

WAGES PROTECTION SYSTEM (WPS)

Table of Contents

1. Salary Information File Creation.....	4
1.1. EDR – Employee Data Record.....	4
1.2. SCR – Salary Control Record – Employer or Company’s details	8
2. Saving the File into WPS format	13
2.1. Saving as .SIF file	13
2.2. Saving as an Excel file (WPS format)	14
3. Important Notes	15
4. Common Errors in SIF file	15

Note: The details provided in this guide are for illustrative purposes only. Information in the salary file should be based on the company’s records.

Employee Variable Pay (EVP) is an additional and optional record type within the WPS file. It allows the corporate entity or employer to enter detailed information or a breakdown of the variable pay provided to each employee in the file.

This guide provides information on how to include the EVP record in the generic WPS file format that contains the EDR and SCR records.

The user can also view the breakdown of the variable pay in ProCash.

1. Salary Information File Creation

Step 1 - Open a new Excel file.

The Salary File will contain the following two record types:

- I. EDR – Employee Data Record
- II. SCR – Salary Control Record

1.1. EDR – Employee Data Record

Column A: Type “EDR” in all rows.

The EDR count should equal the total number of employees registered under the same company visa.

	A	B	C	D	E	F	G	H	I	J
1	EDR									
2	EDR									
3	EDR									
4	EDR									
5	EDR									
6	EDR									
7	EDR									
8	EDR									

Column B: Employee Unique ID

Enter the **14-digit** Employee Unique ID issued by the Ministry of Labour.

This information is available on the employee’s Labour Card under “**Personal Number.**”

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101								
2	EDR	9620xxxxxx0202								
3	EDR	3456xxxxxx0303								
4	EDR	8793xxxxxx0404								
5	EDR	0532xxxxxx0505								
6	EDR	0079xxxxxx0606								
7	EDR	0542xxxxxx0707								
8	EDR	6293xxxxxx0808								

Column C: Bank Routing Code

Enter the **9-digit** bank/agent routing code for the bank where the employee holds an account.

Please refer to [WPS Routing Codes](#) for the routing codes of all UAE banks and agents.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101							
2	EDR	9620xxxxxx0202	603510102							
3	EDR	3456xxxxxx0303	603510102							
4	EDR	8793xxxxxx0404	400220101							
5	EDR	0532xxxxxx0505	400220101							
6	EDR	0079xxxxxx0606	400220101							
7	EDR	0542xxxxxx0707	400220101							
8	EDR	6293xxxxxx0808	504420120							

Column D: Employee Bank IBAN

Enter either the UAE International Bank Account Number (IBAN), which consists of **23 alphanumeric characters** and begins with AE, or the Salary Card Number* to which the salary will be credited.

ADCB IBANs can be verified on the bank's official website: www.adcb.com.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxxx341						
2	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxxx342						
3	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxxx234						
4	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxxx437						
5	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxxx928						
6	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxxx082						
7	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxxx103						
8	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxxx334						

*Please refer to the list of approved payment service providers for Salary Card

Column E: Salary Month – Start Date

Enter the first day of the salary month using the format **YYYY-MM-DD**.

Example: For a salary paid for June 2020, the Pay Start Date should be 2020-06-01.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxxx341	2020-06-01					
2	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxxx342	2020-06-01					
3	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxxx234	2020-06-01					
4	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxxx437	2020-06-01					
5	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxxx928	2020-06-01					
6	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxxx082	2020-06-01					
7	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxxx103	2020-06-01					
8	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxxx334	2020-06-01					

Column F: Salary Month – End Date

Enter the last day of the salary month in the specific format **YYYY-MM-DD**.

Example: For a salary paid for June 2020, the Pay End Date should be 2020-06-30, as June has 30 calendar days.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxxx341	2020-06-01	2020-06-30				
2	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxxx342	2020-06-01	2020-06-30				
3	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxxx234	2020-06-01	2020-06-30				
4	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxxx437	2020-06-01	2020-06-30				
5	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxxx928	2020-06-01	2020-06-30				
6	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxxx082	2020-06-01	2020-06-30				
7	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxxx103	2020-06-01	2020-06-30				
8	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxxx334	2020-06-01	2020-06-30				

Column G: Salary Month – Number of Days

Enter the total number of calendar days of the salary month.

Example: For the month of June, enter 30, as June has 30 calendar days.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxxx341	2020-06-01	2020-06-30	30			
2	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxxx342	2020-06-01	2020-06-30	30			
3	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxxx234	2020-06-01	2020-06-30	30			
4	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxxx437	2020-06-01	2020-06-30	30			
5	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxxx928	2020-06-01	2020-06-30	30			
6	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxxx082	2020-06-01	2020-06-30	30			
7	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxxx103	2020-06-01	2020-06-30	30			
8	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxxx334	2020-06-01	2020-06-30	30			

Column H: Fixed Salary Amount

Enter the fixed salary amount to be paid to the employee. The amount must be entered without commas (,) and with two decimal places (e.g., 15000.00).

