



**Ministry of Labour**

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**Wages Protection System User Manual**  
**(Tool to create Salary file)**

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# Wages Protection System

## Introduction

**Wages Protection System (WPS)** is an electronic salary transfer system that allows companies / 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.

The WPS reflects the UAE's leading position in the region, and will increasingly project the country as a model worth emulating in the following areas:

- Reiterating commitment to protect workers' wages;
- Providing innovative solutions that help employers safeguard their own interests and reduce the time and effort needed to pay workers' wages;
- Taking serious steps to improve job security in order to strengthen work relationships in the UAE and safeguard the rights of all parties concerned;
- Entrenching transparency and competitiveness;
- Ensuring that the UAE Ministry of Labour is regularly and constantly updated on wages data in the private sector in order to guarantee that employers fulfill their salary obligations;
- Taking protective and proactive measures to reduce labour disputes pertaining to wages.

Ministry of Labour provides companies with a tool to create salary files (.SIF) which needs to be sent by companies to their respective banks to distribute salaries to employees. This file contains salary information of employees.

To download this tool user should have an eNetwasal account.

Visit [www.mol.gov.ae](http://www.mol.gov.ae) and click on eNetwasal Services on left side of the menu.

The screenshot shows the Ministry of Labour Portal. On the left, a navigation menu lists 'HOME', 'ABOUT US', 'LABOUR LAW', and 'E-SERVICES'. Under 'E-SERVICES', there are sub-categories: 'General Services' (including eNetwasal Services, Enquiry Services, E-Complain, Musharaka, Fees Information, Fine Calculator, and eForms List), 'Government Services' (including e-Government Enquiry and S.M.E Services), and 'Other Services' (including Online Enquiry Services, Tasheel Services, Tasheel Agent Services, and Call Center Services). Below the menu are 'PROCEDURE & GUIDE' and 'RELATED LINKS'. The main content area features a banner stating 'will be opened on 01-03-2010'. Below this are 'MOL News' articles, including one about the 'TABADOL' service and another about the 'MY SALARY' service. To the right, there is an 'Opinion Poll' section and 'Employees Services' including Business Center System, DSS System, Inspection System, E-Complain System, Suggestion System (مساعدة), and Web Mail. At the bottom right, there is a 'NEED HELP 800-665' button and contact hours 'SAT-THU 7am - 11pm'.

User will be directed to a new window for eNetwasal. Please enter your User ID and Password and click on Submit button.

The screenshot shows the 'Employer Login' form. It has two input fields: 'User ID' and 'Password'. Below the fields is a 'Submit' button. Underneath the button are two links: 'New Owners Signup here' and 'Forgot Password?'.

Home page will be displayed with basic user information. User can view list of all his companies.

The screenshot shows the 'netwasal' portal home page. At the top left is the Ministry of Labour logo. The main content area is divided into two sections: 'Person Information' and 'Company Information'.

**Person Information:**

- Person Code: 02100019183757
- Person Name: AHMED DARWISH AHMED ALKETBI
- Nationality: EMIRATES
- Passport No: 0833014

**Company Information:**

Company Code	Company Name	Status	Authorised Signatory	Sponsor	Owner	License Expiry Date
508533	GUARANTEED SPARE PARTS EST	OK	Yes	Yes	Yes	14/12/2009
660071	DBA SERVICE & MAINTENANCE LLC	OK	Yes			11/01/2010
550126	DARWISH BIN AHMED & SONS FOR TRAVEL & TOURS IM	OK			Yes	21/04/2010
491817	UNITED MOTORS&HEAVY EQUIPMENT CO. (LLC) BR	OK			Yes	20/07/2010
1170	DARWISH BIN AHMED & SONS	Stopped			Yes	15/12/2010
573	AL HILAL CONTR. & TRANSPORT CO.	Stopped			Yes	20/01/2011

Click on e-information and choose WPS Employees File

The diagram illustrates the navigation path. An arrow points from the 'e-Information' menu item to a dropdown list. In this list, the 'WPS Employees File' option is highlighted with a box, and another arrow points to it from the text 'WPS Employees File'.

- Home
- e-Information**
  - Company Information
  - Owner Role Information
  - PRO Details
  - Labour Card Information
  - Expired Labour Card List
  - National Labour Card List
  - Incomplete Transaction
  - Electronic Visa Status
  - Transaction List
  - Company Category Info
  - GCC Labour Cards
  - Expired Cards (Date)
  - Work Permit Receipt
  - Company Statistics
  - Payment Receipt Details
  - Employees List Request
  - WPS Employees File**

Enter you company number and click on show.

**WPS Employees File Request**

Company Number  Search

Show

On entering company number user can view “WPS Employee list Request”. Click on Save to request for employee list. It will take 24 to get the employee list from the time you request.

**WPS Employee List Request:**

Company code 491817

Company Name(English) UNITED MOTORS&HEAVY EQUIPMENT CO. (LLC) BR

Company Status OK

Save

**Requested Employees List:**

Request ID	Request Date		File Deletion Date
Agent File	2010/02/28	<a href="#">Download Agent file</a>	
Framework 2.0	2010/02/28	<a href="#">Download Dot net framework 2.0</a>	
Setup File	2010/02/28	<a href="#">Download WPS application</a>	

Note: To download the file, right click on the link and select 'Save target As...'

