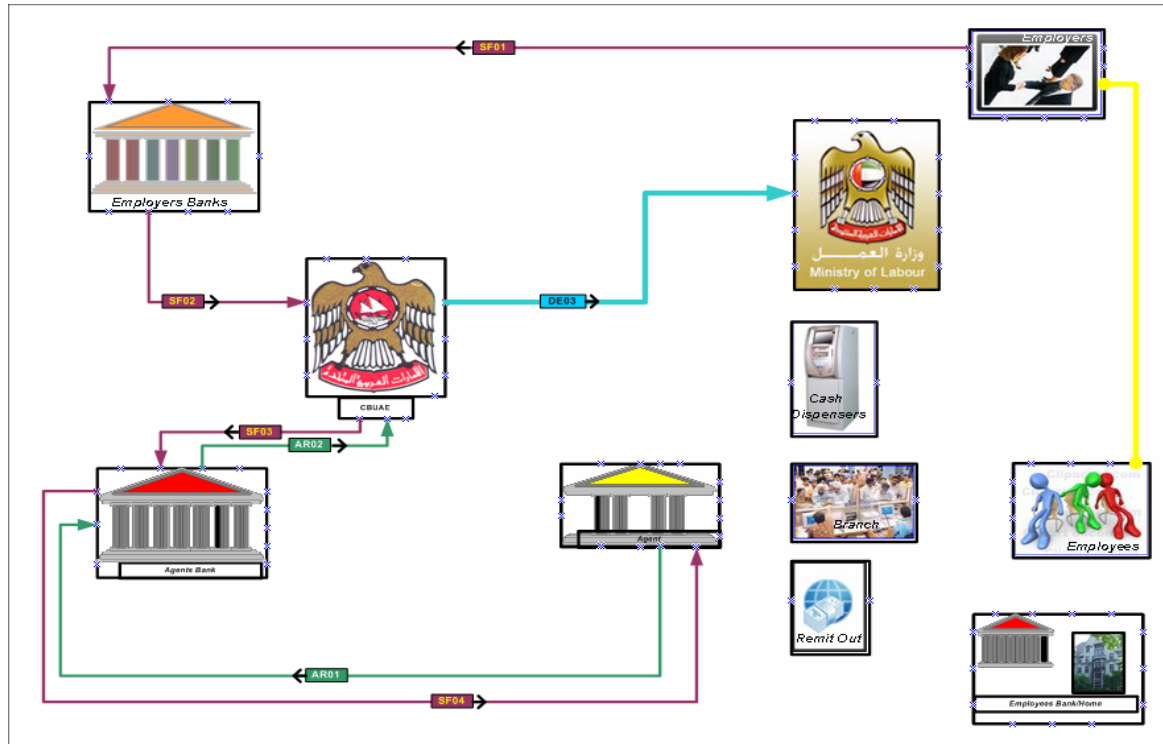


Registration of entities and/or persons is crucial to the system and lends itself to proper monitoring and dispute resolution.

- ✚ Employers are registered with MOL
- ✚ Employees are registered with MOL. 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.



## 3.2.2. 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. Even if there is a single error then the complete file is rejected.
- ✚ 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.



# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01

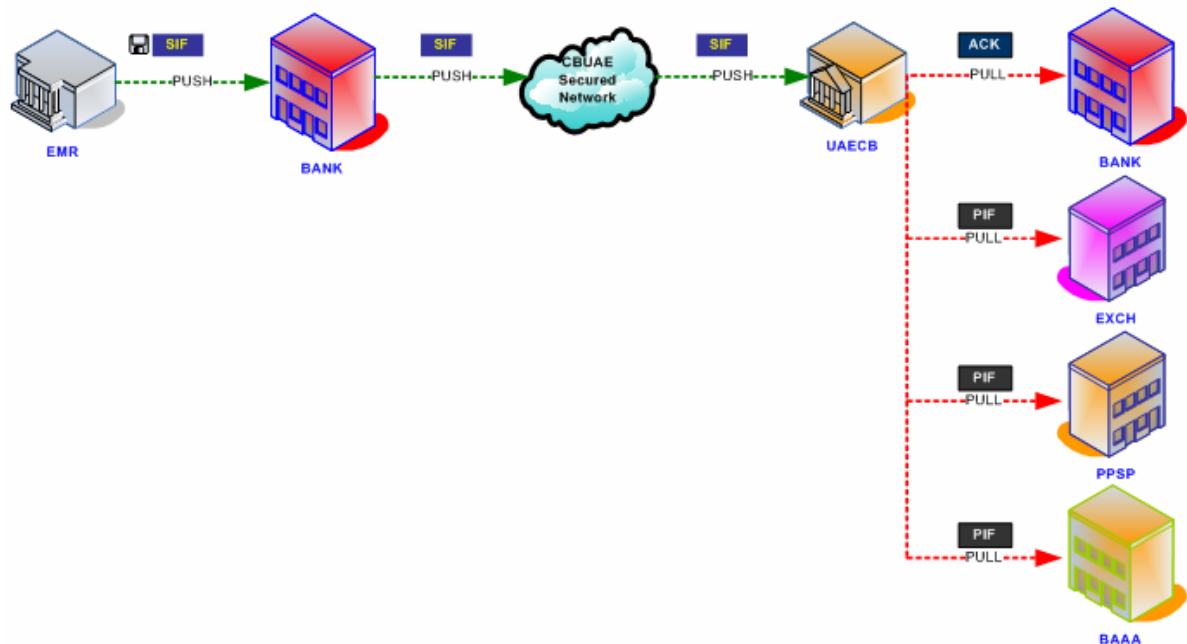


- The salary file is split into as many payment files. One payment file will be made available to each unique agent as indicated by the employer in the salary file.