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxxx341	2020-06-01	2020-06-30	30	7500.00		
2	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxxx342	2020-06-01	2020-06-30	30	13200.00		
3	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxxx234	2020-06-01	2020-06-30	30	15000.00		
4	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxxx437	2020-06-01	2020-06-30	30	12500.00		
5	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxxx928	2020-06-01	2020-06-30	30	10420.00		
6	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxxx082	2020-06-01	2020-06-30	30	11000.00		
7	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxxx103	2020-06-01	2020-06-30	30	9000.00		
8	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxxx334	2020-06-01	2020-06-30	30	7000.00		

Column I: Variable Salary Amount

Enter the variable salary amount that needs to be paid to the employee such as overtime, incentives, bonus etc. The amount should be entered is without a comma (,) with two decimals (e.g. 1200.00). If there is no variable salary to be paid to the employee, enter 0.00.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxxx341	2020-06-01	2020-06-30	30	7500.00	0.00	
2	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxxx342	2020-06-01	2020-06-30	30	13200.00	0.00	
3	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxxx234	2020-06-01	2020-06-30	30	15000.00	0.00	
4	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxxx437	2020-06-01	2020-06-30	30	12500.00	0.00	
5	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxxx928	2020-06-01	2020-06-30	30	10420.00	0.00	
6	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxxx082	2020-06-01	2020-06-30	30	11000.00	0.00	
7	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxxx103	2020-06-01	2020-06-30	30	9000.00	0.00	
8	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxxx334	2020-06-01	2020-06-30	30	7000.00	0.00	

Note: The employer may choose to provide a detailed breakdown of the Variable Pay by referring to the **WPS File Creation Guide with EVP Details**. Otherwise, only the total Variable Pay amount should be entered in Column I, without any breakdown and the file should be processed accordingly.

EVP Details

Column	Details	Remarks
A	Record Type	Always EVP
B	Employee Unique ID	The amount should be the same as mentioned in the employee's EDR.
C	Routing Code of the Agent	The amount should be the same as mentioned in the employee's EDR.
D	Housing Allowance	It must be a valid amount and entered without commas (,) and with two decimal places. If there is no contribution for a particular component, enter 0.00. Negative amounts are not allowed; otherwise, the file will be rejected.
E	Conveyance Allowance	
F	Medical Allowance	
G	Annual Passage Allowance	
H	Overtime Allowance	
I	All Other Allowance	
J	Leave Encashment	

For each EDR record that includes variable pay, an EVP record row must be inserted.
Refer to the illustration below.

With EVP records

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxx341	2020-06-01	2020-06-30	30	7500.00	3000.00	0
2	EVP	0972xxxxxx0101	600310101	0.00	0.00	2000.00	0.00	1000.00	0.00	0.00
3	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxx342	2020-06-01	2020-06-30	30	13200.00	10000.00	0
4	EVP	9620xxxxxx0202	603510102	5000.00	1000.00	1000.00	3000.00	0.00	0.00	0.00
5	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxx234	2020-06-01	2020-06-30	30	15000.00	6000.00	0
6	EVP	3456xxxxxx0303	603510102	2000	0.00	2000	0.00	1000.00	0.00	1000.00
7	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxx437	2020-06-01	2020-06-30	30	12500.00	0.00	0
8	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxx928	2020-06-01	2020-06-30	30	10420.00	2000.00	0
9	EVP	0532xxxxxx0505	400220101	0.00	0.00	0.00	2000.00	0.00	0.00	0.00
10	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxx082	2020-06-01	2020-06-30	30	11000.00	0.00	0
11	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxx103	2020-06-01	2020-06-30	30	9000.00	5000.00	0
12	EVP	0542xxxxxx0707	400220101	2000.00	1000.00	0.00	2000.00	0.00	0.00	0.00
13	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxx334	2020-06-01	2020-06-30	30	7000.00	0.00	0

Notes:

- One EDR record can have only one corresponding EVP record.
- An EVP record cannot exist without a corresponding EDR record.
- The EVP record is optional.
- The sum of the amount fields in the EVP record must be equal to the Variable Salary amount specified in the EDR record.

Column J: Number of Leaves

This column contains the number of days of unpaid leave taken by the employee, if any.
If there are no unpaid leave days, enter 0 (zero).