Download the following in the given order:

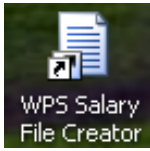
1. Dot Net Framework
2. WPS Salary setup file
3. Employee List

**Requested Employees List:**

Request ID	Request Date		File Deletion Date
3282	2010/02/23	<a href="#">Download Employee File</a>	2010/02/26
Agent File	2010/02/25	<a href="#">Download Agent List</a>	
Framework 2.0	2010/02/25	<a href="#">Download Dot net framework 2.0</a>	
Setup File	2010/02/25	<a href="#">Download salary Setup file</a>	

To download right click on the link and choose “Save target as”. The WPS Salary setup file will be downloaded in a Zip format. Please follow the below step to install the WPS Salary setup file.

- ✓ Install Dot Net Framework
- ✓ Unzip WPS Software and run setup.exe file and follow the step during installation.
- ✓ After successful installation of the software a shortcut for the application will be available on users desktop.

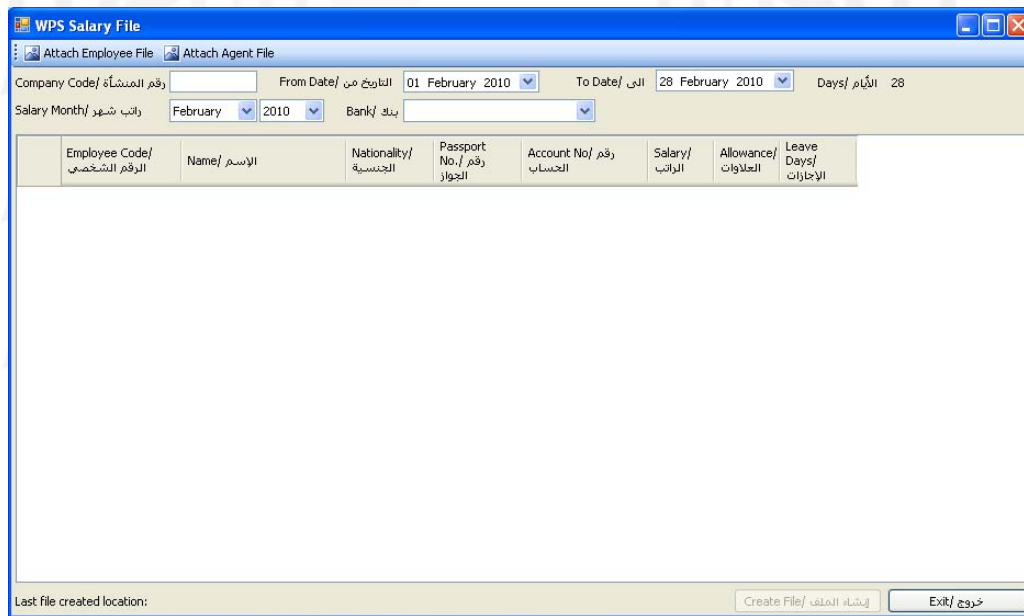


After installing the software user should follow the below steps to use the WPS Service

- ✓ Double click on the Shortcut to start the application.
- ✓ When you start the application for the 1<sup>st</sup> time user will be asked to download employee list file from eNetwasal Service.



- ✓ Click on "Attach Employee File" on the left top side of your screen and attach the Employee list that you downloaded previously.



- ✓ On attaching the employee list user will be able to view list of all his employees with their basic details like employee's code, employees name, nationality and passport number.

Attach Employee File

Attach Agent File

Employee Code/ الرقم الشخصي	Name/ الاسم	Nationality/ الجنسية	Passport No./ رقم الجواز	Agent Name/ إسم الوكيل	Account No/ رقم الحساب	Salary/ الراتب	Allowance/ العلاوات	Leave Days/ الإجازات
10022028037353	عبدالرافع	الهند	B 2875317	Select Agent/ اختر الوكيل		0	0	0
00111088586024	AHMED IBRAHIM MAGH...	EGYPT	1052758	Select Agent/ اختر الوكيل		0	0	0
20010027920140	AMJAD MISKEEN MUHA...	PAKISTAN	AP6899401	Select Agent/ اختر الوكيل		0	0	0
10030057733333	ANZAR VEERAN CHERI...	INDIA	G8043431	Select Agent/ اختر الوكيل		0	0	0
10022067837573	APPIYAL SHAIJU ETTA...	INDIA	B0616589	Select Agent/ اختر الوكيل		0	0	0

- ✓ If user is unable to view a bank or agent in the list, please download agent list from eNetwasal download screen and right click on the link and choose "Save target as".
- ✓ Attach the agent file list by clicking on "Attach Agent file".
- ✓ Enter company code and choose the bank with whom the company is banking
- ✓ Choose the date for which salary is paid and enter the salary month
- ✓ Salary month cannot have a difference for more than 1 month than the dates chosen to pay the salary
- ✓ It is mandatory to choose the agent employee is banking with, employee account number, employee's salary, allowance and number of day's employee has taken leave within the month.
- ✓ Leave days should not be more than the total number of days the salary is paid.
- ✓ Details of all the employees should be completed. If salary is not paid for particular employees enter "0" in the salary and allowance field.
- ✓ On completing details of all the employees click on "Create Salary File'. Create salary file" saves all your information in a file which needs to be sent to company's respective bank.
- ✓ Whenever an employee joins or leave a company you will need to download a new employee list from eNetwasal and attach to the application.