



Corporate Payroll Process (WPS) – Internet Banking

Digital Banking Department

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Internet Banking Payroll Process – Wage Protection System

Note : Please take utmost care for the sentences marked in bold and highlighted in yellow to avoid salary upload in later stage.

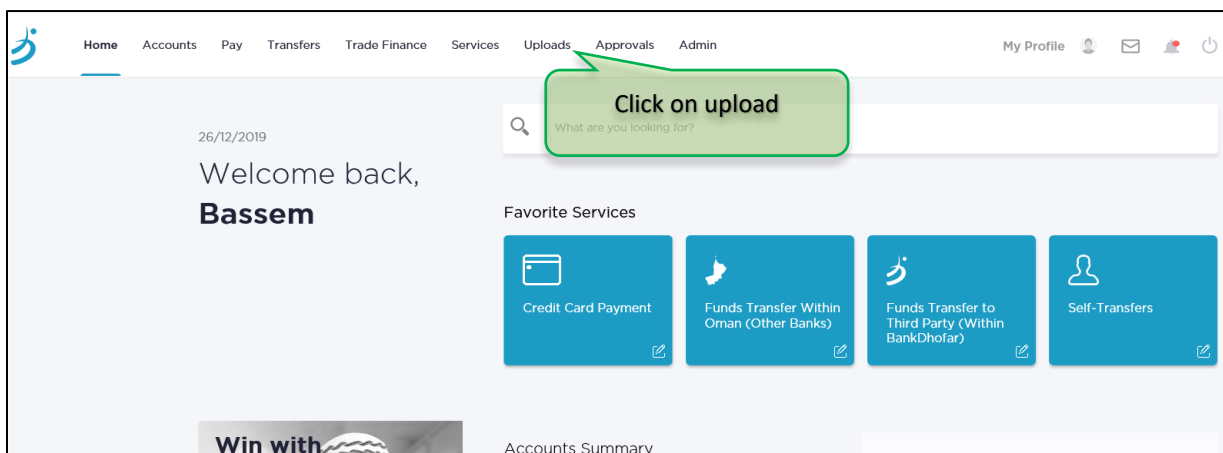
1. Introduction:

As part of our endeavor to provide the best to our customers, in collaboration with Ministry of Manpower and the Central Bank of Oman, we introduced the Wage Protection System as per the CBO guideline. This system, will able to track employees salaries and their transfer to their accounts at local banks in accordance with stipulated laws and conditions in Labor Law. The new WPS focuses on creating an accurate database concerning working wages.

2. Payroll Registration Process at Branch

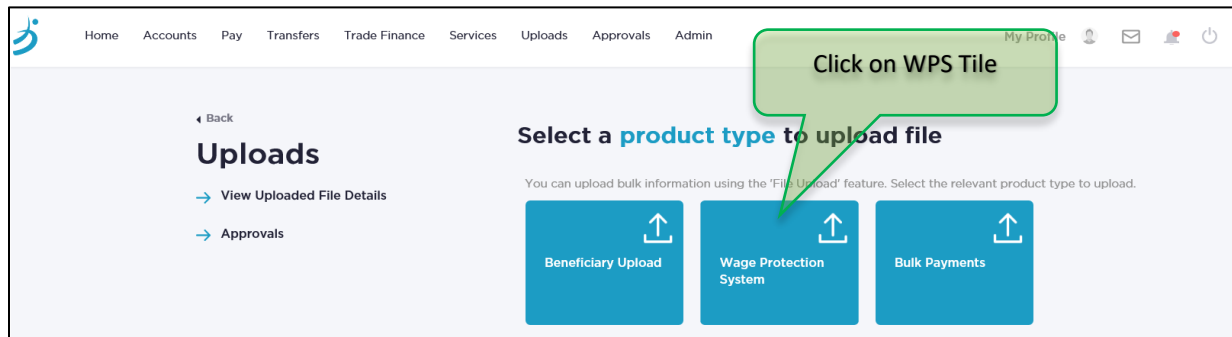
Payroll application form to be filled and signed off by the authorized signatory of the customer. Commercial Registration form, OCCI and authorized signatory Id copy to be attached with the application and submit to branch for registration.

