



**Ministry of Labour**

**&**

**Central Bank of The United Arab Emirates**

**Wages Protection System**

**Company Validation Utility**

Document Code - WPS-CVU01 - Version 2.2.0

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## 1. Table of Contents

1. Table of Contents .....	2
2. Document Overview .....	3
2.1. Wages Protection System .....	3
3. System Requirements .....	4
4. Installation Instructions .....	5
4.1. Pre-requisites .....	5
4.2. Installing .....	5
4.3. First Use .....	9
4.4. Using the Utility .....	11
5. Employee File Format .....	15



## 2. Document Overview

This document provides the installation instructions and the usage guidance for the Wage Protection System Company Validation Utility (WPSCVU). The WPSCVU is a utility that can be safely used by companies to verify the formats of the salary files that needs to be provided to their bankers for onward delivery to the WPS.

### *2.1. Wages Protection System*

Kindly refer to Wages Protection System Company Responsibility Guide {Document reference: WPS-CRG01} that details the various responsibilities of the companies, limited to the data to be provided to their bankers for onward delivery and processing in the WPS.



### 3. System Requirements

The application can be installed on any Windows PC/Workstation. The minimum configuration of the Windows PC/Workstation is as indicated below in this section.

-  1 x Windows 2000/XP PC
-  2 GB Memory
-  100GB available HDD
-  CD ROM Drive



## 4. Installation Instructions

### 4.1. Pre-requisites

Have the following information handy:

#### Mandatory

- ✚ The "Drive" & "Directory", where you wish to install the application.
- ✚ Your establishment id as provided by the MOL.
- ✚ The name of you establishment.
- ✚ The total number of employees in your establishment.

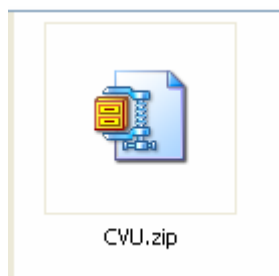
#### Optional

- ✚ A "TXT" file containing the list of the "PERSON-ID" as provided by the MOL to each and every one of your employees in your establishment. Note that this is only required if you want the utility to validate the person ids contained in the files to be generated by you using other applications.

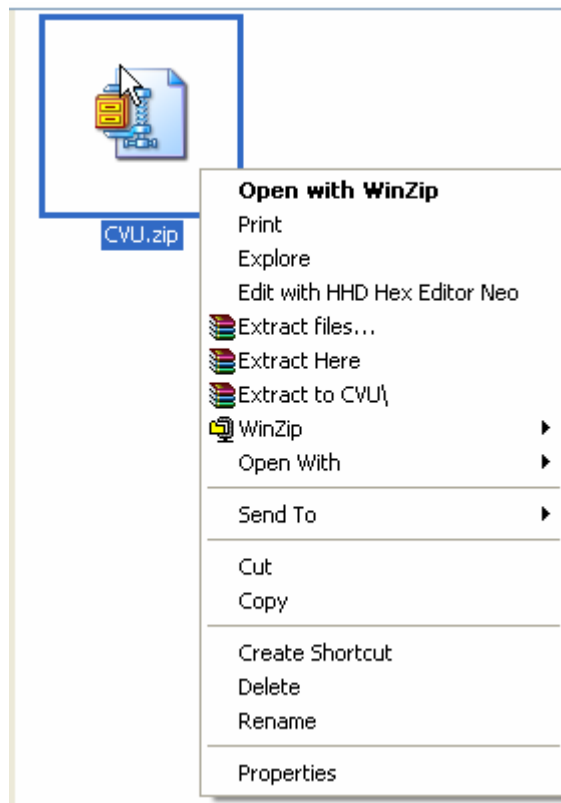
### 4.2. Installing

The installation of the utility is simple and should not take more than a few minutes if done properly. You would have received a compressed package named "CVU.ZIP". This is required for you to begin the installation process. Have this ready and follow the instructions.