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



## *Rejection of SIF with NAK*



## *Acceptance of SIF with Generation of ACK & PIFs*

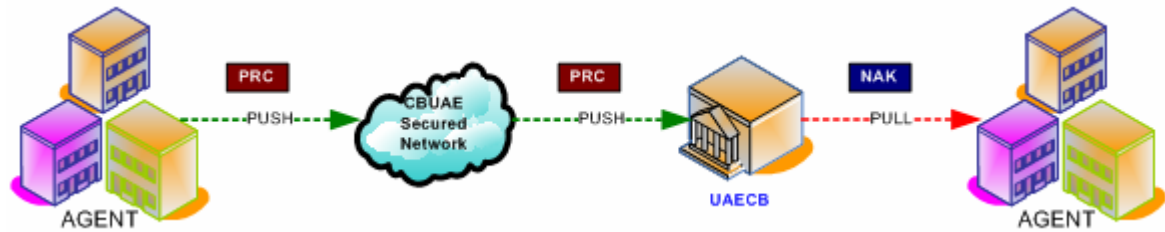
- Agents are required to download the payment information files provided to them and record them into their system. Agents must generate a confirmation to the WPS to acknowledge the receipt of the payment information files. If the receipt confirmation file is rejected, then the agent will need to submit 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 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.

