

Proton International Trading FZC

P.O.Box: 41997 Hamriya Free Zone, Phase I, Sharjah, United Arab Emirates Tel: 04-2808280 Fax: 2808280

Email: info@protoninternational.me Website: www.protoninternational.me



WPS Salary Processing System gives you an easy and user friendly solution for processing your employee's salaries as per the UAE Central Bank and UAE Ministry of Labor requirements in accordance with the UAE Wages Protection system.

Key Features

- Easily create SIF file by just entering salary amount for each employee or by downloading your Excel Salary sheet of your own format.
- In built data checking and validation makes a guaranteed 100 percent perfect file and hence it would never be rejected in your Bank
- Compatible with Ministry of Labor and JAFZA SIF formats
- Salary Transfer Letter for Bank
- Generates Pay slips
- Comprehensive Reports of the Salary Transfers
- Gratuity (End of Service Benefits) calculator for UAE
- Multi-user support on LAN
- Maintains entire data of your employees with the details of their legal documents, Bank details and ministry of labor ID.
- System gives you alerts if any legal document like Passport, Visa, Labour Card or Driving license is expiring shortly or already been expired.
- Reminders for Company Legal Documents Expiry, e.g Trade License, Tenancy Contract etc.
- System maintains record of salaries processed in batches and provides a reporting tool which gives detailed salary sheet, summary reports and Employee wise report.
- Support MS Office 2007 and 2003 for Excel download.
- Generate Refund Request File (RFR file) to request the salary amount back if it is left uncollected at the Employee's agent or if the salary is sent with some error.
- Supports Windows operating systems XP / Vista / Windows 7 / Windows 8





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WPS in UAF Employer Initiates payement process	Final Series Central Bank of the UAE	Process Overview
	SOFTWARE SCREEN	<u>SHOTS</u>
Company Name	ABCD Co. LLC	
Company Code (MC	OL Code / Freezone Code) 0000000	123456
Company Bank 1	EmiratesNBD - Main Branch - Dubai	Account No AE00000111122223333444
Company Bank 2		Account No
Company Bank 3		Account No
Company Bank 4		Account No
Company Bank 5		Account No
	Update	Close



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Employees button to open Employees master record



Information like employees documents and their expiry dates. Software will give you alert for the legal documents if it is near to expire or already expired. You can attach employees documents in image format.

	Employ	ees		*
Abdullah John Methew	Search Emp Code / Name / MOL ID Show List order by Code Show Ex Employees			
	Employee Code Name	102 John Methew	23344556677	Documents
	Personal ID (MOL ID / Fr Employee Bank	BARCLAYS BANK - Dubai		
	Account No. / IBAN	AE11111111111111111	11111	IBAN suspicious
	Legal Documents More I Passport No.	Details Dates	Expiry Expiry Expiry Expiry Expiry Expiry Expiry	15/04/2013 15/04/2013 15/04/2013 15/04/2013 15/04/2013 15/04/2013 15/04/2013 ×
	I4 4 2/2 ► ₩ Ne		Refresh (Sancel Close

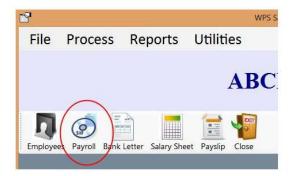


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Preparing Payroll and SIF file



Selection	Entry Prepare Salary	Prepare Payroll	- 0
Pay List	Emp Name	Un-Pay List	
101 102	Abdullah John Methew		
			()



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21) 21			Prepare Payroll	×
Selectio	in (Entry)r	epare Salary		
E Code	Employee Name	Salary 6500.00	Employee 101 Abdullah	
102	John Methew	4400.00	Salary Amount 6500 Allowances 0	
			Remark for Allowances	
			Over Time Hours 0 OT Amount 0	
			Absent Days 0 Absent Deduction	0
			Salary Deduction Allowance Deduction	0
			Remark for Deductions	
			Payment for Monthly Salary V	
			5500 00	
			Total Payment - Salary 6500.00 Allowances Net total 6500.00	0.00
			Total No Employees 2 Total Amount 10	0900.00

Prepare Salary and SIF File

42	Prepare Payroll	- D X
Selection	Entry (Prepare Salary	
	Batch No	
	Salary for the month of April v 2013	
	Period From 01/04/2013 To 30/04/2013 T No of Days 30	
	Company Bank EmiratesNBO - Main Branch - Dubai 🗸	
	Print Salary Sheet	
		•

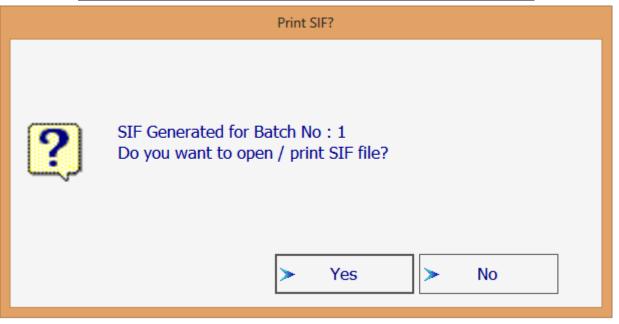


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It will prepare payroll and generates SIF file to submit in the Bank



Print the SIF file as under



Default SIF location is My Documents\SIFfiles

			`
My Docur	ments ▶ SIFfiles ▶ 20130415_1_ABCD Co LLC	✓ 🖒 Searc	h 20130415_1_ABCD
^	Name	Date modified	Туре
	1000000123456130415130554.SIF	15/04/2013 1:05 PM	SIF File