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxx341	2020-06-01	2020-06-30	30	7500.00	3000.00	0
2	EVP	0972xxxxxx0101	600310101	0.00	0.00	2000.00	0.00	1000.00	0.00	0.00
3	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxx342	2020-06-01	2020-06-30	30	13200.00	10000.00	0
4	EVP	9620xxxxxx0202	603510102	5000.00	1000.00	1000.00	3000.00	0.00	0.00	0.00
5	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxx234	2020-06-01	2020-06-30	30	15000.00	6000.00	0
5	EVP	3456xxxxxx0303	603510102	2000	0.00	2000	0.00	1000.00	0.00	1000.00
7	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxx437	2020-06-01	2020-06-30	30	12500.00	0.00	0
3	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxx928	2020-06-01	2020-06-30	30	10420.00	2000.00	0
3	EVP	0532xxxxxx0505	400220101	0.00	0.00	0.00	2000.00	0.00	0.00	0.00
0	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxx082	2020-06-01	2020-06-30	30	11000.00	0.00	0
1	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxx103	2020-06-01	2020-06-30	30	9000.00	5000.00	0
2	EVP	0542xxxxxx0707	400220101	2000.00	1000.00	0.00	2000.00	0.00	0.00	0.00
3	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxx334	2020-06-01	2020-06-30	30	7000.00	0.00	0

1.2. SCR – Salary Control Record – Employer or Company's details**Column A: Type "SCR".**

Note: There should be no space or blank row between records.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxx341	2020-06-01	2020-06-30	30	7500.00	3000.00	0
2	EVP	0972xxxxxx0101	600310101	0.00	0.00	2000.00	0.00	1000.00	0.00	0.00
3	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxx342	2020-06-01	2020-06-30	30	13200.00	10000.00	0
4	EVP	9620xxxxxx0202	603510102	5000.00	1000.00	1000.00	3000.00	0.00	0.00	0.00
5	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxx234	2020-06-01	2020-06-30	30	15000.00	6000.00	0
6	EVP	3456xxxxxx0303	603510102	2000	0.00	2000	0.00	1000.00	0.00	1000.00
7	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxx437	2020-06-01	2020-06-30	30	12500.00	0.00	0
8	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxx928	2020-06-01	2020-06-30	30	10420.00	2000.00	0
9	EVP	0532xxxxxx0505	400220101	0.00	0.00	0.00	2000.00	0.00	0.00	0.00
10	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxx082	2020-06-01	2020-06-30	30	11000.00	0.00	0
11	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxx103	2020-06-01	2020-06-30	30	9000.00	5000.00	0
12	EVP	0542xxxxxx0707	400220101	2000.00	1000.00	0.00	2000.00	0.00	0.00	0.00
13	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxx334	2020-06-01	2020-06-30	30	7000.00	0.00	0
14	SCR									

Column B: Employer MOL ID

Enter the Employer Unique ID (Establishment Number) issued by the Ministry of Labour. This field must contain **13 digits**. If the ID is fewer than 13 digits, prefix it with the appropriate number of leading zeros.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxx341	2020-06-01	2020-06-30	30	7500.00	3000.00	0
2	EVP	0972xxxxxx0101	600310101	0.00	0.00	2000.00	0.00	1000.00	0.00	0.00
3	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxx342	2020-06-01	2020-06-30	30	13200.00	10000.00	0
4	EVP	9620xxxxxx0202	603510102	5000.00	1000.00	1000.00	3000.00	0.00	0.00	0.00
5	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxx234	2020-06-01	2020-06-30	30	15000.00	6000.00	0
6	EVP	3456xxxxxx0303	603510102	2000	0.00	2000	0.00	1000.00	0.00	1000.00
7	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxx437	2020-06-01	2020-06-30	30	12500.00	0.00	0
8	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxx928	2020-06-01	2020-06-30	30	10420.00	2000.00	0
9	EVP	0532xxxxxx0505	400220101	0.00	0.00	0.00	2000.00	0.00	0.00	0.00
10	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxx082	2020-06-01	2020-06-30	30	11000.00	0.00	0
11	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxx103	2020-06-01	2020-06-30	30	9000.00	5000.00	0
12	EVP	0542xxxxxx0707	400220101	2000.00	1000.00	0.00	2000.00	0.00	0.00	0.00
13	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxx334	2020-06-01	2020-06-30	30	7000.00	0.00	0
14	SCR	0000xxxxxx982								

Column C: Employer Bank Routing Code

Enter the bank routing code of the employer's bank where the company's account is maintained.