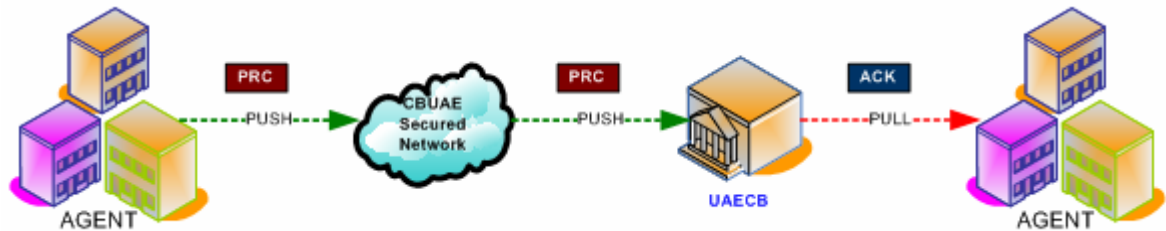


# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01

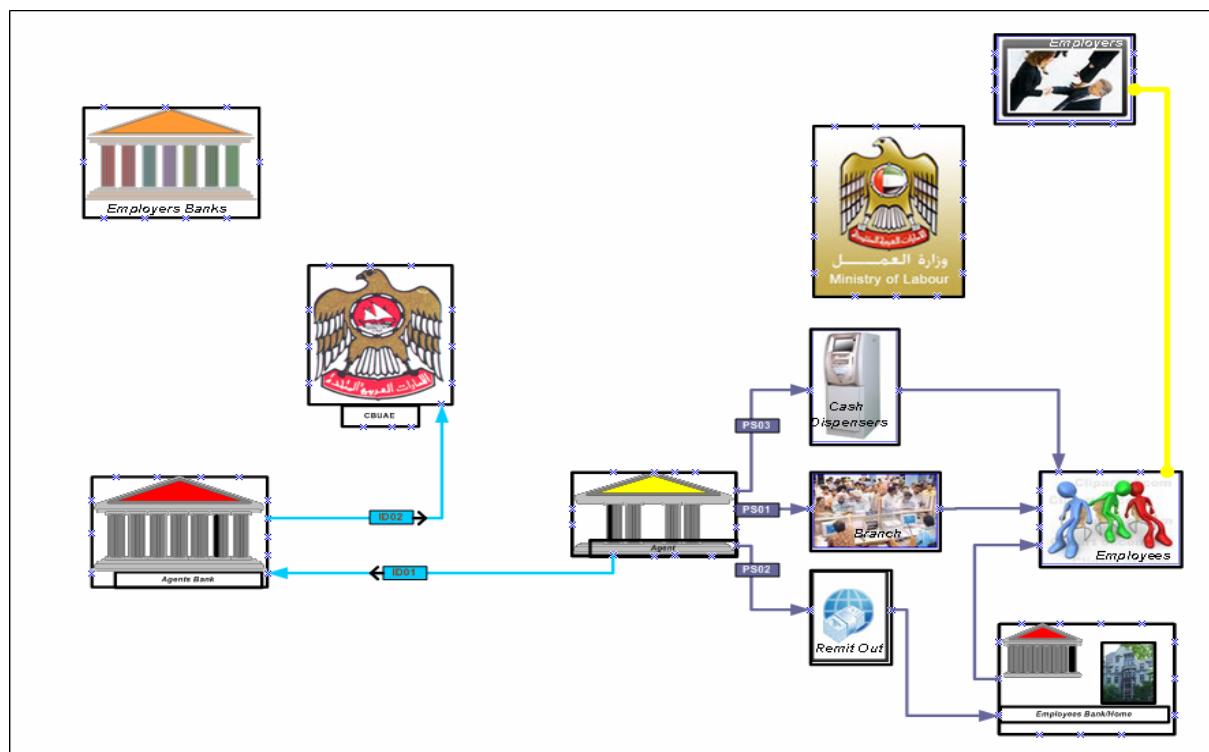


*Rejection of PRC with NAK*

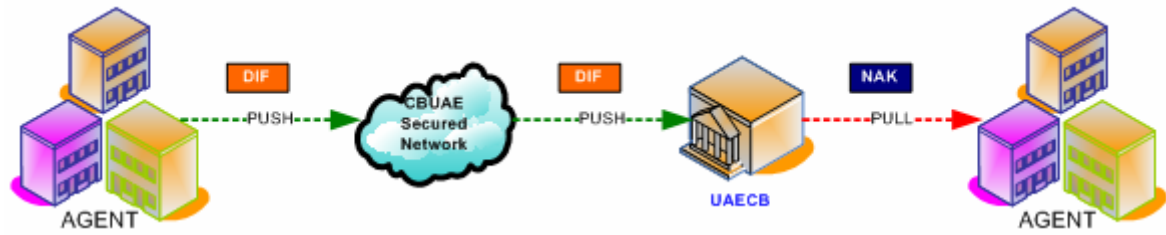


*Acceptance of PRC with ACK*

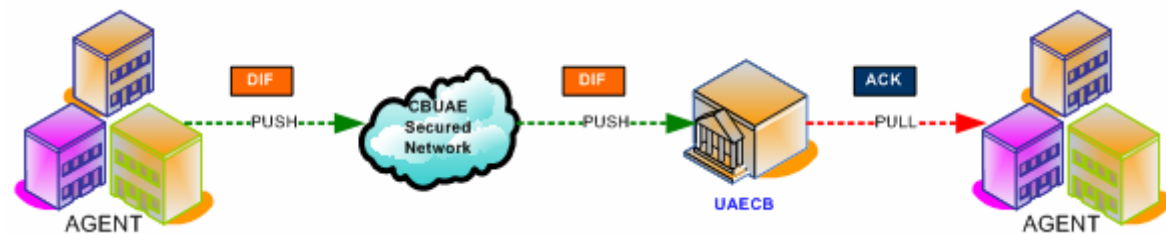
## 3.2.3. Payment of Wages



- ✚ 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*

### 3.2.4. 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.



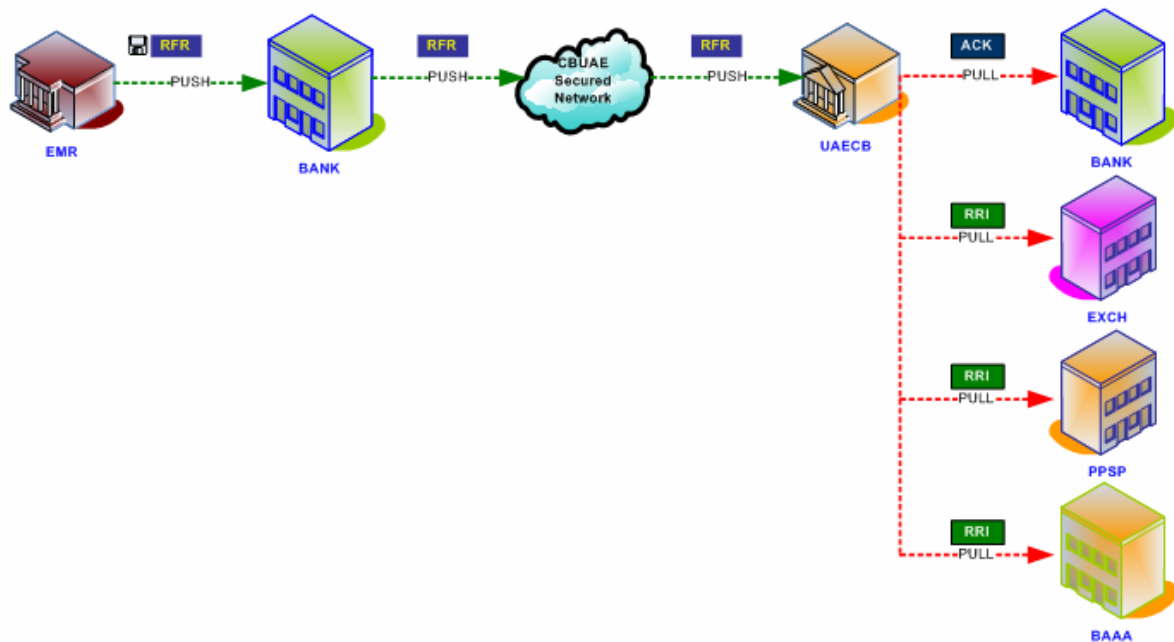
*Rejection of RFR with NAK*

- ✚ 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.



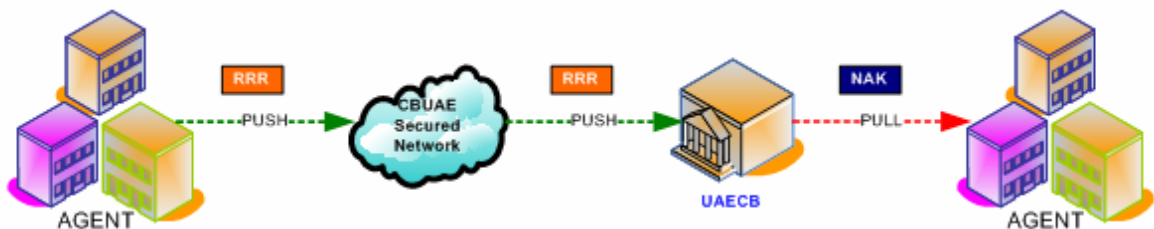
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Document Code: WPS-CRG01



## *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*

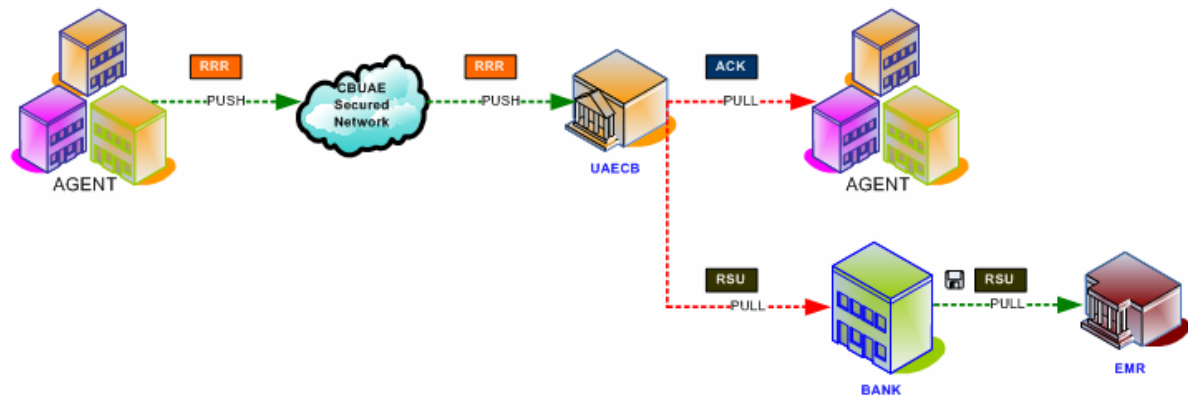
- ✚ The refund request response file if accepted is then forwarded to the bank of the employer in the form of RSU. The WPS will also generate appropriate accounting entries at this time.
- ✚ The accounting entries shall be limited to "CREDIT" the employer's bank account with the corresponding "DEBIT"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





# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01

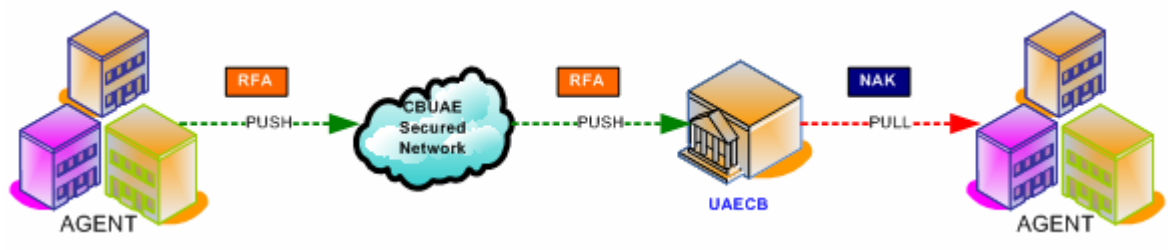


## *Acceptance of RRR with ACK and generation of RSU*

### 3.2.5. 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.



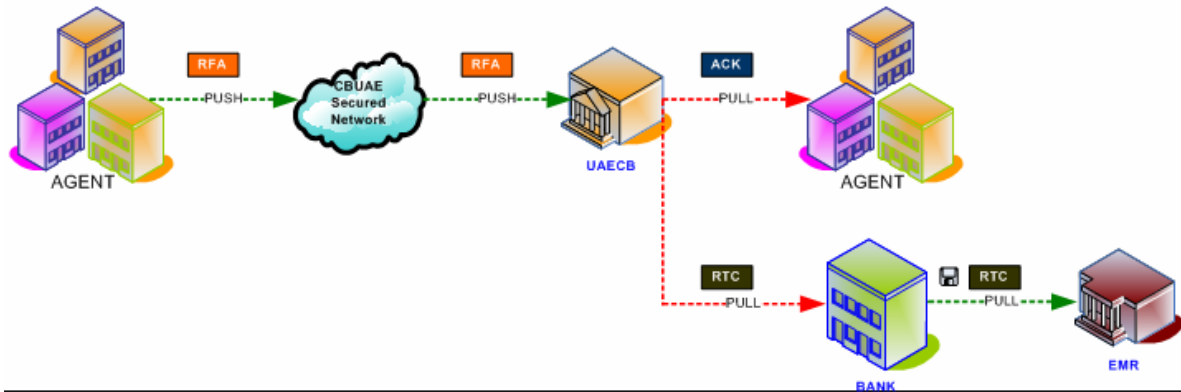
## *Rejection of RFA with NAK*

- ✚ 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.



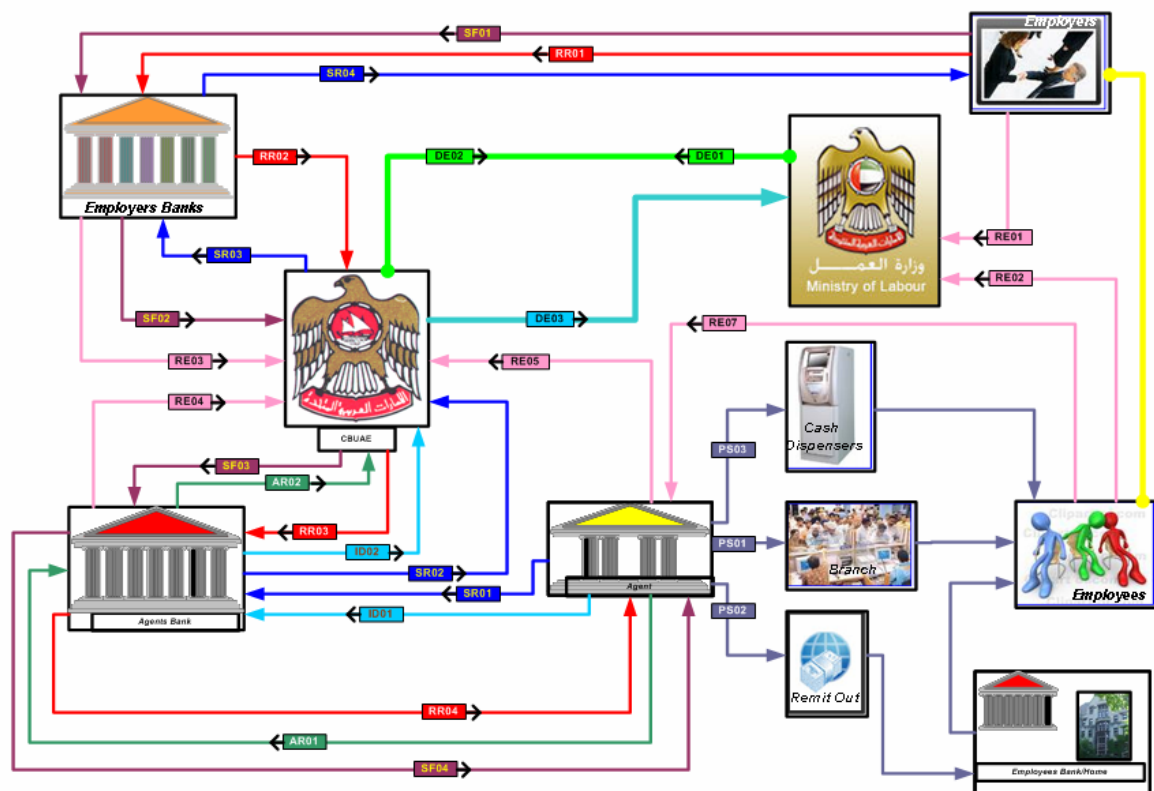
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Document Code: WPS-CRG01



*Acceptance of RFA with ACK and generation of RTC*

## 3.3. The complete picture



*Process flow pictorial*





## 4. Control & Procedures

### 4.1. 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 MOL. The “Establishment Id” as provided by the MOL 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 MOL.

