



WPS File Format

WPS Salary file format → To replace Salaries File

SIF Naming Convention

The SIF file name should be comprised of the following:

- “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’s 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_QNB_20140706_1216.csv

SIF Header

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

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

Field Name	Field Type	Usage	Comment
Payer Establishment ID (Payer EID)	NUMBER(8)	Mandatory	Company Establishment ID that performs the payment of salaries (whose account is being debited). It can contain 7 or 8 digits. The Employer and Payer Establishment ID must be the same if Employer pays to its employees directly. If Payer EID is specified, Payer QID field shall be left blank.
Payer QID	NUMBER(11)		Fill-in only if Payer is an individual. Qatari ID of the person who actually performs the payment of salaries (whose account is being debited). If Payer is a company, field is blank. Either Payer QID or Payer Establishment ID shall be specified in SIF file.
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 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 a particular employee.

Table 15. 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: Record Sequence is used by the WPS application to generate a globally unique Record ID. For example, if Record Sequence is 12 and the SIF name is SIF_12345678_CBQ_20140706_1216 , the Record ID assigned by WPS is: SIF12345678CBQ201407061216-000012
Employee QID	NUMBER (11)	Mandatory	Qatari ID of the employee, as defined in the 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 specified if employee does not have the Qatari ID card yet and the contract is based on Employee Visa ID. If the 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 the employee has his / her account.
Employee Account	TEXT (29)	Mandatory	Account number of the employee. If the employee account is in a 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, a zero (0) value should be specified.

Field Name	Field Type	Usage	Comment
Net Salary	DECIMAL (18,2)	Mandatory	It is the exact number that the employee is going to receive from the 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 the 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 are deserved, a zero (0) value should be reported.</p>
Deductions	DECIMAL (18,2)	Mandatory	<p>Total deductions specified in Qatari Riyals. It can include:</p> <ul style="list-style-type: none"> • Violations against the country laws or general violations • Loans payments • Coverage for damage caused by the employee to the company • Decrease in the salary (in case of sick vacation) <p>In case no deductions are applied, a zero (0) value should be reported.</p>

Field Name	Field Type	Usage	Comment
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”, and “Delayed Payment”.
Notes / Comments	TEXT (300)	Optional	Extra notes, including justifications for any divergence in the payments. Note: If the special characters (the characters other than alpha numeric or spaces) are used, the field should be double quoted.

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,,QNB,QA87QNBAQAQAXXX00000693123456,201412,180775,9
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,QA26DOHBQAQAXXX00000693123456,M,30,15000,
15000,0,0,0,,over time
000002,28040000056,,Jalal Oelberg,DBQ,QA26DOHBQAQAXXX00000693123456,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,QA87QNBAQAQAXXX00000693123456,M,30,30000,
30000,0,0,0,,
000005,28815000478,,Ottmar Knef,CBQ,QA86CBQAQAQAXXX00000693123456,M,30,37000,
28500,0,10000,1500,,Housing allowance added and personal loan deducted
000006,29132001234,,Sabine Jager,CBQ,QA86CBQAQAQAXXX00000693123456,M,30,14500,
17500,0,0,3000,,Employee has a loan
000007,,222225522612,Aleksandr Popov,CBQ,QA86CBQAQAQAXXX00000693123456,M,22,15000,
13000,0,2000,0,,Transportation allowance
000008,27203012245,,Ume Matsushita,CBQ,QA86CBQAQAQAXXX00000693123456,M,30,25000,
22000,20.5,3000,0,,Overtime paid
000009,,222225522634,Adrien Delacroix,CBQ,QA86CBQAQAQAXXX00000693123456,M,30,21775,
21500,0,275,0,,Extra payment for telephone

Appendix B - 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	ABQQAQAXXX
IIB	Qatar International Islamic Bank	QIIBQAQAXXX
ARB	Arab Bank	ARABQAQAXXX
MSQ	Mashreq Bank	MSHQAQAXXX
IBQ	International Bank of Qatar	IBOQAQAXXX
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

Qatar National Bank S.A.Q.
P.O. Box 1000, Doha, Qatar

Tel: (+974) 4440 7339
Fax: (+974) 4441 3753

qnb.com