

WPS TRANSFER

- 1- Open the website: <u>https://www.cbd.ae/iBusiness</u>
- 2- Enter Your User ID and enter the PIN(4 digits) + Token (6 digits number displayed on the user device)
- 3- Click on Login Button

ذب في التجـــــاري Commercial Bank	بنك و of Dubai		Q Location
iBusir	less		
Login		New User? Frequently Asked Questions Login Truthle	
PIN+	Token	Live Chat	
		Contact Us	
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- 4- Click on Transact Tab at the top bar. Click on Payroll and click on WPS under it.
- 5- Select MOL ID from the dropdown. The Debit Account, Corporate Name and Trade License No will be automatically populated. Enter the amount you wish to transfer in **Total Amount*** field.
- 6- Click on **Download Sample Salary File** and download sample excel sheet.

Home	Enquire	Transact	Queue	Trade &	Guarantees	Services
iBusi 19-09-2020 19:08	NESS 3:31 GMT +0530	A > Transact > Payro	II > WPS	and submitting the below form;		
Funds Transter		WPS File Upload				
Remittance	0	MOL ID	Important Information 0000000001112	O Template Instructions Debit Acc	Download Sample Salary rount No 1000932234	file Bank Routing Codes
Central Bank Direct De Remittance Through Te	emplate	Corporate Name	CBD PCM Test Business 2	Trade Lic	ence No 123456	
Old Transaction History	,	Total Amount * Attach File *	Choose File No file chosen	AED		
Payroll Internal (CBD)	0	* indicates mandatory fields	* File size should not exceed 2 MB .			
Internal (Rateb)	_				VALIDATE	FILE SUBMIT
WPS WPS Refund Request	st					



7- There are two tabs at the bottom in excel sheet, First one is "Sheet1", where details needs to be filled and second tab is "Field Description", which shows how to fill up the details. After filling the details as per instructions mention in Field Description. Upload the file through Attach File option and click on VALIDATE FILE button, after successful Validation click on SUBMIT button. Please do not change worksheet name.

A	В	С	D	E	F	G	н	1	J	к	L	м
Empld	Employee_Name	Employee_Type	Salary	VariablePay	AccountNo	.GENT_BANK_RTN_COD	MOL_PERSONID	Sal_Month	Sal_Year	FromDate	ToDate	Leave
1												
2												
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13												
16												
16												

	Sheet1	Field Description	÷
Decide			

Ready

	A	В				
1	Please ensure to comply with the following while creating Salary through the template provided.					
2	All columns are mandatory except – "VariablePay" and "Leave". (These two columns can be blank)					
3	Formats specified in the ta	ible below should be followed.				
4	The first row (Heading ro	w) on the template should not be changed.				
5	Sheet name should remain	as Sheet1 and should not be changed.				
6	Field Name	Description				
7	Empld	This is the unique employee id in the company(normally maintained in the company HR system)				
8	Employee Name	Name of the employee				
	Employee_Type	This field should be selected from the list provided. Values for this column are: "N"- New employee or the employee's salary is processed in CBD-WPS system for the first time.				
		This has to be N when you send the file for the first time.				
		"E" – Existing employee. (Salary of this employee was				
	processed through CBD-WPS system at least once before)					
	"C" – Change – Existing employee whose details has					
9	changed since the last salary.					
10	Salary	Net amount to be paid to the employee including variable pay.				
11	VariablePay	This is the extra payments like overtime allowances etc. this amount should be included in the salary Amount. Negative amount not allowed in this field.				
12	AccountNo	IBAN or Account number of the employee with the "Agent"- (bank exchange house etc.). In case CBD Rateb card holders account number is same as the employee id provided by CBD.				
13	AGENT_BANK-RTN_CODE	This is the routing number of the bank or Agent where the employee receives salary.				
14	MOL_PERSONID	This is the unique ID provided by Ministry of Labor for each employee. (Accepts maximum of 35 digit personal No: on the face of the employee's labor card)				
	Sal_Month	Month for which the salary is paid. This should be 2 digit numeric. (Eg: "12" for				
15	December)					
16	Sal_Year	Year for which salary is paid. It should be 4 digit "yyyy".				
17	FromDate	Start date of the salary – This should be in the dd/mm/yyyy format				
18	ToDate	End date of the salary - This should be in the dd/mm/yyyy format				
19	Leave	Number of days the employee was on leave with in the salary period.				
20						

iBusiness User Guide -



8- You will be redirected to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device). You will then get a confirmation after the transaction is initiated successfully.

Please enter security PIN along with the code displayed on your RSA token:	
RSA Token *	
* indicates mandatory fields.	SUBMIT
0	