

Wage Protection System



File Format Specifications

Files contain two parts:

- 1- **Header:** is allocated for non-replicable main data related to employers and payers' details.
- 2- **Salary records:** These include detailed data and information about workers, in addition to their payroll statement for a specific period as follows:

1- The Header

The Header consists of two lines; the first line (which represents the first line of the SIF), will be designated for fields' addresses/names, and followed by the second line (second line in the SIF) which would be designated for the values assigned for each address in the first line as shown in table (1):

Table (1) Header's Data Structure

Ser.	Field Name	Field Type (Max Length)	Usage	Comment
1	Establishment/Employer EID	Numeric (8)	Mandatory	Means establishment's EID
2	File creation/formation date	Numeric (8)	Mandatory	YYYYMMDD
3	File creation/formation time	Numeric (4)	Mandatory	HHMM
4	Payer The ID number of the establishment that assumes payment of employees' wages from its bank account	Numeric (8)	Mandatory i.e. either field will be filled	Represents the ID number of the establishment paying workers' wages. In the event the payer is a person, this field will be left blank, and the following field will be filled, which is QID number.
5	ID No. (if the wage payment process is from a personal bank account)	Numeric (11)		Represents the QID No. if payment made through a personal account

6	Payers' Bank Symbol	Text (4)	Mandatory	Abbreviated symbols of payers (refer to Annexure No. 2) ^[1]
7	Payers' account No. IBAN	Text (29)	Mandatory	Payers' account Number
8	Salary Year/Month	Numeric (6)	Mandatory	Year and month of employees' wages, which will be in the form of YYYYMM, and begin with a year, then a month
9	Total salaries	Decimal (18,2) (there are two places for decimals)	Mandatory	The total salaries owed to workers during the month which are set out in the payroll.
10	Number of records	Numeric (6)	Mandatory	The number of detailed records which are contained in the SIF file

An example of the Header:

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
12345678	20150119	0952	12345678	*	CBQ	QA33CBQA000000004030520252101	201412	180775	9

Salary Records Details:

The records of SIF file represent details of establishments' workers' salaries whose details are contained in the Header

Each record only poses an unrepeatable worker's details in the file. Such worker is identified by the QID number or visa number.

Fields' addresses start from the third line in the file provided that the filling process shall begin with the fourth line of the file. It is necessary to follow and comply with the fields' order as set forth in table 2:

Table (2) represents the details of SIF records:

Order	Field Name	Field Type	Usage	Comment
1	Record Serial Number	Numeric (6)	Mandatory	This is a non-recurring serial number used to identify employees' records in the SIF file. If the file extracted from Microsoft – Excel applications, the field must be of Text/Character type.
2	Personal Number	Numeric (11)	Mandatory Either field shall	In accordance with the QID, noting that the field length is fixed. If the worker is newly recruited in the State and has not yet obtained the QID, the field shall be

^[1] Symbols of banks operating in accordance with annex (2).

			be filled with the personal number or Visa No.	left blank and the following field will be filled.
3	Visa Number	Text (12)		If the worker is newly recruited in Qatar and has not yet obtained the QID, this field shall be filled with the Visa number.
4	Worker Name	Text (70)	Mandatory	The name shall be in conformity with the QID and must be of minimum two segments.
5	Worker's Bank Symbol	Text (4)	Mandatory	Worker's Bank Symbol ^{[1][2]}
6	Worker's Bank Account	Text (29)	Mandatory	If the worker's account is in the same bank of the establishment, then the field shall be filled with the worker's bank account. Whereas, if the worker's bank account is in another bank, then the field shall be filled with IBAN Number.
7	Payment Frequency	Text (1)	Mandatory	The value is of one of the two choices Wage paid every two weeks B Monthly wage M.
8	Number of working days	Numeric (3)	Mandatory	The number of working days during the salary month. The working days may be less as a result of the employee's absence, or more than that. <u>In the event the worker is on leave throughout the month, the value will be recorded as zero.</u>
9	Net Wage Received	Decimal (18,2)	Mandatory	The sum of the total extra wages plus the basic salary for the working days less total deductions. The actual net wage received by the worker shall be in Qatari Riyal.
10	Basic Salary	Decimal (18,2)	Mandatory	The rate to be paid to the worker in return for the work he/she performs at a specific period of time, on a daily, monthly or annual basis.
11	Number of overtime hours	Decimal (3,2)	Mandatory	The work hours outside the scope of usual working hours, whether during working days, public holidays or leaves. In the absence of overtime hours, the value shall be recorded as zero.
12	Extra Wages	Decimal (18,2)	Compulsory	Is the total extra wages paid to the worker, otherwise the basic salary entitled for working days. These include wages for overtime during usual working days, weekends, and public holidays, as