3. Online Banking - Salary processing steps

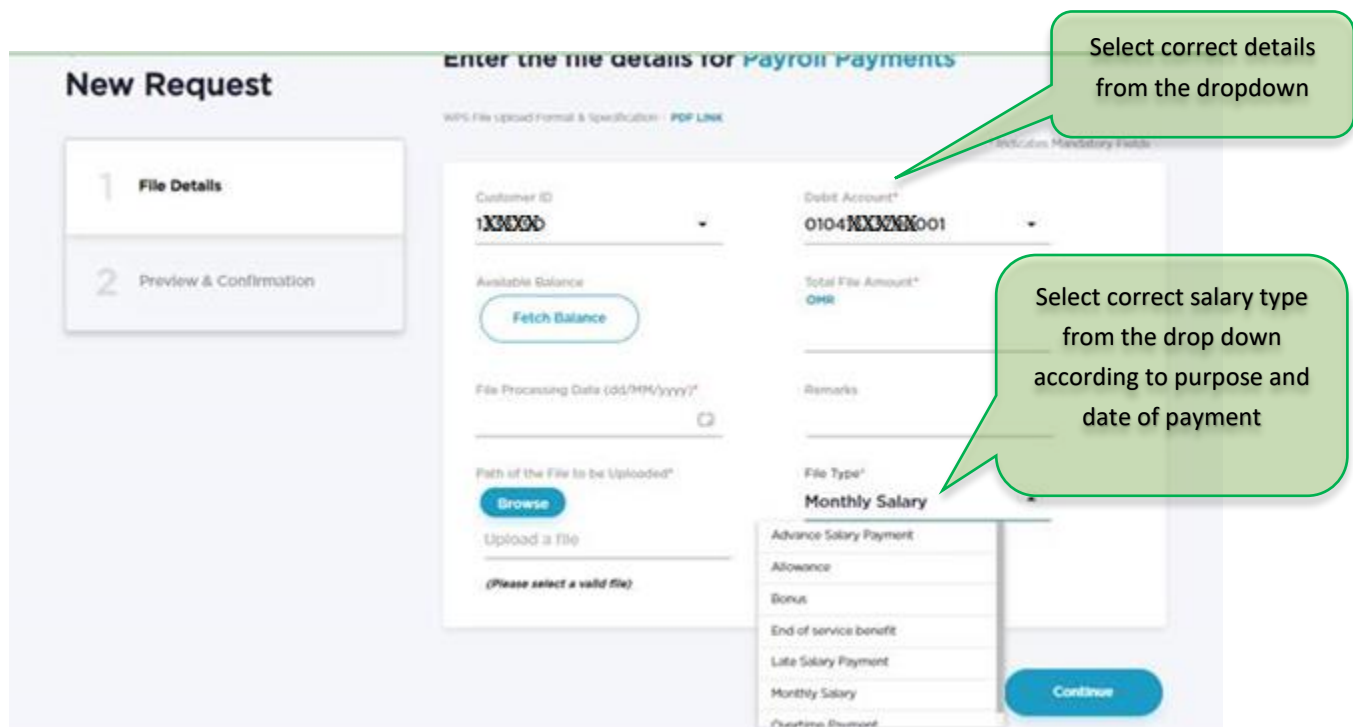


Select wage protection system from the File upload menu under Uploads Tab to process the employee salary.

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Select Wage protection(WPS) system tile to process the payroll.