Note: ADCB Routing Code is **600310101**.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxx341	2020-06-01	2020-06-30	30	7500.00	3000.00	0
2	EVP	0972xxxxxx0101	600310101	0.00	0.00	2000.00	0.00	1000.00	0.00	0.00
3	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxx342	2020-06-01	2020-06-30	30	13200.00	10000.00	0
4	EVP	9620xxxxxx0202	603510102	5000.00	1000.00	1000.00	3000.00	0.00	0.00	0.00
5	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxx234	2020-06-01	2020-06-30	30	15000.00	6000.00	0
6	EVP	3456xxxxxx0303	603510102	2000	0.00	2000	0.00	1000.00	0.00	1000.00
7	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxx437	2020-06-01	2020-06-30	30	12500.00	0.00	0
8	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxx928	2020-06-01	2020-06-30	30	10420.00	2000.00	0
9	EVP	0532xxxxxx0505	400220101	0.00	0.00	0.00	2000.00	0.00	0.00	0.00
10	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxx082	2020-06-01	2020-06-30	30	11000.00	0.00	0
11	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxx103	2020-06-01	2020-06-30	30	9000.00	5000.00	0
12	EVP	0542xxxxxx0707	400220101	2000.00	1000.00	0.00	2000.00	0.00	0.00	0.00
13	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxx334	2020-06-01	2020-06-30	30	7000.00	0.00	0
14	SCR	0000xxxxxx982	600310101							

Column D: File Creation Date

Enter the file creation date in the format **YYYY-MM-DD**.

Example: If the file was prepared on 27 June 2020, enter 2020-06-27.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxxx341	2020-06-01	2020-06-30	30	7500.00	3000.00	0
2	EVP	0972xxxxxx0101	600310101	0.00	0.00	2000.00	0.00	1000.00	0.00	0.00
3	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxxx342	2020-06-01	2020-06-30	30	13200.00	10000.00	0
4	EVP	9620xxxxxx0202	603510102	5000.00	1000.00	1000.00	3000.00	0.00	0.00	0.00
5	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxxx234	2020-06-01	2020-06-30	30	15000.00	6000.00	0
6	EVP	3456xxxxxx0303	603510102	2000	0.00	2000	0.00	1000.00	0.00	1000.00
7	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxxx437	2020-06-01	2020-06-30	30	12500.00	0.00	0
8	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxxx928	2020-06-01	2020-06-30	30	10420.00	2000.00	0
9	EVP	0532xxxxxx0505	400220101	0.00	0.00	0.00	2000.00	0.00	0.00	0.00
10	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxxx082	2020-06-01	2020-06-30	30	11000.00	0.00	0
11	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxxx103	2020-06-01	2020-06-30	30	9000.00	5000.00	0
12	EVP	0542xxxxxx0707	400220101	2000.00	1000.00	0.00	2000.00	0.00	0.00	0.00
13	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxxx334	2020-06-01	2020-06-30	30	7000.00	0.00	0
14	SCR	0000xxxxxx982	600310101	2020-06-27						

Column E: File Creation Time

Enter the file creation time in the format HHMM (24-hour format).

Example: If the file was prepared at 01:40 PM, enter 1340.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxxx341	2020-06-01	2020-06-30	30	7500.00	3000.00	0
2	EVP	0972xxxxxx0101	600310101	0.00	0.00	2000.00	0.00	1000.00	0.00	0.00
3	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxxx342	2020-06-01	2020-06-30	30	13200.00	10000.00	0
4	EVP	9620xxxxxx0202	603510102	5000.00	1000.00	1000.00	3000.00	0.00	0.00	0.00
5	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxxx234	2020-06-01	2020-06-30	30	15000.00	6000.00	0
6	EVP	3456xxxxxx0303	603510102	2000	0.00	2000	0.00	1000.00	0.00	1000.00
7	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxxx437	2020-06-01	2020-06-30	30	12500.00	0.00	0
8	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxxx928	2020-06-01	2020-06-30	30	10420.00	2000.00	0
9	EVP	0532xxxxxx0505	400220101	0.00	0.00	0.00	2000.00	0.00	0.00	0.00
10	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxxx082	2020-06-01	2020-06-30	30	11000.00	0.00	0
11	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxxx103	2020-06-01	2020-06-30	30	9000.00	5000.00	0
12	EVP	0542xxxxxx0707	400220101	2000.00	1000.00	0.00	2000.00	0.00	0.00	0.00
13	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxxx334	2020-06-01	2020-06-30	30	7000.00	0.00	0
14	SCR	0000xxxxxx982	600310101	2020-06-27	1340					

Column F: Salary Month

Enter the salary month in the format **MMYYYY**.