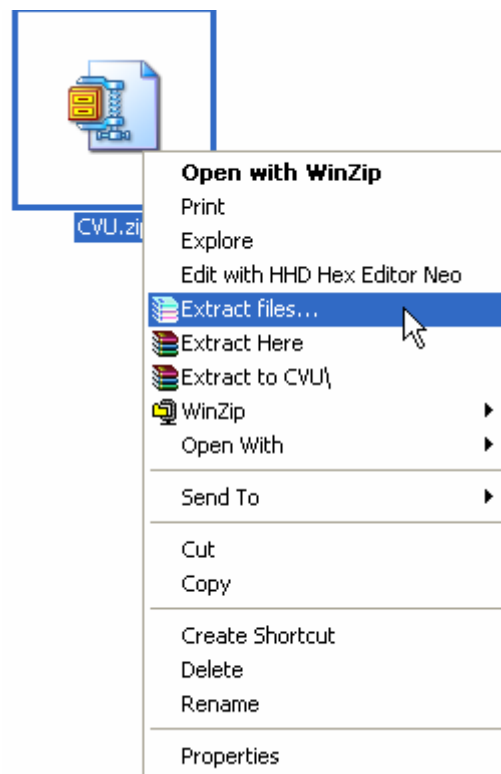
- ✚ Copy the file "CVU.ZIP" into "C:\TEMP"
- ✚ After copying open Windows Explorer
- ✚ Navigate to "C:\Temp". You should be able to see the file.
- ✚ Select the file



- ✚ Now press the "Right Hand Side" button on your pointing device (Mouse)



✚ Highlight the “Extract files...” option



✚ And click once using the “Left Hand Side” button of the pointing device.



# Wages Protection System (WPS) Company Validation Utility

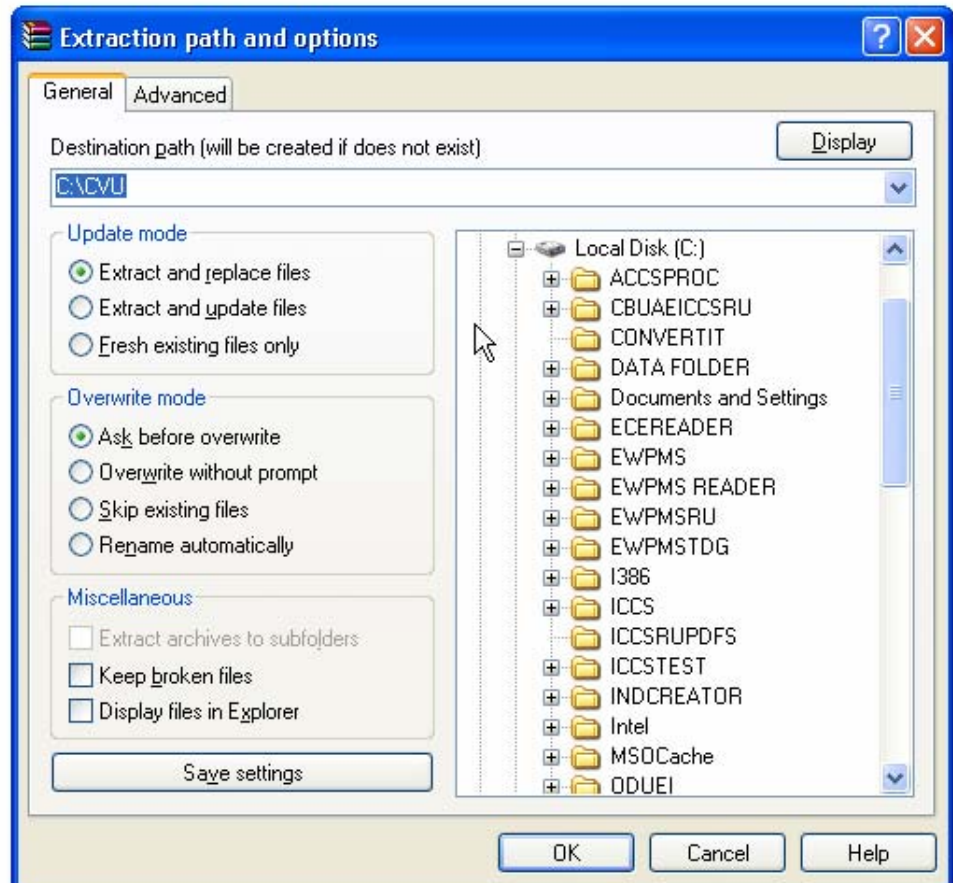
Document Code: WPS-CVU01



- A dialogue box shall be presented to you and in the space provided, type in the path where you want the utility to be installed. As an example type in "C:\CVU"



CVU.zip



- Now press the "OK" button. Once all the files have been extracted the WinZip utility window will close.
- Navigate to "C:\CVU". You should be able to see the following files.