^[2] ^[2] Symbols of banks operating in accordance with annex (2).

				well as any other allowances such as housing allowance, transfer or remunerations or any benefits as late entitlements. In case no entitlement is due, the value shall be zero.
13	Deduction Amount	Decimal digital (18,2)	Mandatory	It includes any periodic deductions as a result of penalties, forfeiture for judgment, repayment of a loan, compensation for damage, or reducing salaries during sick leave, work injury or the like. In the absence of any deductions, the field shall be zero.
14	Basic Entitlement	Text (50)	Optional	The settlement and payment of late salaries
15	Comments	Text (300)	Optional	Any additional comments deemed necessary for the establishment.

SIF Specification

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 Ministry of Labour and Social Affairs (MoLSA) for monitoring salary payments.

Each SIF file must be for one Employer only. The order of the data fields in the SIF is important and should not be mixed.

The file format that is accepted by Wages Protection System is CSV (Comma Separated Values) according to RFC4180 specification (refer to). 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.

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 date.
- Times: NUMBER (4), hhmm (hours in 24 hour format and minutes) – format is used to specify file creation time.

SIF Naming Convention

SIF file is identified by the file name. The 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)) – refer to
- 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_10007230_CBQ_20150119_0952.csv

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. It can contain 7 or 8 digits.
File Creation Date	NUMBER(8)	Mandatory	YYYYMMDD
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). It can contain 7 or 8 digits. 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, meaning, that if Payer EID is specified, Payer QID field shall be blank.
Payer QID	NUMBER(11)		The Qatari ID of the person who actually performs the payment of salaries (whose account is being debited), if Payer is not the corporate entity. Either Payer QID or Payer Establishment ID shall be specified in SIF, meaning, that if Payer QID is specified, Payer EID field shall be blank.
Payer Bank Short Name	CHAR(4)	Mandatory	The bank code for the Payer, refer to
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 Qatari Riyals
Number of Records	NUMBER (6)	Mandatory	Total number of records (rows) in the SIF

SIF Records

SIF records contain the information about salary payments for the employees for the specified salary month (Salary Year and Month field in the SIF header). Each record shall contain the information for one particular employee and shall be presented from new line. One record is allowed per one employee within SIF. Employee is identified by QID or Visa ID. Field names for SIF records shall be specified in the third row of the file and the values, starting from the fourth row of the file.

Table 2: SIF Record fields

Field Name	Field Type	Usage	Comment
Record Sequence	NUMBER (6)	Mandatory	The sequence number that will uniquely identify the SIF record. Note: If Excel is used for creation of SIF, the column should be formatted as text. Note: Record Sequence is used by WPS application to generate globally unique Record ID. For example, if Record Sequence is 000012 and the SIF name is SIF_12345678_CBO_20140706_1216, the Record ID will be assigned by WPS is: SIF12345678CBO201407061216-000012
Employee QID	NUMBER (11)	Mandatory	Qatari ID of the employee, as defined in Qatari ID card. If the Employee Visa ID is specified, Employee QID shall be left blank.
Employee Visa ID	TEXT (12)		Visa ID of the employee. It should specify if employee does not have the Qatari ID card yet and the contract is based on Employee Visa ID. If Employee Visa ID is specified, Employee QID shall be left blank.
Employee Name	TEXT (70)	Mandatory	As defined in employee Qatari ID card (or specified in Visa)
Employee Bank Short Name	TEXT (4)	Mandatory	The short name of the bank where employee has his / her account, refer to
Employee Account	TEXT (29)	Mandatory	Account number of the employee. If employee account is in the different bank then the Payer's account, IBAN should be specified.
Salary Frequency	CHARACTER (1)	Mandatory	"B" – Bi-weekly "M" – Monthly Note: It is recommended to specify the salaries of one type of frequency in one SIF (not mix frequencies).
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	The amount that the Employer should pay to the employee monthly, in Qatari Riyals according to the contract or by the law. The basic salary should be more than 0 (zero).

