WAGES PROTECTION SYSTEM – SALARY INFORMATION FILE

1   SIF Specifications

Salary Information File (SIF) - is the file of the predefined structure and format, containing the information needed for salary payment transaction processing (transferring salaries from Payer's account to employees) and other information, required by MoLSA for monitoring salary payments.

Each SIF file must be for one Payer and one Employer only (Payer and Employer can be the same entity).

The file format that is accepted by Wages Protection System is CSV (Comma Separated Values). The companies may use any application or tools to create this file, for example:

- Exporting it directly from the corporate payroll system (in this example, the corporate might need to modify the payroll system to comply with the file specifications) or

- Using Microsoft Excel to fill the salary information and then to save the file in CSV format.

Qatari Banks List and Short Codes are presented in the section **1.4 Qatari Banks and Bank Short Names**

The data types that are used for SIF specification are presented in the section **1.5 FIELD TYPE**.

The example of SIF is presented in Section **1.6 SIF EXAMPLE.**

The following defines the SIF specifications.

1.1   SIF Naming Convention

SIF file name is comprised as follows:

- "SIF" – the text used for identification of the Salary information files (3 characters, TEXT (3))

- Employer's Establishment ID or Company Registration Card Number (8 digits, NUMBER (8))

- Bank short name (up to 4 characters, TEXT(4))

- File creation date (8 digits, NUMBER(8), yyyyMMdd)

- File creation time (4 digits, NUMBER(4), hhmm)

- Extension: CSV

Each section will be separated by an underscore ("_")

Example:

SIF_12345678_DBQ _20140706_1216.csv

1.2 SIF Header

The SIF header fields and their types are listed in the table below. The header fields titles shall be provided in the first row and the header information values shall be provided in the second row of the SIF.

Table 1. SIF Header fields

Field Name	Field Type	Usage	Comment
Employer Establishment ID (Employer EID)	NUMBER(8)	Mandatory	Company Registration Card Number. If the Establishment ID contains 7 digits, it must be left-padded with zeroes.
File Creation Date	NUMBER(8)	Mandatory	yyyyMMdd **i.e. 20150219**
File Creation Time	NUMBER(4)	Mandatory	hhmm
Payer Establishment ID (Payer EID)	NUMBER(8)	Mandatory	The Establishment ID of the entity that actually performs the payment of salaries (whose account is being debited). The Employer and Payer Establishment ID can be the same, if Employer pays to its employees directly. Either Payer Establishment ID or Payer QID shall be specified in SIF.
Payer QID	NUMBER(11)		The Qatari ID of the person who actually performs the payment of salaries (whose account is being debited). Either Payer QID or Payer Establishment ID shall be specified in SIF.
Payer Bank Short Name	CHAR(4)	Mandatory	The bank code for the Payer.
Payer IBAN	TEXT(29)	Mandatory	IBAN account number of the Payer.
Salary Year and Month	NUMBER (6)	Mandatory	yyyyMM
Total Salaries	DECIMAL (18,2)	Mandatory	Total amount of salaries in the SIF, in QAR
Number of Records	NUMBER (6)	Mandatory	Total number of records (rows) in the SIF.

1.3 SIF Records

SIF records contain the information about salary payments for a particular employee.