# Wages Protection System (WPS) Company Validation Utility

Document Code: WPS-CVU01



Name	Size	Type	Date Modified
CONFIGS		File Folder	17/09/2009 07:01
libjcc.dll	383 KB	Application Extension	15/09/2002 14:18
libjsybheap.dll	18 KB	Application Extension	19/09/2002 17:23
LinkClient.dll	72 KB	Application Extension	17/06/2006 17:03
pbdwe80.dll	2,158 KB	Application Extension	19/09/2002 18:33
pbmss80.dll	225 KB	Application Extension	19/09/2002 18:36
pbodb80.dll	443 KB	Application Extension	23/09/2002 15:24
pbsys80.dll	1,731 KB	Application Extension	19/09/2002 18:33
pbtra80.dll	34 KB	Application Extension	19/09/2002 18:36
pbvm80.dll	4,401 KB	Application Extension	19/09/2002 18:35
SAMPLE EMPLOYEES.TXT	5 KB	Text Document	16/09/2009 17:23
wpsvalidator.exe	265 KB	Application	16/09/2009 19:14
WPSVALIDATOR.INI	11 KB	Configuration Settings	16/09/2009 19:17

- Select and double-click the file "WPSVALIDATOR.INI"

Name	Size	Type	Date Modified
CONFIGS		File Folder	17/09/2009 07:01
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WPSVALIDATOR.INI	11 KB	Configuration Settings	16/09/2009 19:17

Type: Configuration Settings  
Date Modified: 16/09/2009 19:17  
Size: 10.7 KB

- The file will be opened using Notepad and the contents will be presented to you as depicted below.

```
WPSVALIDATOR.INI - Notepad
File Edit Format View Help
[APPSDATA]
AppsDir=C:\WPSvalidator\
TempDir=WMSTemp
Source=C:\WPSvalidator\SOURCE
Good=C:\WPSvalidator\GOOD
Bad=C:\WPSvalidator\BAD
PrintErrors=N
Ask4Print=N
```

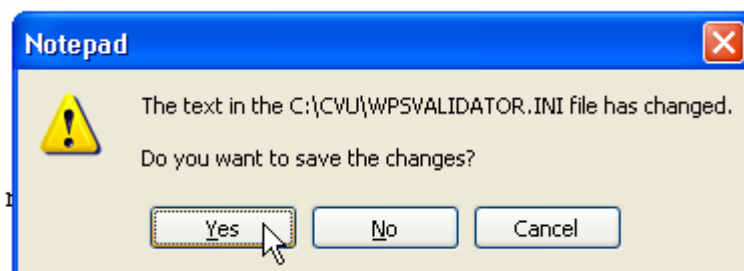




- In the second line below "[APPDATA]", the default value will be "AppsDir=C:\WPSVALIDATOR\". Change this to the path you had indicated for the installation. In this document the path used was "C:\CVU".

```
[APPDATA]
AppsDir=C:\CVU\
TempDir=WMSTemp
Source=C:\WPSvalidator\SOURCE
Good=C:\WPSvalidator\GOOD
Bad=C:\WPSvalidator\BAD
PrintErrors=N
Ask4Print=N
```


- Now close the file a dialogue box will solicit confirmation to save or discard the changes. Click on the "Yes" button to save and exit.



### 4.3. First Use


The utility can be invoked using the "WPSVALIDATOR.EXE". The very first time the application is invoked, the user will be solicited for a few details as explained below.

- When the "WPSVALIDATOR.EXE" is invoked, a screen as depicted below will appear.



## Wages Protection System (WPS) Company Validation Utility

Document Code: WPS-CVU01



■ Create Data Store
⏏

Establishment ID

Establishment Name

No. Of Employees

*Have employee data file and will use to validate.*

... Messages ...

