



# **WAGE PROTECTION SYSTEM MADE EASY BY PAYLITE®**

**Presented by**

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## Brief Introduction

**Wages Protection System (WPS)** is an electronic salary transfer system that allows institutions to pay workers' wages via banks, bureaux de change, and financial institutions approved and authorized to provide the service.

The system, developed by the Central Bank of the UAE, allows the Ministry of Labour to create a database that records wage payments in the private sector to guarantee the timely and full payment of agreed-upon wages.

The WPS covers all institutions registered with the Ministry across all sectors and industries and will benefit different categories of labour.

### **WPS targets the following parties from the Ministry partners:**

- **Workers:** each and every individual who works in the private sector in return for agreed-upon wages and who has a labour card issued by the Ministry;
- **Employers:** whoever owns a company or institution registered with the Ministry and hires one or more workers in return for agreed-upon wages;
- **Banks:** the financial institution which the employer has a bank account with, that is used to transfer the wages amount through WPS to the appointed agent to distribute to the labourers.
- **Agent:** any bank, bureau de change, or financial institution approved and authorized by the Central Bank of the UAE to offer wages payment services via WPS. The Central Bank of the UAE will issue a regularly updated list showing names of approved and authorized agents.

## Joining WPS requires

1. The company needs to be registered with the Ministry of Labour
2. The company should have a bank account with one of the banks operating in the UAE;
3. The company should enter into contract with any bank, bureau de change or financial institution approved and authorized by the Central Bank of the UAE to provide the service. The two parties shall agree on any service fees and charges.
4. Workers' wages will be transferred via WPS by the deadlines specified in the Ministerial Resolution No. 788 of 2009.

## Deadlines for institutions to start transferring workers' wages via WPS

Number of workers*	Period granted	Deadline
100 and above	3 months (starting September 1)	<b>30 November 2009</b>
15 to 99 workers	6 months (starting September 1)	<b>28 February 2010</b>
Less than 15	9 months (starting September 1)	<b>31 May 2010</b>

\*The periods granted to comply with the new system and start transferring workers' wages via WPS will not apply to institutions which were already denied new work permits when the Ministerial Resolution 788 for 2009 was issued for failing to pay workers' wages on time, nor to institutions which failed to pay workers' wages for one month or more after the Ministerial Resolution was issued.

5. The institution will have to transfer workers' wages via WPS within two weeks of their due date, or on the dates specified in the work contract if wages are paid more frequently than monthly.
6. The employer will be responsible for all expenses incurred upon joining WPS, including bank fees, service provider charges, and all other costs.

Employers are not allowed to share any costs with workers' by any means, including deducting from their wages, directly or indirectly.

The mechanism to apply for WPS is as below:

### **The WPS applying mechanism is as below:**

- The company shall open an account with one of the banks operating in the country, in case it doesn't have one upon joining the WPS system;
- The company shall enter into contract with a WPS agent that is approved and authorized by the Central Bank of the UAE to provide this service, be it a bank, bureau de change, or a financial institution;
- The employer shall issue instructions to its bank to transfer wages to workers. Instructions shall be accompanied by a detailed wages list and a copy of the list shall be sent to the agent.
- The WPS will send workers' details and wages as well as the salary transfer instructions electronically to the Central Bank of the UAE, who will then forward those details to the Ministry of Labour database in order to make sure that the details received correspond with those registered with the Ministry;
- The WPS will send the approved information to the appointed agent in order to start paying the wages.

### **Consequences of failing to join WPS**

- Institutions failing to transfer workers' wages by the deadlines specified above will be denied the right to have new work permits. This ban will only be lifted in the month following the transfer of workers' wages in full.
- § Institutions that delay wages' payment more than one month of the due date will be denied the right to have new work permits, along with all institutions owned by the owner of the violating institution, and to refer all those responsible for the violation to the court, in accordance with Ministerial Resolution No. 788 of 2009.

## How to Join WPS WPS

**Employers:** can call the Ministry of Labour toll-free number 800-665 or send an email to: [wps@mol.gov.ae](mailto:wps@mol.gov.ae).

## WPS Mechanism






- An employer can only choose financial service providers like banks, money exchanges, or service providers that are registered and approved by the Central Bank.
- The employer shall issue instructions to its banks/agents for the transfer of salaries/wages. Instructions will be accompanied by a detailed wage list.
- Once the company's bank/agent receives information about the workers' wages, this information will be sent electronically to the Central Bank's WPS system.
- The Central Bank would then send the salary file (if accepted) to the agent for payment. Agents then pay the employees.

## WPS Compliance with Paylite®

- As guidelines and policies change, so does corresponding implementation technology.
- To overcome the strict new WPS policy, firms must adjust their HR technology, so as to be able to adapt to the new, more accurate environment.
- Paylite HRMS software is now available with WPS compliance, enabling hassle free HR and Payroll Management.
- New WPS number field and SIF file generator ensures complete WPS compliance.