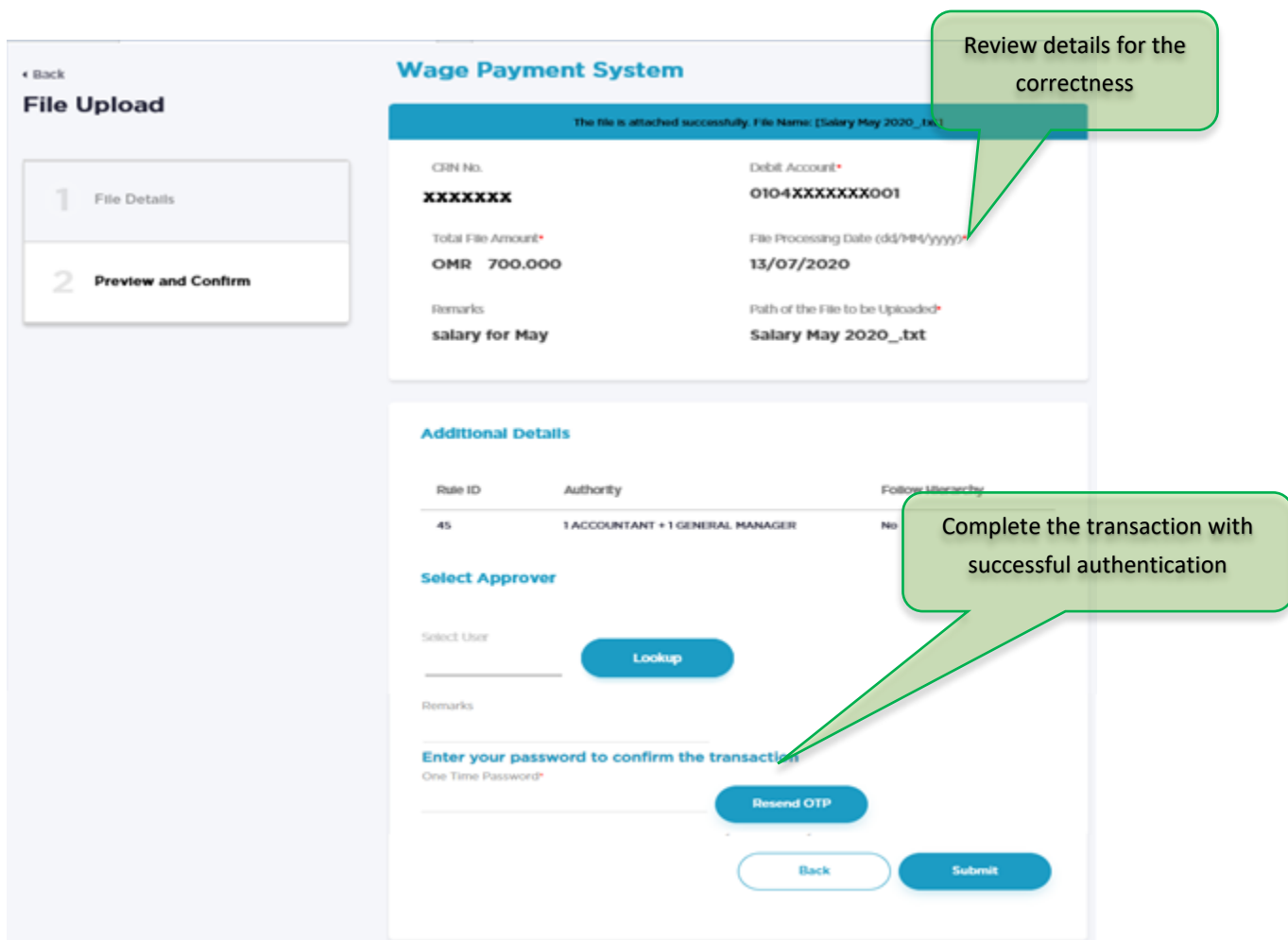
Step 1 - Select Customer id from the drop down in case group companies are linked under one login, Enter the total amount of the file, select File type from the drop down list , Enter remarks if any , click on Browse button to select the file form the stored location then click on continue to proceed further to validate the file.

File Type:

- **Monthly Salary file** – file type should be Monthly Salary, if it is processing for the same month up to next month day 7.

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- **Late Salary processing** – File type should be Late Salary Payment, if salary is processing for last month or before.
- **Advance Salary processing** – File type should be Advance Salary Payment. If salary is processing for future month.
- **Other than Salary** – Allowance, Bonus, End of Service Benefit.
- User should select appropriate value from the drop down and respective file should be uploaded by click on browse button.
- Other than Salary file – Basic salary value can be Zero.



The screenshot displays the 'Wage Payment System' interface. On the left, a 'File Upload' sidebar shows two steps: '1 File Details' and '2 Preview and Confirm'. The main content area shows a confirmation message: 'The file is attached successfully. File Name: [Salary May 2020_1.txt]'. Below this, a table displays transaction details:

CRN No. XXXXXXXX	Debit Account* 0104XXXXXXXX001
Total File Amount* OMR 700.000	File Processing Date (dd/MM/yyyy)* 13/07/2020
Remarks salary for May	Path of the File to be Uploaded* Salary May 2020_.txt

Below the table, the 'Additional Details' section shows:

Rule ID	Authority	Follow Hierarchy
45	1 ACCOUNTANT + 1 GENERAL MANAGER	No

The 'Select Approver' section includes a 'Select User' field with a 'Lookup' button, a 'Remarks' field, and a 'Enter your password to confirm the transaction' section with a 'One Time Password*' field, a 'Resend OTP' button, and 'Back' and 'Submit' buttons.