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	<p>Extra income is specified in Qatari Riyals. It can include the following:</p> <ul style="list-style-type: none"> • Transportation allowances • Housing allowances • Overtime • Working on holidays or vacation • Bonuses or raises • Any previous or late payments • Any advance payments for the vacation • Or anything else. <p>In case no additional wages deserved, zero (0) value should be reported.</p>
Deductions	DECIMAL (18,2)	Mandatory	<p>Total deductions are specified in Qatari Riyals. It can include:</p> <ul style="list-style-type: none"> • 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). <p>In case no deductions are applied, zero (0) value should be reported.</p>
Payment Type	TEXT (50)	Optional	Initially, the field shall specify "Normal Payment" or has to be left blank. The other possible values for this field are "Settlement Payment", "Partial Payment", "Delayed Payment" and "Final Settlement"
Notes / Comments	TEXT (300)	Optional	Extra notes including justification for any divergence in the payments.

Annex 1

Sample:

SIF Example:

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

10007230,20150119,0952,44332211,,CBQ,QA87CBQAQAQAXXX00000693123456,201412,180775,9

Record Sequence, 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

000001,27822001001,,Mustapha Abdullah,DBQ,QA26DOHBQAQAQAXXX00000693123456,M,30,15000, 15000,0,0,0,,

000002,28040000056,,Jalal Oelberg,DBQ,QA26DOHBQAQAQAXXX00000693123456,M,20,16000, 24000,0,0,8000,,Deductions due to sick leave

000003,24901552257,,Ala Aldahabi,QNB,693123456,M,15,6500,11000,0,0,4500,,Unpaid vacation

000004,28424002333,,Ammar Mohammed,QNB,QA87QNBAQAQAQAXXX00000693123456,M,30,30000, 30000,0,0,0,,

000005,28815000478,,Ottmar Knef,CBQ,QA86CBQAQAQAQAXXX00000693123456,M,30,37000, 28500,0,10000,1500,,Housing allowance added and personal loan deducted

000006,29132001234,,Sabine Jager,CBQ,QA86CBQAQAQAQAXXX00000693123456,M,30,14500, 17500,0,0,3000,,Employee has a loan

000007,,222225522612,Aleksandr Popov,CBQ,QA86CBQAQAQAQAXXX00000693123456,M,22,15000, 13000,0,2000,0,,Transportation allowance

000008,27203012245,,Ume Matsushita,CBQ,QA86CBQAQAQAQAXXX00000693123456,M,30,25000, 22000,20.5,3000,0,,Overtime paid

000009,,222225522634,Adrien Delacroix,CBQ,QA86CBQAQAQAQAXXX00000693123456,M,30,21775, 21500,0,275,0,,Extra payment for telephone

Annex 2: Names and Symbols of Banks Operating in Qatar

Bank Identifier (bank short name)	Name of Bank
ABQ	Al Ahli Bank
ARB	Arab Bank
BBQ	Barwa Bank
BNP	BNP Paribas
CBQ	Commercial Bank of Qatar
DBQ	Doha Bank
HSB	HSBC Bank Middle East
IBQ	International Bank of Qatar
IIB	Qatar International Islamic Bank
KCB	Al Khaliji Bank
MAR	Masref Al Rayyan Bank
MSQ	Mashreq Bank
QDB	Qatar Development Bank
QIB	Qatar Islamic Bank
QNB	Qatar National Bank
SCB	Standard Chartered Bank
UBL	United Bank Ltd