## Some screenshots to explain how Paylite helps you in WPS Compliance

### Step 1 - Set up company WPS code

Modify Company	
Company Code	<input type="text" value="CSPL"/>
WPS No	<input type="text" value="0000000000285"/> Upto 13 Characters
Company Name	<input type="text" value="Citytech Software (P) Ltd"/>
Address1	<input type="text"/>
Address2	<input type="text"/>
CRNo	<input type="text"/>
GOSI No	<input type="text"/>
License No	<input type="text"/>
Phone No	<input type="text"/>
GOSI Expiry Date	<input type="text"/> 
CR Expiry Date	<input type="text"/> 
License Expiry Date	<input type="text"/> 
Super Admin	<input type="text" value="Mohammad Hussain"/> 
Active	<input checked="" type="checkbox"/>
Logo	<input type="text"/> <input type="button" value="Browse..."/>
Image	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

## Step - 2 Bank setup

New Bank/Agent	
Bank To Assign	<input type="radio"/> Employee <input type="radio"/> Company <input checked="" type="radio"/> Both
Agent ID	<input type="text" value="037"/> Upto 9 Characters
Branch Code	<input type="text"/> Upto 10 Characters
Bank/Agent Name	<input type="text" value="NATIONAL BANK OF DUBAI"/>
Contact Person	<input type="text" value="Aboobecker CK"/>
Address1	<input type="text"/>
Address2	<input type="text"/>
Phone No	<input type="text" value="04 3726501"/>
Email	<input type="text" value="aboobeckera@emiratesnbd.com"/>
City	<input type="text" value="Dubai"/>
Currency	<input type="text" value="Dirham"/>
Company Bank Account No	<input type="text"/>
Certified As	<input type="radio"/> Bank <input type="radio"/> Agent <input checked="" type="radio"/> Bank & Agent <input type="radio"/> 3rd Party Agent
Active	<input checked="" type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	



### Step - 3 Enter additional details for employees on Employee screen

[1930]Mohammad Hussain

Personal	Salary	Dependent	Skills	Asset	Education	Former Employer	Documents	Health
<b>Modify Employee</b>								
Employee Code: 1930 Upto 10 Characters			WPS No: 0000000000165 Upto 14 characters			Branch: DUBAI		
First Name: Mohammad			Sponsorship: CITYTECH			Department: HUMAN RESOURCES		
Middle Name:			Designation: REGIONAL HR DIRECTOR			Job Description: REGIONAL HR DIRECTOR		
Last Name: Hussain			Sex: <input checked="" type="radio"/> Male <input type="radio"/> Female			Grade: A1-A		
Nationality: Indian			Leave Scheme: Leave Scheme A			Cost Centre: CC-1		
Blood Group:			Religion:			Permanent Address:		
Guardian Name:			Permanent Phone No:			Language Known:		
Local Address:			Emergency Permanent Contact:			Emergency Permanent Relation:		
Local Phone No:			Emergency Permanent Phone:			Employee Currency: Dirham		
Local Mobile:			Employee Bank: EMIRATES ISLAMIC BANK			EmployeeBank A/c No: 000000000002012		
Emergency Local Contact:			Mode Of Payment: Transfer			Salary Payment Currency: Dirham		
Emergency Local Relation:			Company Bank: NATIONAL BANK OF DUBAI					
Emergency Local Phone:								

## Step 4 - After processing your monthly payroll - Generate SIF for bank

Reports :: Dash board

### Payroll Reports

- Monthly Payslip
- Monthly Paysheet
- Generate WPS/SIF File
- Employee Salary Package
- Department Wise Summary Sheet
- Payroll Summary
- Monthly Bank Report
- Monthly Cash Payment
- Cheque Payment
- Monthly Earning - Deduction
- Paysheet in a Period
- Allowance/Deduction Report
- Cost Center wise Salary
- Employee Overtime
- Overtime Summary
- Retroactive
- Payroll Reconciliation
- Payroll Accrual
- TOIL Accrual
- Payroll Overtime Summary
- Payroll Overtime Details

**Step - 5 Validate generated SIF file from CVU (Company Validation Utility).**  
CVU can be downloaded from here: <http://www.paylitehr.com/download/CVU.zip>

## Step - 6 Send Generated SIF File to Bank

### Sample output

```
1 EDR,00000000000166,000000224,0000000000002017,2009-11-01,2009-11-30,30,4000.00,0.00,0
2 EDR,00000000000167,000000224,0000000000002018,2009-11-01,2009-11-30,30,3000.00,0.00,0
3 EDR,00000000000169,000000224,0000000000002020,2009-11-01,2009-11-30,30,4400.00,0.00,0
4 EDR,00000000000165,000000224,0000000000002013,2009-11-01,2009-11-30,30,7000.00,0.00,0
5 EDR,00000000000164,000000224,0000000000002015,2009-11-01,2009-11-30,30,12075.00,0.00,0
6 EDR,00000000000164,000000224,0000000000002016,2009-11-01,2009-11-30,30,25000.00,0.00,0
7 EDR,00000000000164,000000224,0000000000002017,2009-11-01,2009-11-30,30,12000.00,0.00,0
8 EDR,00000000000164,000000224,0000000000002018,2009-11-01,2009-11-30,30,13000.00,0.00,0
9 EDR,00000000000164,000000224,0000000000002019,2009-11-01,2009-11-30,30,8000.00,0.00,0
10 EDR,00000000000164,000000224,0000000000002020,2009-11-01,2009-11-30,30,10000.00,0.00,0
11 SCR,00000000000285,000000037,2009-12-23,1556,112009,10,98475.00,AED,This is salary for Nov 09
```

Your SIF file is ready now for payment. Entire process is just a work of few clicks with Paylite. If you want to get these features, you should get in touch with our sales team right away at [sales@paylitehr.com](mailto:sales@paylitehr.com) or call + 91 98300 16371.