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

an agent is an entity that provides the service of paying/disbursing 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”.

### 4.2. WPS Registration

Employers and employees shall be registered by MOL. Upon successful registration at MOL, 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 MOL.

#### 4.2.1. *Employers*

- a) Licensed and regulated by the MOL.
- b) Shall be uniquely identified by an “Establishment Id”

#### 4.2.2. *Employees*

- a) Employed by a licensed employer.
- b) Shall be uniquely identified by a “Person Id”.

### 4.3. 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.



#### 4.3.1. *Employers*

Employers shall

- a) Install systems and/or services from 3<sup>rd</sup> parties to produce the salary file in the mandated format as described in **Section 6**.
- b) 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 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.



## 5. En-route to participating in the WPS

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

### 5.1. *Do you need to participate in the WPS*

The answer to this lies in your records. Check to see if as an organization you are registered with the MOL. If the answer is a resounding YES, then you will need to participate in the WPS.

### 5.2. *In preparation to participate in the WPS*

- ✚ 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 WPS.
- ✚ 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 ESTABLISHMENT ID as provided for your organization by the MOL. This unique identifier will be required at every step of the way to actively participate in the WPS. The ESTABLISHMENT ID is number and in the WPS this is always referenced as a 13 digit number. If your establishment id is "445776" then in the WPS this is always referenced as "0000000445776".
- ✚ Contact MOL and obtain the latest list of employees along with the PERSON ID for each of your employees. The PERSON ID is the 14 digit number that appears in the labor card. MOL is geared to provide this information on request.
- ✚ Update your HR & PAYROLL systems (if required) to store the PERSON 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 WPS.
- ✚ 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 WPS. 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.



## Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



- ✚ 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 PERSON 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 WPS, 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 ESTABLISHMENT ID
  - List of all employees with their Name & PERSON ID
- ✚ In return your banker will provide their ROUTING CODE.

### ***5.3. Information processing***

Companies will be guided solely by the deadlines mandated by the MOL 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:



## Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



- ✚ Service levels established with your bankers for processing the salary file provided to them for onward transfer to the WPS. 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 WPS 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.,

### ***5.4. Fees, Penalties & Charges in the WPS***

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 WPS from an MOL perspective will be advised by the MOL. At the time of preparing this document there were no charges to be levied by MOL on companies for participating in the WPS.
- ✚ CBUAE may provide the schedule of applicable charges for the banks and/or agents pertaining to the WPS.
- ✚ Your banker may charge you for providing the service of processing the information provided by you with respect to the WPS. 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.



## Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



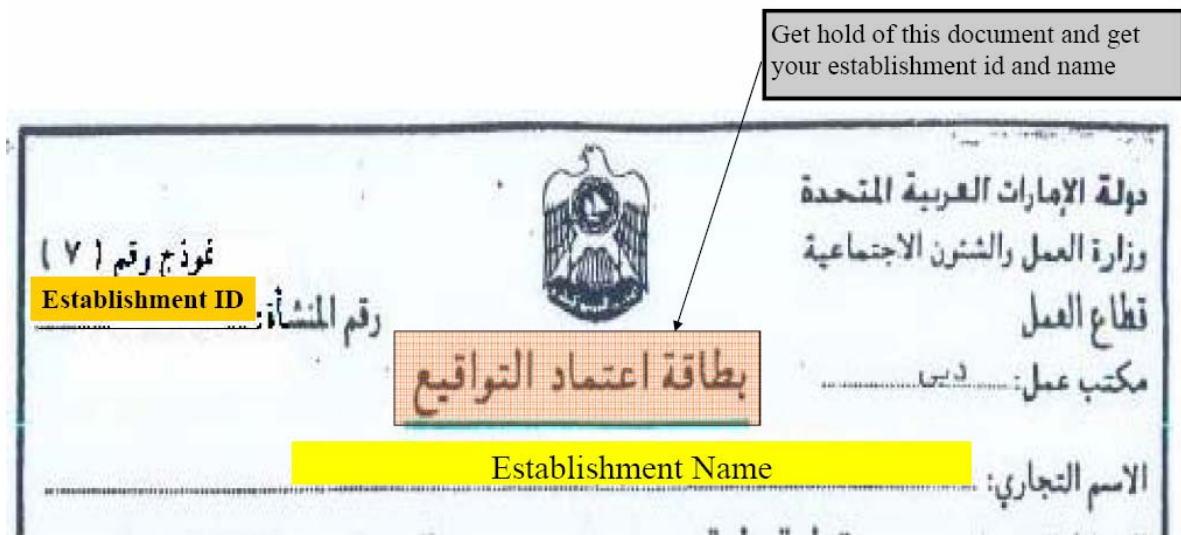
- An exchange house then charges may be applicable.
- A 3<sup>rd</sup> party provider operating in conjunction with a named bank then charges may be applicable.

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

### 5.5. Other FAQ

#### 5.5.1. *Where can I get my Establishment Id?*

The Establishment Id is available in a few documents provided to you by the MOL. The easiest way to get your Establishment Id is depicted below.



#### 5.5.2. *Where can I get my employees "Personal Id"*

The "Personal Id" is the 14 digit number that is imprinted on the face of each and every labor card. This is referred to as the "Personal Number"

#### 5.5.3. *Whose salary/wage must be paid out using WPS?*

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

#### 5.5.4. *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.

#### 5.5.5. *Fixed/Variable Income Components*

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





## Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



The split is to facilitate the companies to provide proper information and for MOL 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 MOL then the burden of proof is with the company to provide the break down of the salary paid.

### **5.5.6. What needs to be processed in the WPS**

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

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

### **5.5.7. 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 WPS 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.

### **5.5.8. 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.

### **5.5.9. What identifies the employee in the WPS**

*Which MOL number (on Visa or personal ID) is to be given as information in the file? Also let us know which number is to be given for UAE nationals who are the member of Pension Scheme.*

From a technical perspective, the PERSONAL ID (The 14 digit number on the face of the L/C) is to be used. Any other number will fail validation. For UAE nationals also it will be the same and if at present they don't carry a L/C then they will need to obtain one from MOL.