PersonID	Nationality	Employer ID	Passport	Residence/Visa	LabourCard	EIDA	S

Create Data Store

Exit

Key in the details as requested. If you don't have the employee data then you can leave the "checkbox" unchecked. Once you have keyed in all the details, click the "Create Data Store" button.

■ Create Data Store
⏏

Establishment ID
1000000039962

Establishment Name
MY ESTABLISHMENTS NAME

No. Of Employees
50

*Have employee data file and will use to validate.*

... Messages ...

PersonID	Nationality	Employer ID	Passport	Residence/Visa	LabourCard	EIDA	S

Create Data Store

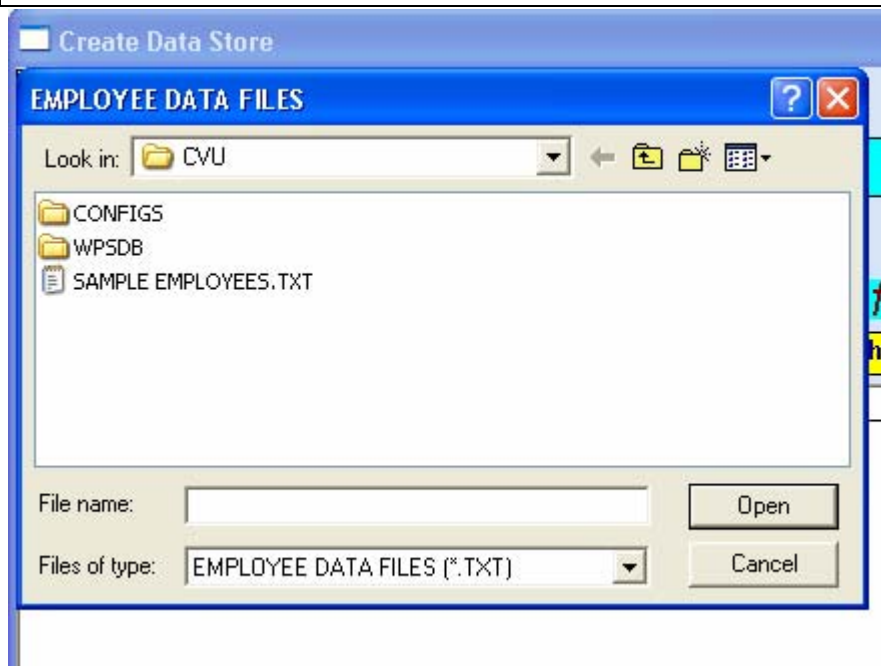
Exit

If you checked off the "Have employee data file and will use to validate", then at this time, the installer will solicit the user to select the file containing the list of the person ids for all the employees in the establishment. Please note that the number of items in the files must be the same as that indicated in the "No. Of Employees".