Table 2. SIF Record fields

Field Name	Field Type	Usage	Comment

Field Name	Field Type	Usage	Comment
Record ID	NUMBER(6)	Mandatory	The sequence number that will uniquely identify the SIF record. The system will assign and use the following SIF name (without the "_" separators) + Record ID within the file as the globally unique transaction ID. **Note**: The column should be formatted as text in the Excel For example, the Record ID is 000012 and the SIF name is SIF_12345678_DBQ_20140706_1216. The record can be uniquely identified in the WPS under the ID SIF12345678DBQ 201407061216-000012 This ID will also be used as transaction ID for SIF transactions.
Employee QID	NUMBER(11)	Mandatory	Qatari ID of the employee, as defined in Qatari ID card.
Employee Visa ID	TEXT(12)		Visa ID of the employee. It should specified if employee does not have the Qatari ID card yet. If Employee QID is specified, Visa ID can be left blank.
Employee Name	TEXT(70)	Mandatory	As defined in employee Qatari ID card.
Employee Bank Short Name	CHAR(4)	Mandatory	The short name of the bank where employee has his / her account
Employee Account	TEXT(29)	Mandatory	Account number of the employee
Salary Frequency	CHAR (1)	Mandatory	"B" – Bi-weekly "M" – Monthly.
Number of Working days	NUMBER(3)	Mandatory	Total number of days that employee worked during the month. It can be less than 30 days, if employee was absent, or it can be more, if employee is paid for his vacation in advance. In case of employee vacation throughout the whole month zero (0) value should be specified.
Net Salary	DECIMAL (18,2)	Mandatory	It is the exact number that employee is going to receive from employer for the specified salary month, in Qatari Riyals.
Basic Salary	DECIMAL (18,2)	Mandatory	Total amount that the employer should pay to the employee monthly, in Qatari Riyals. Used to compare the actual paid salary in the contract or by the law.

Field Name	Field Type	Usage	Comment
Extra Hours	DECIMAL(3,2)	Mandatory	The total number of hours that employee worked after his working hours (shift) or during the holidays. In case no additional hours, zero (0) should be specified.
Extra Income	DECIMAL (18,2)	Mandatory	Extra income is specified in Qatari Riyals. It can include the following: • Overtime • Working on holidays or vacation • Bonuses or raises • Any previous or late payments • Any advance payments for the vacation • Or anything else. In case no additional wages deserved, zero (0) value should be reported.
Deductions	DECIMAL (18,2)	Mandatory	Total deductions are specified in Qatari Riyals. It can include: • Violations against the country laws or violations • Loans payments • Coverage for damage caused by the employee to the company • Decrease the salary (in case of sick vacation). In case no deductions are applied, zero (0) value should be reported.
Payment Type	TEXT(50)	Optional	Partial Payment, Settlement Payment, Delayed Payment.
Notes / Comments	TEXT(300)	Optional	Extra notes including justification for any divergence in the payments.

1.4 Qatari Banks and Bank Short Names (identifiers)

Bank Identifier (bank short name)	Name of Bank	SWIFT Code
QNB	Qatar National Bank	QNBAQAQAXXX
CBQ	Commercial Bank of Qatar	CBQAQAQAXXX
DBQ	Doha Bank	DOHBQAQAXXX
QIB	Qatar Islamic Bank	QISBQAQAXXX
ABQ	Al Ahli Bank	ABQQQAQAXXX
IIB	Qatar International Islamic Bank	QIIBQAQAXXX
ARB	Arab Bank	ARABQAQAXXX

Doha Bank

Bank Identifier (bank short name)	Name of Bank	SWIFT Code
MSQ	Mashreq Bank	MSHQQAQAXXX
IBQ	International Bank of Qatar	IBOQQAQAXXX
HSB	HSBC Bank Middle East	BBMEQAQXXXX
SCB	Standard Chartered Bank	SCBLQAQXXXX
UBL	United Bank Ltd	UNILQAQAXXX
BNP	BNP Paribas	BNPAQAQAXXX
MAR	Masraf Al Rayyan Bank	MAFRQAQAXXX
KCB	Al Khaliji Bank	KLJIQAQAXXX
BBQ	Barwa Bank	BRWAQAQAXXX
QDB	Qatar Development Bank	QIDBQAQAXXX
BSI	Bank Saderat Iran	BSIRQAQAXXX

1.5 Field Types

The following are the data types used in this specification:

- TEXT(X) – can contain Latin letters, digits and special characters. The length of the value shall be less or equal to X symbols. The fields that can contain Arabic letters are specified in the table below (for example names, notes).

  Note: Comma is used as a separator for the CSV fields. Hence the values that contain comma shall be double quoted.

- CHAR(X) – Any of the Latin letters. The length of the value shall be less or equal to X symbols.

- NUMBER(X) – Any of the digits (0 to 9). The length of the value shall be less or equal to X symbols.