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

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

Though the EOSB can be paid through the WPS, 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 WPS or via alternate channels.





## 6. Technical Specifications

### 6.1. File Formats

#### 6.1.1. 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 WPS shall be rejected if the mandatory control records are not present.

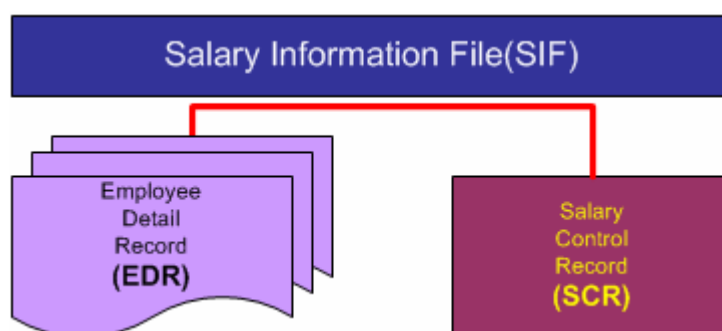
#### 6.1.2. Table of Files

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 WPS enables funds to be "DEBITED" from the account of the BOE.
02	RFR	BOE	WPS	Provided by the employer and transferred to WPS 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 WPS, the file provides the status update on the refunds requested via the RFR.
04	ACK	WPS	ENTITY	Indicates that the file provided to WPS has been accepted for further processing.
05	NAK	WPS	ENTITY	Indicates that the file provided to WPS has been rejected for one or more errors and will not be



	<b>Wages Protection System (WPS) Companies Responsibility Guide</b> Document Code: WPS-CRG01			
				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.

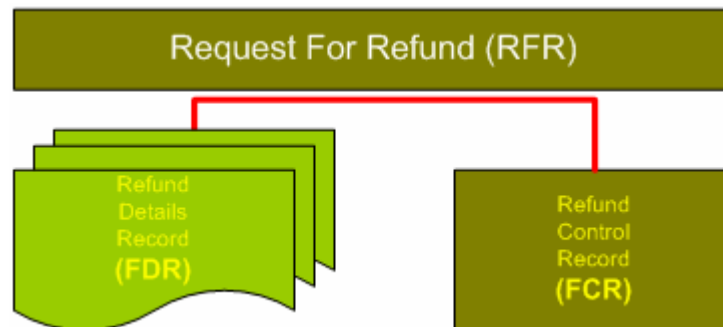
### 6.1.3. Salary Information File (SIF)



- ✚ 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 WPS.
- ✚ 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 WPS even in case where the bank is enacting the role of the agent for all the employees.
- ✚ The SIF file when accepted by the WPS will invoke the posting of "DEBITS" to the account of the bank that sent in the file to WPS.



## 6.1.4. Request For Refund File (RFR)



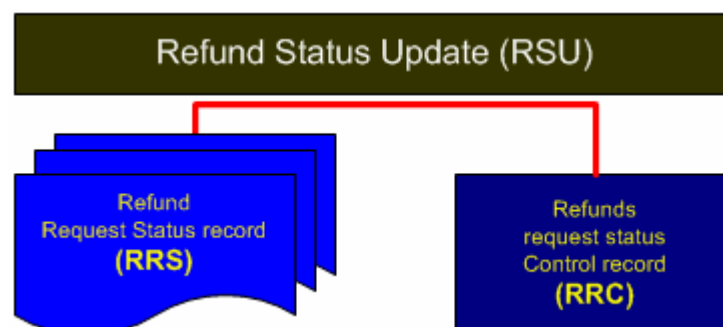
The RFR must be provided by the employer to their banker.

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 WPS.

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

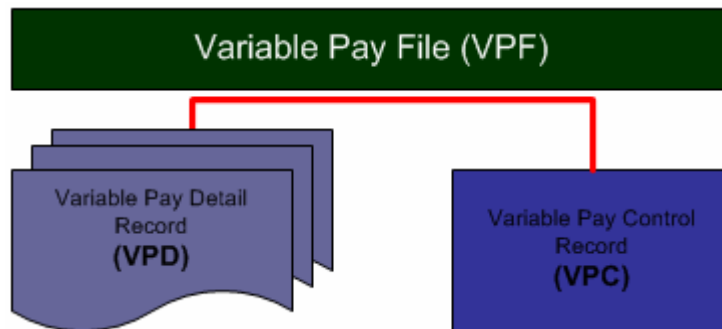
## 6.1.5. Refund Status Update (RSU)



- ✚ The RSU file is generated by the WPS 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 WPS will invoke the posting of "CREDITS" to the account of the bank favoring the employer.



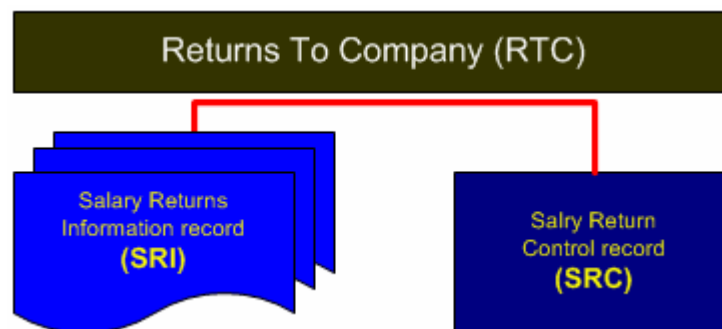
## 6.1.6. Variable Pay File (VPF)



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.

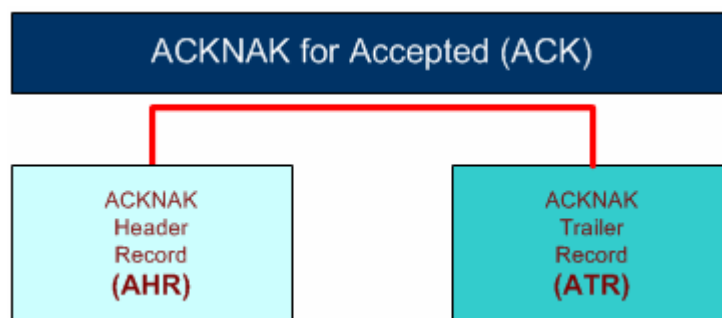
There are no financial accounting entry implications resulting from the processing of a VPF file.