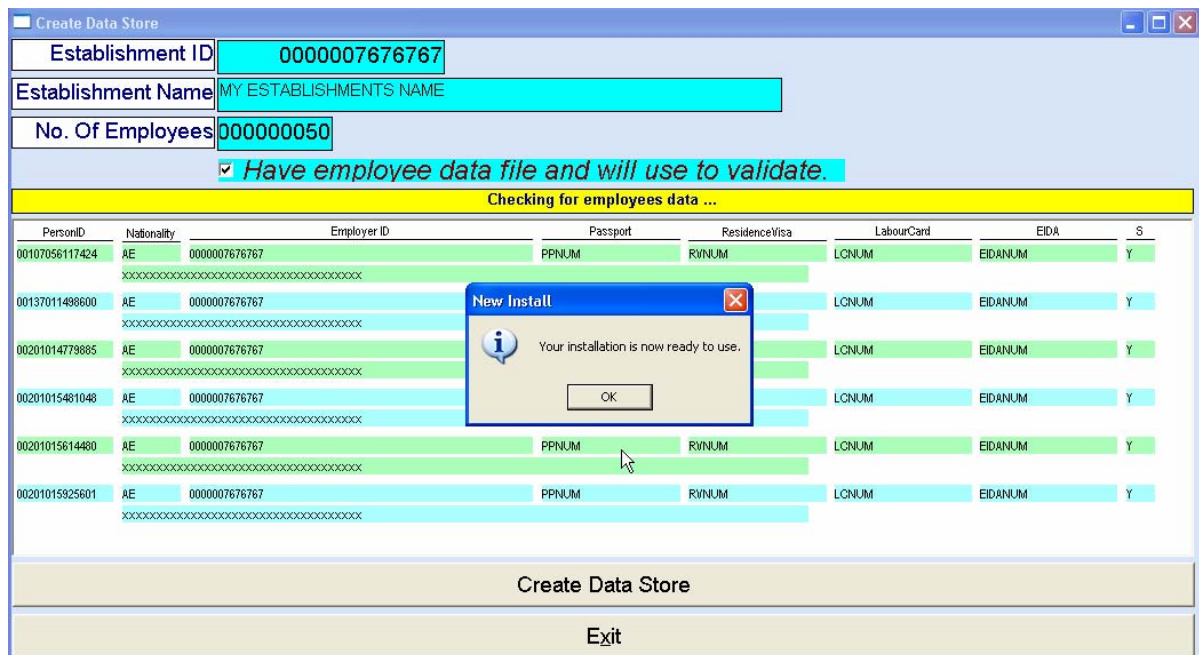


# Wages Protection System (WPS) Company Validation Utility

Document Code: WPS-CVU01



- Select the file and hit the “Open” button. The installer will verify the data and will confirm if the installation is successful or otherwise.



- Press “OK”. This will exit the installer.

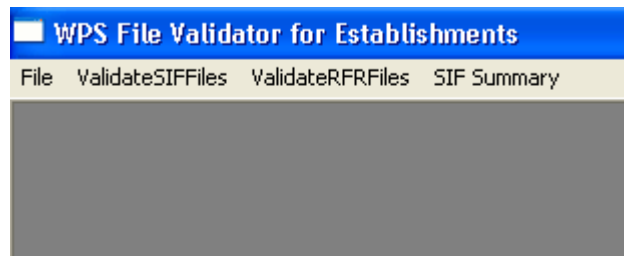
## 4.4. Using the Utility

The utility can be invoked using the “WPSVALIDATOR.EXE”. You may want to create a “Shortcut” on your desktop for ease of access.



#### 4.4.1. *Main Menu*

When the application is invoked the main window is presented as depicted below.



#### 4.4.2. *File Menu*

The following functions are available under this menu

- ✚ Set Printer  
Allows the users to select a printer for the session.
- ✚ Exit  
Allows the users to exit the utility.

#### 4.4.3. *ValidateSIFFiles Menu*

The following functions are available under this menu

- ✚ Auto Validate SIF.  
Allows the user to bulk verify all the "SIF" files placed in the "C:\WPS\SOURCE\" path. All the files that are found to be OK are moved to the "C:\WPS\GOOD\yyyymmdd\" folder whilst those that fail the validation are moved to "C:\WPS\BAD\yyyymmdd\"
- ✚ Manual Validate SIF  
Allows the user to select and verify SIF files one at a time from any desired path. Files that are found to be OK are moved to the "C:\WPS\GOOD\yyyymmdd\" folder whilst those that fail the validation are moved to "C:\WPS\BAD\yyyymmdd\"

#### 4.4.4. *ValidateRFRFiles Menu*

The following functions are available under this menu

- ✚ Auto Validate RFR.  
Allows the user to bulk verify all the "RFR" files placed in the "C:\WPS\SOURCE\" path. All the files that are found to be OK are moved to the "C:\WPS\GOOD\yyyymmdd\" folder whilst those that fail the validation are moved to "C:\WPS\BAD\yyyymmdd\"
- ✚ Manual Validate RFR  
Allows the user to select and verify RFR files one at a time from any desired path. Files that are found to be OK are moved to the