Example: If the salary is for June 2020, enter 062020.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxxx341	2020-06-01	2020-06-30	30	7500.00	3000.00	0
2	EVP	0972xxxxxx0101	600310101	0.00	0.00	2000.00	0.00	1000.00	0.00	0.00
3	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxxx342	2020-06-01	2020-06-30	30	13200.00	10000.00	0
4	EVP	9620xxxxxx0202	603510102	5000.00	1000.00	1000.00	3000.00	0.00	0.00	0.00
5	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxxx234	2020-06-01	2020-06-30	30	15000.00	6000.00	0
6	EVP	3456xxxxxx0303	603510102	2000	0.00	2000	0.00	1000.00	0.00	1000.00
7	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxxx437	2020-06-01	2020-06-30	30	12500.00	0.00	0
8	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxxx928	2020-06-01	2020-06-30	30	10420.00	2000.00	0
9	EVP	0532xxxxxx0505	400220101	0.00	0.00	0.00	2000.00	0.00	0.00	0.00
10	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxxx082	2020-06-01	2020-06-30	30	11000.00	0.00	0
11	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxxx103	2020-06-01	2020-06-30	30	9000.00	5000.00	0
12	EVP	0542xxxxxx0707	400220101	2000.00	1000.00	0.00	2000.00	0.00	0.00	0.00
13	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxxx334	2020-06-01	2020-06-30	30	7000.00	0.00	0
14	SCR	0000xxxxxx982	600310101	2020-06-27	1340	062020				

Column G: Number of EDR Lines

Enter the EDR count, which represents the total number of employees for whom salaries are being paid in the respective salary file.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxxx341	2020-06-01	2020-06-30	30	7500.00	3000.00	0
2	EVP	0972xxxxxx0101	600310101	0.00	0.00	2000.00	0.00	1000.00	0.00	0.00
3	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxxx342	2020-06-01	2020-06-30	30	13200.00	10000.00	0
4	EVP	9620xxxxxx0202	603510102	5000.00	1000.00	1000.00	3000.00	0.00	0.00	0.00
5	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxxx234	2020-06-01	2020-06-30	30	15000.00	6000.00	0
6	EVP	3456xxxxxx0303	603510102	2000	0.00	2000	0.00	1000.00	0.00	1000.00
7	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxxx437	2020-06-01	2020-06-30	30	12500.00	0.00	0
8	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxxx928	2020-06-01	2020-06-30	30	10420.00	2000.00	0
9	EVP	0532xxxxxx0505	400220101	0.00	0.00	0.00	2000.00	0.00	0.00	0.00
10	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxxx082	2020-06-01	2020-06-30	30	11000.00	0.00	0
11	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxxx103	2020-06-01	2020-06-30	30	9000.00	5000.00	0
12	EVP	0542xxxxxx0707	400220101	2000.00	1000.00	0.00	2000.00	0.00	0.00	0.00
13	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxxx334	2020-06-01	2020-06-30	30	7000.00	0.00	0
14	SCR	0000xxxxxx982	600310101	2020-06-27	1340	062020	8			

Column H: Total Salary Amount

Enter the total salary amount paid to all employees. This amount should be the **sum of Columns H and I** (fixed salary amount and variable pay). The value must be entered without commas (,) and with two decimal places (e.g., 85620.00).

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxxx341	2020-06-01	2020-06-30	30	7500.00	3000.00	0
2	EVP	0972xxxxxx0101	600310101	0.00	0.00	2000.00	0.00	1000.00	0.00	0.00
3	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxxx342	2020-06-01	2020-06-30	30	13200.00	10000.00	0
4	EVP	9620xxxxxx0202	603510102	5000.00	1000.00	1000.00	3000.00	0.00	0.00	0.00
5	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxxx234	2020-06-01	2020-06-30	30	15000.00	6000.00	0
6	EVP	3456xxxxxx0303	603510102	2000	0.00	2000	0.00	1000.00	0.00	1000.00
7	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxxx437	2020-06-01	2020-06-30	30	12500.00	0.00	0
8	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxxx928	2020-06-01	2020-06-30	30	10420.00	2000.00	0
9	EVP	0532xxxxxx0505	400220101	0.00	0.00	0.00	2000.00	0.00	0.00	0.00
10	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxxx082	2020-06-01	2020-06-30	30	11000.00	0.00	0
11	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxxx103	2020-06-01	2020-06-30	30	9000.00	5000.00	0
12	EVP	0542xxxxxx0707	400220101	2000.00	1000.00	0.00	2000.00	0.00	0.00	0.00
13	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxxx334	2020-06-01	2020-06-30	30	7000.00	0.00	0
14	SCR	0000xxxxxx982	600310101	2020-06-27	1340	062020	8	111620.00		