- DECIMAL(X,Y) – Any of the numbers. X – Maximum number of digits before the decimal separator and Y the exact number of digits after decimal separator. The dot should be used as the decimal separator.
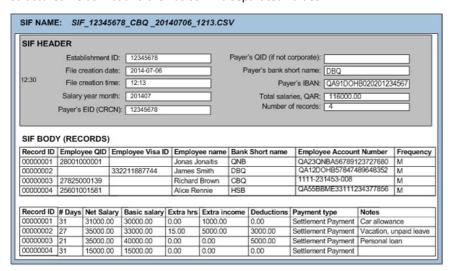
The NUMBER type is also used for the fields that present dates or times:

- Dates: NUMBER(8), yyyyMMdd (year, month and date) - The format is used to specify file creation dates

- Times: NUMBER(6), hhmmss (hours in 24 hour format, minutes and seconds) – For integration file creation times.

1.6 SIF Example

The example of SIF structure is presented below. In order to provide more clearance, the example is presented as structured fields first and then as comma separated values.

SIF NAME: *SIF_12345678_CBQ _20140706_1213.CSV*

SIF HEADER

12:30	Establishment ID:	12345678	Payer's QID (if not corporate):	
	File creation date:	2014-07-06	Payer's bank short name:	DBQ
	File creation time:	12:13	Payer's IBAN:	QA91DOHB020201234567
	Salary year month:	201407	Total salaries, QAR:	116000.00
	Payer's EID (CRCN):	12345678	Number of records:	4

SIF BODY (RECORDS)

Record ID	Employee QID	Employee Visa ID	Employee name	Bank Short name	Employee Account Number	Frequency
00000001	28001000001		Jonas Jonaitis	QNB	QA23QNBA56789123727680	M
00000002		332211887744	James Smith	DBQ	QA12DOHB57847489648352	M
00000003	27825000139		Richard Brown	CBQ	1111-231453-008	M
00000004	25601001581		Alice Rennie	HSB	QA55BBME33111234377856	M

Record ID	# Days	Net Salary	Basic salary	Extra hrs	Extra income	Deductions	Payment type	Notes
00000001	31	31000.00	30000.00	0.00	1000.00	0.00	Settlement Payment	Car allowance
00000002	27	35000.00	33000.00	15.00	5000.00	3000.00	Settlement Payment	Vacation, unpaid leave
00000003	21	35000.00	40000.00	0.00	0.00	5000.00	Settlement Payment	Personal loan
00000004	31	15000.00	15000.00	0.00	0.00	0.00	Settlement Payment	

Example: Comma Separated Values

//First Row

```
Employer EID,File Creation Date,File Creation Time,Payer EID,Payer QID,Payer Bank
Short Name,Payer IBAN,Salary Year and Month,Total Salaries,Total records,,,,,
```

//Second Row

```
12345678,20140706,1213,12345678,,DBQ,QA91DOHB020201234567,201407,116000.00,4,,,,,
```

//Third Row

```
Record ID,Employee QID,Employee Visa ID,Employee Name,Employee Bank Short
Name,Employee Account,Salary Frequency,Number of Working Days,Net Salary,Basic
Salary,Extra hours,Extra Income,Deductions,Payment Type,Notes / Comments
```

//Fourth Row

```
000001,28000000018,,Jonas
Jonaitis,QNB,QA23QNBA56789123727680,M,31,31000.00,30000.00,0.00,1000.00,0.00,Settlemen
t Payment,Car allowance
```

//Fifth Row

```
000002,,332211887744,James Smith,DBQ,QA12DOHB57847489648352,M,27,35000.00,33000.00,
15.00,5000.00,3000.00,Settlement Payment,"Vacation, unpaid leave"
```

//Sixth Row

```
000003,27825000013,,Richard Brown,CBQ,1111-231453-008,M,21,35000.00,40000.00,
0.00,0.00,5000.00,Settlement Payment,Personal loan
```

//Seventh Row

```
000004,25601001581,,Alice Rennie,HSB,QA55BBME33111234377856,M,31,15000.00,15000.00,
0.00,0.00,0.00,Settlement Payment,
```