# Wages Protection System (WPS) Company Validation Utility

Document Code: WPS-CVU01

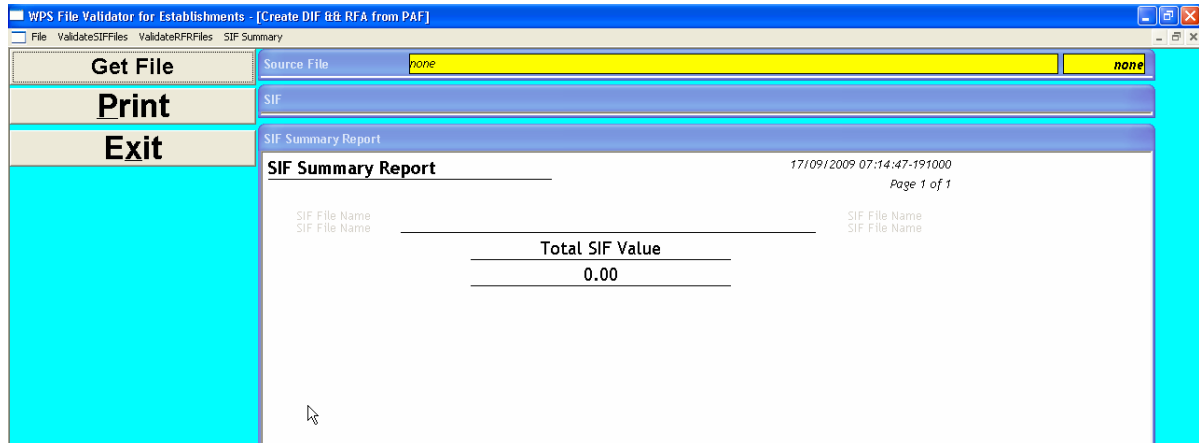


"C:\WPS\GOOD\yyyyymmdd\" folder whilst those that fail the validation are moved to "C:\WPS\BAD\yyyyymmdd\"

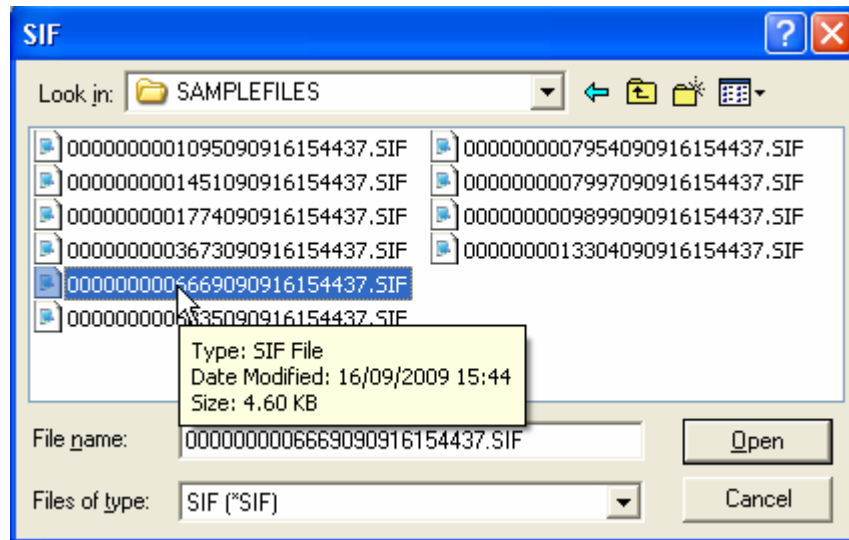
## 4.4.5. SIF Summary

This allows you to generate a summary totals report for the SIF file that will be forwarded to your banker for onward transfer to the WPS.

✚ When invoked the screen as depicted below will be shown



✚ Click on the "Get File" and a dialogue box will open to identify the SIF file that needs to be reported on.