Column I: Payment Currency

Enter the Payment Currency

Note: Only AED is supported; foreign currencies are not accepted.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxxx341	2020-06-01	2020-06-30	30	7500.00	3000.00	0
2	EVP	0972xxxxxx0101	600310101	0.00	0.00	2000.00	0.00	1000.00	0.00	0.00
3	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxxx342	2020-06-01	2020-06-30	30	13200.00	10000.00	0
4	EVP	9620xxxxxx0202	603510102	5000.00	1000.00	1000.00	3000.00	0.00	0.00	0.00
5	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxxx234	2020-06-01	2020-06-30	30	15000.00	6000.00	0
6	EVP	3456xxxxxx0303	603510102	2000	0.00	2000	0.00	1000.00	0.00	1000.00
7	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxxx437	2020-06-01	2020-06-30	30	12500.00	0.00	0
8	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxxx928	2020-06-01	2020-06-30	30	10420.00	2000.00	0
9	EVP	0532xxxxxx0505	400220101	0.00	0.00	0.00	2000.00	0.00	0.00	0.00
10	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxxx082	2020-06-01	2020-06-30	30	11000.00	0.00	0
11	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxxx103	2020-06-01	2020-06-30	30	9000.00	5000.00	0
12	EVP	0542xxxxxx0707	400220101	2000.00	1000.00	0.00	2000.00	0.00	0.00	0.00
13	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxxx334	2020-06-01	2020-06-30	30	7000.00	0.00	0
14	SCR	0000xxxxxx982	600310101	2020-06-27	1340	062020	8	111620.00	AED	

Column J: Employer Bank IBAN Detail

Enter the company's **ADCB IBAN** from which the total file amount will be debited..

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxxx341	2020-06-01	2020-06-30	30	7500.00	3000.00	0
2	EVP	0972xxxxxx0101	600310101	0.00	0.00	2000.00	0.00	1000.00	0.00	0.00
3	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxxx342	2020-06-01	2020-06-30	30	13200.00	10000.00	0
4	EVP	9620xxxxxx0202	603510102	5000.00	1000.00	1000.00	3000.00	0.00	0.00	0.00
5	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxxx234	2020-06-01	2020-06-30	30	15000.00	6000.00	0
6	EVP	3456xxxxxx0303	603510102	2000	0.00	2000	0.00	1000.00	0.00	1000.00
7	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxxx437	2020-06-01	2020-06-30	30	12500.00	0.00	0
8	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxxx928	2020-06-01	2020-06-30	30	10420.00	2000.00	0
9	EVP	0532xxxxxx0505	400220101	0.00	0.00	0.00	2000.00	0.00	0.00	0.00
10	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxxx082	2020-06-01	2020-06-30	30	11000.00	0.00	0
11	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxxx103	2020-06-01	2020-06-30	30	9000.00	5000.00	0
12	EVP	0542xxxxxx0707	400220101	2000.00	1000.00	0.00	2000.00	0.00	0.00	0.00
13	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxxx334	2020-06-01	2020-06-30	30	7000.00	0.00	0
14	SCR	0000xxxxxx982	600310101	2020-06-27	1340	062020	8	111620.00	AED	AE51200300xxxxxxxxxxx524

2. Saving the File into WPS format

Once all salary details have been entered and completed in accordance with the guidelines above, you may save the file in one of the following formats:

- **SIF format** (CSV or Comma Delimited)
- **Excel format**

Please note that during training, you will be advised which file format is applicable to you. For any queries or clarification, please contact your Relationship Manager or Customer Support Team.

2.1. Saving as .SIF file

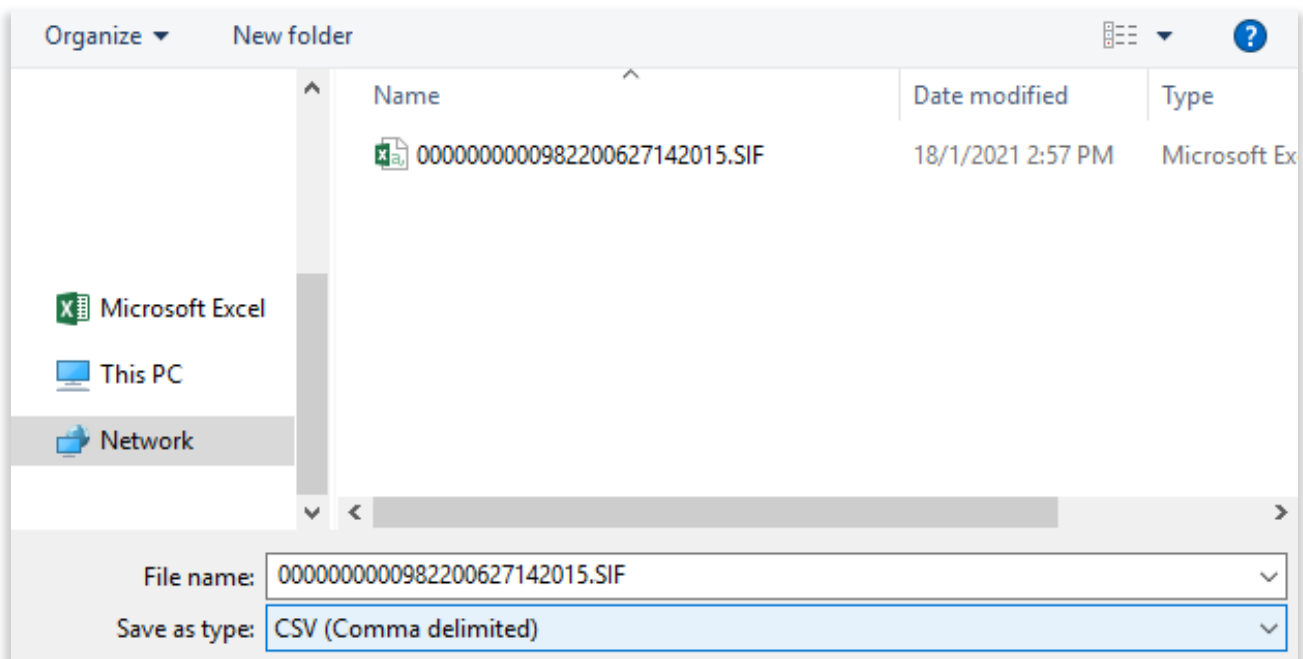
- Click on **"Save As"**
- The file name must follow the specific WPS naming convention shown below, which must be strictly adhered to:

EMPLOYER UNIQUE ID
13 digits

FILE CREATION DATE
YYMMDD

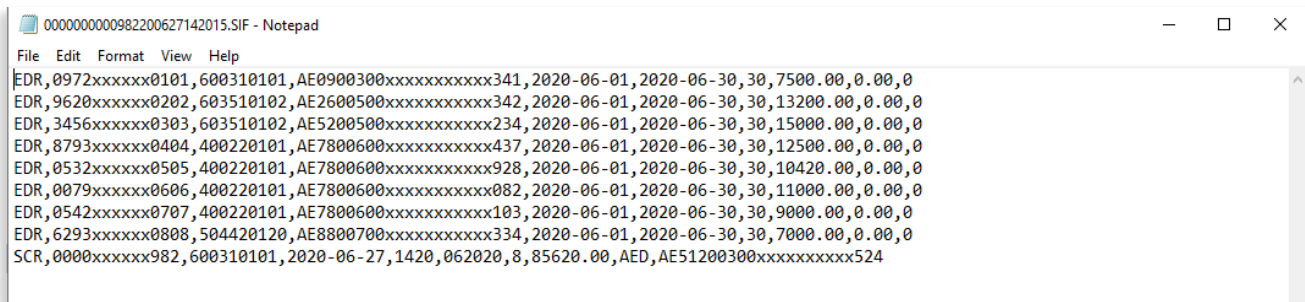
FILE CREATION TIME .SIF
HHMMSS

- Ensure that the file extension **".SIF"** is in **uppercase** (capital letters).
- Select CSV (Comma Delimited) as the **Save as type**, and then click on **Save**.



- After saving the SIF file, open it in Notepad to verify the details.

SIF File:



2.2. Saving as an Excel file (WPS format)

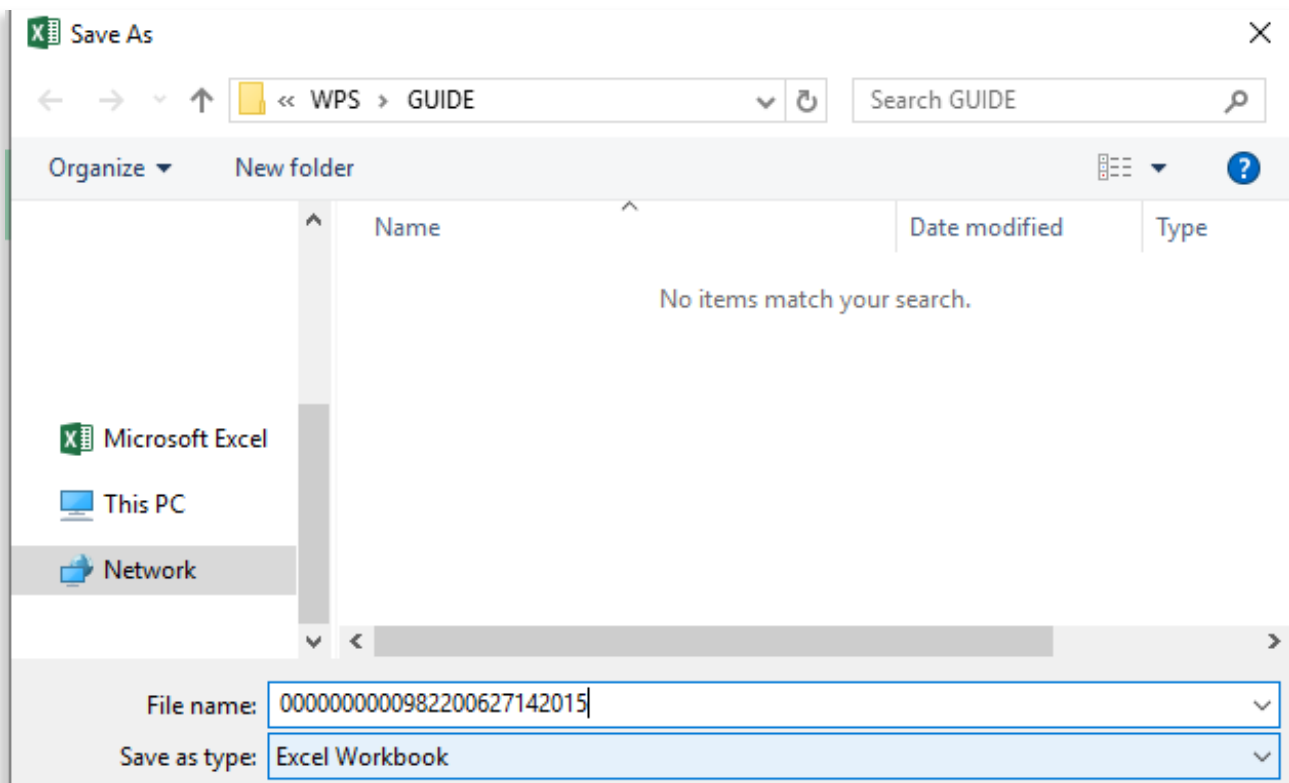
- Click on **"Save As"**
- The file name must follow the specific WPS naming convention shown below, which must be strictly adhered to:

EMPLOYER UNIQUE ID
13 digits

FILE CREATION DATE
YYMMDD

FILE CREATION TIME
HHMMSS

- Select **.XLS** or **.XLSX** (Excel Workbook) as the **Save as type**, and then click on **Save**.



- Open the Excel file after saving to verify the details.

	A	B	C	D	E	F	G	H	I	J
1	EDR	0972xxxxxx0101	600310101	AE0900300xxxxxxxxxx341	1/6/2020	30/6/2020	30	7500	0	0
2	EDR	9620xxxxxx0202	603510102	AE2600500xxxxxxxxxx342	1/6/2020	30/6/2020	30	13200	0	0
3	EDR	3456xxxxxx0303	603510102	AE5200500xxxxxxxxxx234	1/6/2020	30/6/2020	30	15000	0	0
4	EDR	8793xxxxxx0404	400220101	AE7800600xxxxxxxxxx437	1/6/2020	30/6/2020	30	12500	0	0
5	EDR	0532xxxxxx0505	400220101	AE7800600xxxxxxxxxx928	1/6/2020	30/6/2020	30	10420	0	0
6	EDR	0079xxxxxx0606	400220101	AE7800600xxxxxxxxxx082	1/6/2020	30/6/2020	30	11000	0	0
7	EDR	0542xxxxxx0707	400220101	AE7800600xxxxxxxxxx103	1/6/2020	30/6/2020	30	9000	0	0
8	EDR	6293xxxxxx0808	504420120	AE8800700xxxxxxxxxx334	1/6/2020	30/6/2020	30	7000	0	0
9	SCR	0000xxxxxx982	600310101	27/6/2020	1420	62020	8	85620 AED	AE51200300xxxxxxxxxx524	

3. Important Notes

- ADCB WPS processing cut-off time is at **Monday to Thursday and Saturday 3:00 PM, and Friday 12:00 PM (excluding Sundays and public holidays)**.
- Files authorized after cut-off time will be processed the next working day.
- ProCash Help desk support is available from **Monday to Saturday**.

4. Common Errors in SIF file

- Invalid Pay Start Date / End Date
 - Ensure the dates mentioned in the EDR match the **Salary Month** specified in the SCR.
- Invalid Payment Start Date
 - The Pay Start Date must not be later than the Pay End Date.
- Invalid Date Format
 - Dates must be entered in the format **YYYY-MM-DD**.
- Missing Mandatory Values in EDR/SCR (Line 1, 2, 3, etc.)
 - Remove any extra commas (,) or unnecessary spaces.
 - In the SCR, ensure all required details are provided, including the **Employer Bank IBAN**.
- Mismatch Between EDR Records and SCR Count
 - The number of EDR records (employees) must match the **EDR count** mentioned in the SCR.
- Total Salary Mismatch
 - The total of the Fixed Salary Amount and Variable Salary Amount in the EDR records must match the Total Salary Amount specified in the SCR.
- Invalid Employee Account
 - Employee account numbers must be prefixed with leading zeros to make a total of **23 digits**.
- Invalid Number of Working Days
 - The number of days in the period must correspond to the duration between the Pay Start Date and Pay End Date.
- MOL ID Not Registered with ADCB
 - Ensure that the MOL ID is registered with ADCB.
- Invalid File Name
 - Ensure the file naming format is followed exactly as specified above.