## 6.1.7. Returns To Companies (RTC)



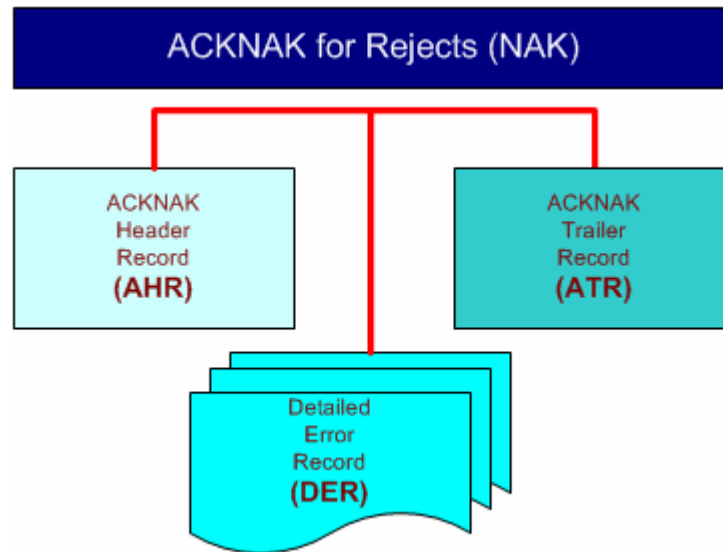
- ✚ The RTC file is generated by the WPS based on the RFA file received from an agent or their banker.
- ✚ The RTC will be made available to the bank(s) that sent in the SIF based on the details provided in the RFA.
- ✚ The RTC file when generated by the WPS will invoke the posting of "CREDITS" to the account of the bank favoring the employer.

## 6.1.8. Accepted File Acknowledgment (ACK)





## 6.1.9. Rejected File Acknowledgment (NAK)



## 6.2. 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 WPS 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								
FFFFFFFF			An internal sequence number generated unique to the file								

## 6.3. File Naming Convention

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

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

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



#### 6.3.2. ACK files for SIF from BOE

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

<b>Prefix</b>	<b>EEEEEEEEEEEEEEEEYYMMDDHHMMSSNYYFFFFFFF</b> <b>EEEEEEEEEEEEEEEEYYMMDDHHMMSS</b> : The Original SIF File Prefix as sent in by BOE. <b>NYYFFFFFFF</b> : WPS FileID & Reference
<b>Extension</b>	<b>.ACK</b>

#### 6.3.3. NAK files for SIF from BOE

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

<b>Prefix</b>	<b>EEEEEEEEEEEEEEEEYYMMDDHHMMSSNYYFFFFFFF</b> <b>EEEEEEEEEEEEEEEEYYMMDDHHMMSS</b> : The Original SIF File Prefix as sent in by BOE. <b>NYYFFFFFFF</b> : WPS FileID & Reference
<b>Extension</b>	<b>.NAK</b>

#### 6.3.4. 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>	<b>EEEEEEEEEEEEEEEEYYMMDDHHMMSS</b> <b>EEEEEEEEEEEE</b> : Employer Unique ID <b>YYMMDD</b> : File Creation Date <b>HHMMSS</b> : File Creation Time
<b>Extension</b>	<b>.RFR</b>

#### 6.3.5. ACK files for BOE

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

<b>Prefix</b>	<b>EEEEEEEEEEEEEEEEYYMMDDHHMMSSNYYFFFFFFF</b> <b>EEEEEEEEEEEEEEEEYYMMDDHHMMSS</b> : The Original RFR File Prefix as sent in by BOE. <b>NYYFFFFFFF</b> : WPS FileID &
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# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



	<b>Reference</b>
<b>Extension</b>	<b>.ACK</b>

## 6.3.6. NAK files for BOE

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

<b>Prefix</b>	<p>EEEEEEEEEEEEEEEEYYMMDDHHMMSSNYYFFFFFFF</p> <p>EEEEEEEEEEEEEEEEYYMMDDHHMMSS : The Original RFR File Prefix as sent in by BOE.</p> <p>NYYFFFFFFF : WPS FileID &amp; Reference</p>
<b>Extension</b>	<b>.NAK</b>

## 6.3.7. RSU files for BOE's

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

<b>Prefix</b>	<p>BBBEEEEEEEEEEEEENYYFFFFFFF</p> <p>BBB : ID of BOE</p> <p>EEEEEEEEEEEEEE : Employer Unique ID</p> <p>NYYFFFFFFF : WPS FileID &amp; Reference</p>
<b>Extension</b>	<b>.RSU</b>

## 6.3.8. 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>	<p>EEEEEEEEEEEEEEEEYYMMDDHHMMSS</p> <p>EEEEEEEEEEEEEE : Employer Unique ID</p> <p>YYMMDD : File Creation Date</p> <p>HHMMSS : File Creation Time</p>
<b>Extension</b>	<b>.VPF</b>

## 6.3.9. ACK files for BOE

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

<b>Prefix</b>	EEEEEEEEEEEEEEEEYYMMDDHHMMSSNYYFFFFFFF
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		<div>Wages Protection System (WPS)</div> <div>Companies Responsibility Guide</div> <div>Document Code: WPS-CRG01</div>			
		<div>EEEEEEEEEEEEEEEEYYMMDDHHMMSS : The Original VPF File Prefix as sent in by BOE.</div> <div>NYYYYYYYYYYYY : WPS FileID &amp; Reference</div>			
Extension		.ACK			

#### 6.3.10. NAK files for BOE

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






<b>Prefix</b>	<b>EEEEEEEEEEEEEEEEYYMMDDHHMMSSNYYYYYYYYYFFFF</b> <b>EEEEEEEEEEEEEEEEYYMMDDHHMMSS</b> : The Original VPF File Prefix as sent in by BOE. <b>NYYYYYYYYYFFFF</b> : WPS FileID & Reference
<b>Extension</b>	<b>.NAK</b>

#### 6.3.11. RTC files for BOE's

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

<b>Prefix</b>	<b>BBBEEEEEEEEEEEEEEENYYYYYYYYFFFF</b> <b>BBB</b> : ID of BOE <b>EEEEEEEEEEEEEEEE</b> : Employer Unique ID <b>NYYYYYYYYYFFFF</b> : WPS FileID & Reference
<b>Extension</b>	<b>.RTC</b>

### 6.4. General note on WPS 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.



## 6.5. 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

## 6.6. Record Formats

### 6.6.1. 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.

### 6.6.2. 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 MOL. 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.





# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
03	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
04	Employee Account with Agent	16	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.
05	Pay Start Date	10	D	M	Must be of the forma YYYY-MM-DD
06	Pay End Date	10	D	M	Must be of the form YYYY-MM-DD
07	Days in Period	4	N	M	Must be the number of calendar days for which the salary is being paid.
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
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
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"

## 6.6.3. 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	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	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	10	D	M	Must be of the form YYYY-MM-DD  Shall be validated to be a date that is less than or equal



# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
	Date				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	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

## 6.6.4. 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.
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 MOL. 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. Validated against the master database held in WPS
06	Refund Amount	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



# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
	Requested				
07	Refund Request Code	3	N	M	A valid refund request code. Refer <a href="#">Section 9</a>
08	Employee Account with Agent	16	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.
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"

## 6.6.5. 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	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	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	20	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.
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	1	A	M	Leave blank. A space has to be sent in as the data.



# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
	Use				
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"

## 6.6.6. 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 MOL. 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.  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 Employer with Bank	20	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.
09	Reject Reason Code	3	N	M	One of the valid reject reason code as listed in <a href="#">Section 10</a> . This field will be 000 if RRS Field 06 is "ACCEPTED"
10	Balance Outstanding	15	N	M	Valid amount (e.g., 2345.87 / 23.00 / 22 / 0.00).



# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
	with Agent				

## 6.6.7. 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 RFR file.
04	Accepted Count	10	N	M	Count of records where RSR-07 is "ACCEPTED"
05	Accepted Amount	15	N	M	Sum total of RSR-06 where RSR-07 is "ACCEPTED"
06	Rejected Count	10	N	M	Count of records where RSR-07 is "REJECTED"
07	Rejected Amount	15	N	M	Sum total of RSR-06 where RSR-07 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"

## 6.6.8. 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.



# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
03	Employee Unique ID	14	AN	M	Unique Identifier as provided by MOL. 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 section 12. 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 section 12. 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 section 12. 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

## 6.6.9. Variable Pay Control record (VPC)

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



# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
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"

## 6.6.10. 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.
03	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
04	Employee Unique ID	14	AN	M	Unique Identifier as provided by MOL. 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. Validated against the master database held in WPS
05	Amount Returned	15	N	M	Valid amount (e.g., 2345.87 / 23.00 / 22).



# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
06	Return Reason Code	3	N	M	One of the valid reject reason code as listed in <b>Section 13</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	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"

## 6.6.11. 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
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"





# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



## 6.6.12. 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

## 6.6.13. 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

## 6.6.14. Acknowledgement Trailer Record (ATR)

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



## 7. Error Codes & Description in NAK files

Code	Error 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.
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 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>> 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.



## Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



Code	Error Description
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
00601	Total of (WIR) count not equal to Total of (WIC) count.
00602	Total (WIR) count with Mode M not equal to modification count in WIC.
00603	Total (WIR) count with Mode A not equal to addition count in WIC.
00604	<<NUM>> Duplicate records found with same Employer id <<VALUE1>>, Employee ID <<VALUE2>> and mode <<MODE>>.
00605	Employer ID <<VALUE>> is invalid and it must be a valid 13 char's alpha numeric string.
00606	Employee ID <<VALUE>> is invalid and it must be a valid 14 char's alpha numeric string.
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.
00701	Missing DCR Record
00702	Invalid Employee Code
00703	Amount Already claimed
00704	Invalid date format



# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



Code	Error Description
00705	Invalid Withdrawal Amount/Remit Amount
00706	Amount claimed and to be settled does not match
00707	Claimed total does not match with the sum of Individual Total
00708	File does not contain any records
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 SIF 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 Agent Id.
00811	Invalid Bank Id.
00812	Invalid Employee Account.
00813	Invalid Payment start or end date.
00814	Invalid number of working or leave days. It can not be more than 999.
00815	Invalid amount. It can not be negative.



## Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



Code	Error Description
00816	Invalid IND file. Contents are not valid.
00817	SIF 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. It should be either current or current+1 month.
00823	Invalid currency. It should be AED.
00824	Invalid Employee account .Max 16 chars allowed.
00825	Invalid "Payment Start Date". It can not 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 SCR or EDR.
00828	Invalid characters in file.
00829	Invalid File format. There should be only one control records, starts with SCR.
00830	Invalid number of working days. It's not matching with payment start date and end date.
00999	Total no of errors exceeded the maximum count.



## Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



### 8. Primary Sector Codes

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	ELECTRICITY, 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
64	TRADE	Retail trade
71	TRANSPORT, STORAGE AND COMMUNICATION	Taxis and Other Land Transport
72	TRANSPORT, STORAGE AND COMMUNICATION	Water Transport



# Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



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	





## 9. Valid Refund Request Codes

Refund Request Code	Description
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	
007	
008	
009	
010	



## 10. Valid Refund Request Rejection Codes

Refund Request Code	Description
001	Zero balance
002	Insufficient funds in account to honor request
003	



## 11. File ID

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



## 12. Valid Variable Pay Codes

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
028	Performance Pay - Individual
029	Rent Allowance
030	Retainer Payment



## Wages Protection System (WPS) Companies Responsibility Guide

Document Code: WPS-CRG01



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



### 13. Valid Return Codes

Return Code	Description
001	Unable to locate account of employee.
002	Funds not collected in time.
003	Refund of outstanding.
004	Residual balance cannot disburse
005	Account closed
006	Invalid account number
007	Invalid account title
008	Account dormant