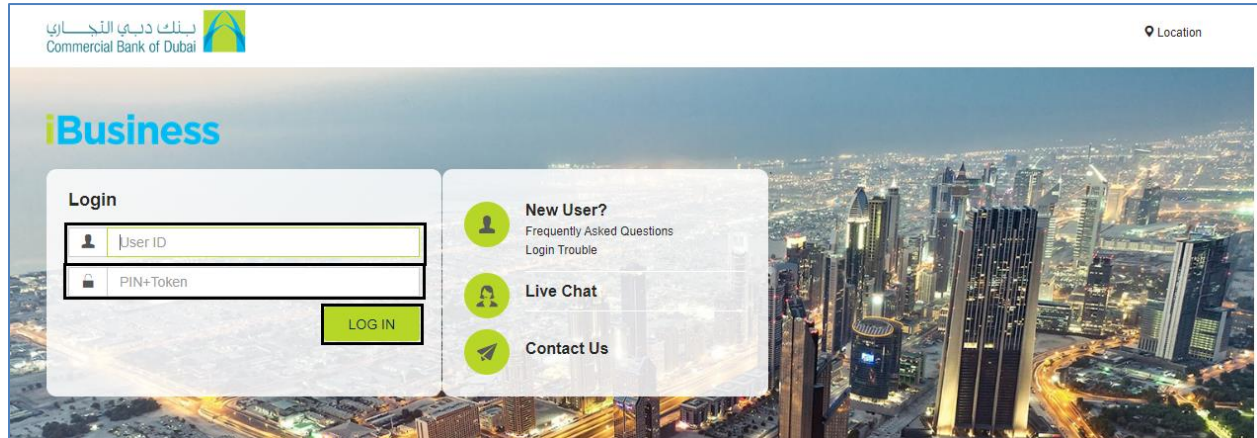


WPS TRANSFER

- 1- Open the website: <https://www.cbd.ae/iBusiness>
- 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



- 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.

- 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	B	C	D	E	F	G	H	I	J	K	L	M
	Empld	Employee_Name	Employee_Type	Salary	VariablePay	AccountNo	.GENT_BANK_RTN_COD	MOL_PERSONID	Sal_Month	Sal_Year	FromDate	ToDate	Leave
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													



	A	B
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 table below should be followed.	
4	The first row (Heading row) 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
9	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 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)
15	Sal_Month	Month for which the salary is paid. This should be 2 digit numeric. (Eg: “12” for 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		



- 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