You need to submit a Salary Information File (SIF) for the processing of salary payments through Wages Protection System. The structure of the file is as follows :

First Row	: Header Fields Titles (refer "Field Name" in Table 1 below)
Second Row	: Header Information Values (refer Table 1 below for the specifications)
Third Row	: SIF Record Titles (refer "Field Name" in Table 2 below)
Fourth Row onwards	: SIF Record Values (refer Table 2 below for the specifications)

Important – SIF should contain at least 4 rows (1st and 3rd rows for titles, 2nd row for header values, 4th row - at least one record)

Table 1
SIF Header Field Titles and Information Values

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)	Mandatory	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
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

Table 2
SIF Record Field Titles and Information Values

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 WPS application to generate globally unique Record ID. For example, if Record Sequence is 12 and the SIF name is SIF_12345678_CBQ_20140706_1216, the Record ID will be assigned by WPS is: SIF12345678CBQ201407061216-000012
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)	Mandatory	
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 (Please refer to Table 3 below)
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.

Table 2

SIF Record Field Titles and Information Values

Field Name	Field Type	Usage	Comment
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	Extra income is specified in Qatari Riyals. It can include the following: • 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. In case no additional wages deserved, zero (0) value should be reported.
Deductions	DECIMAL (18,2)	Mandatory	Total deductions are specified in Qatari Riyals. It can include: • 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). In case no deductions are applied, zero (0) value should be reported.
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 justification 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.

Table 3

Qatari banks and bank short names

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	Ahli Bank	ABQQQAQAXXX
IIB	Qatar International Islamic Bank	QIIBQAQAXXX
ARB	Arab Bank	ARABQAQAXXX
MSQ	Mashreq Bank	MSHQQAQAXXX
IBQ	International Bank of Qatar	IBOQQAQAXXX
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