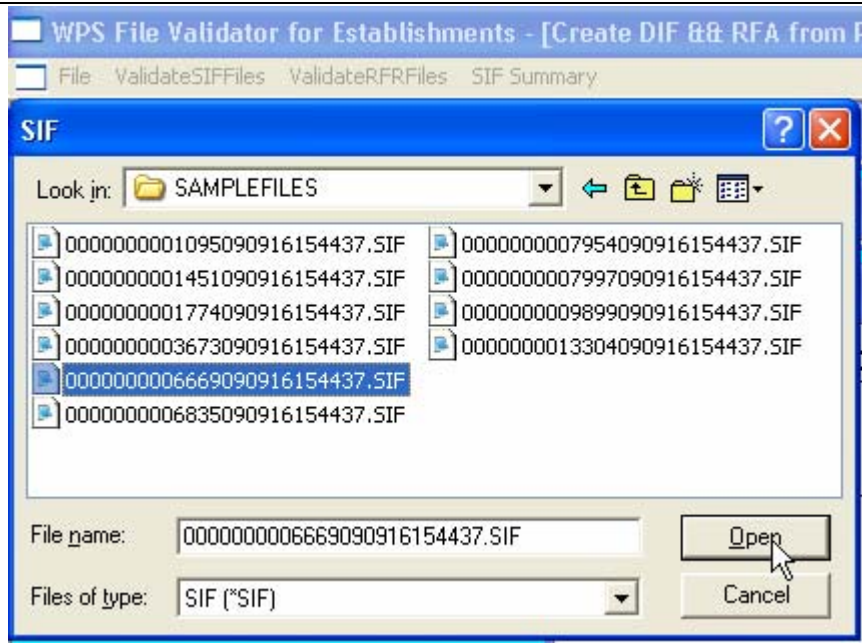


✚ Identify the file and highlight the file. The file can be opened either by double-clicking on the file name or simply by highlighting the file and clicking on the "Open" button.



# Wages Protection System (WPS) Company Validation Utility

Document Code: WPS-CVU01



- A report will be displayed which can be printed for your records or for forwarding to your baker along with the file and the debit authority.

**SIF Summary Report** 17/09/2009 07:17:40-748000  
Page 1 of 1

SIF File Name	SIF File Name	SIF File Name	SIF File Name
<b>Total SIF Value</b>			
<b>166,565.32</b>			
00120098221515	00501016226614	10002066647226	10004037511752
FI 1,035.03 VI 2,520.49	FI 1,296.65 VI 1,116.09	FI 1,480.29 VI 2,640.38	FI 836.20 VI 1,936.52
10006048750830	10010088550828	10015036791700	10015037950814
FI 943.91 VI 1,271.57	FI 1,332.74 VI 2,916.24	FI 936.56 VI 1,620.38	FI 616.14 VI 2,508.17
10015045968817	10017077347535	10018126590205	10030047950822
FI 945.86 VI 810.96	FI 1,368.37 VI 972.15	FI 1,131.72 VI 1,833.25	FI 468.85 VI 396.81
10060002587133	10065002587071	10067002587039	20000019327712
FI 1,406.37 VI 3,724.40	FI 533.68 VI 1,517.21	FI 462.69 VI 2,982.05	FI 504.15 VI 3,612.26
20000019401951	20001015038208	20001015875335	20001016523114
FI 429.14 VI 2,574.14	FI 1,292.05 VI 3,078.59	FI 481.17 VI 2,109.37	FI 851.49 VI 999.69



## 5. Employee File Format

The employee file may contain the following information.

ID	Field Label	Max Size	Type	Use	Mandated contents / Remarks
01	Employee ID	14	A	M	Person Id as assigned by MOL. This field will have to be padded with leading zeros if the length is less than the maximum specified length of 14.
02	Employee Name	100	A	O	Can be left blank if information not available.
03	Employee Nationality	3	A	O	Can be left blank if information not available. If data is present then it should conform to ISO 3166-1-alpha country codes.
04	Employer ID	13	N	M	If left blank the system will fill in the value as keyed in during the installation
05	Employees Agent RT Number	9	N	O	The 9 digit routing code of the agent where the funds need to be made available for disbursements. This 9 digit routing code is issued by the Central Bank of the UAE. In most cases the main branch routing code should be sufficient. However the employee must seek confirmation from his/her agent on the routing code to be used
06	Employees Account Number with Agent	16	AN	O	The account number issued by the agent to the employee.
07	Employee ID with Employer	35	AN	O	The employee id as assigned by the employer to the employee in their HR/PAYROLL system.
08	Employee Labour Card Number	35	AN	O	Documentary
09	LC Active YN	1	A	O	"Y"/"N"