Two callout boxes provide instructions: 'Review details for the correctness' points to the transaction details table, and 'Complete the transaction with successful authentication' points to the password and OTP fields.

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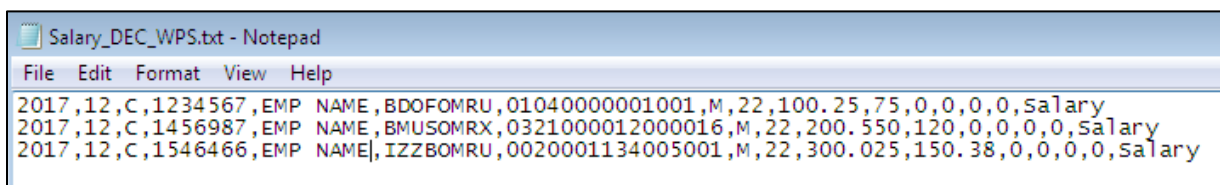
Step 2 - Default rule set in the system will be taken or select the next user for authorization, in case if it is single user then enter OTP and Click on OK to submit the Payroll.

If the corporates are requested for authority matrix for approval process, the same will be applied while processing the salary. After approval obtained by the matrix, salary file will be sent to bank for further process.

As per CBO guideline, both within Bank and Other Bank account salaries will be routed through CBO and it will be credited to the employee account after the validation.

4. Salary File Format (TXT / CSV)

Note: No header entered in the file, sample format is given below in Notepad.



```
Salary_DEC_WPS.txt - Notepad
File Edit Format View Help
2017,12,C,1234567,EMP NAME,BDOFOMRU,01040000001001,M,22,100.25,75,0,0,0,0,Salary
2017,12,C,1456987,EMP NAME,BMUSOMRX,0321000012000016,M,22,200.550,120,0,0,0,0,Salary
2017,12,C,1546466,EMP NAME,IZZBOMRU,0020001134005001,M,22,300.025,150.38,0,0,0,0,Salary
```

To understand the fields, below table shows the values with header.

Salary Year	Salary Month	Employee ID Type	Employee ID	Employee Name	Employee Bank Identification Code	Employee Account Number	Salary Frequency	Number of Working days	Net Salary	Basic Salary	Extra hours	Extra income	Deductions	Social Security Deductions	Notes
2018	2	C	1234567	EMP NAME	BDOFOMRU	01040000001001	M	22	100.25	75.25	0	50	20	5	Salary

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5. Salary File Format Guideline:

Sr No	Field Name	Data Type	* M / O	Size	Remarks
1	Salary Year	Number	M	4	The year of the salaries (formatted as yyyy)
2	Salary Month	Number	M	2	The month of the salaries (formatted as MM)
3	Employee ID Type	String	M	1	The type of identification document for the employee. Possible values as follows: If Passport "P" If Civil ID "C"
4	Employee ID	String	M	17	The employee identification number associated with the provided identification document. In case of Civil id only numeric is allowed without prefix 0 (ex: 254012520)
5	Employee Name	String	M	70	Name of the employee (as provided in the identification document)
6	Employee Bank Identification Code	Character	M	11	The code of the bank where employee has his / her account.
7	Employee Account Number	String	M	30	The Account Number of the employee, to which the salaries will be credited.
8	Salary Frequency	Character	M	1	The frequency of the paid salary. It shall be on of the following values: · "B" – Bi-weekly · "M" – Monthly
9	Number of Working days	Number	M	3	Total number of days that employee worked during the month.
10	Net Salary	Decimal	M	9,3	It is the exact number that employee is going to receive from employer for the specified salary month, in Omani Riyals. Net Salary = Basic Salary + Extra Income – Deduction – Social Security Deduction.
11	Basic Salary	Decimal	M	9,3	The amount that the Employer should pay to the employee monthly, in Omani Riyals according to the contract or by the law. • Basic salary should be greater than 0 (zero) in case of salaries only. • Basic salary can be zero for other file types
12	Extra hours	Decimal	O	3,2	The total number of hours that employee worked after his working hours (shift) or during the holidays.
13	Extra income	Decimal	O	9,3	Extra income is specified in Omani Riyals. It can include the following: · Transportation allowances · Housing allowances · Overtime · Working on holidays or vacation · Bonuses or raises
14	Deductions	Decimal	O	9,3	Total deductions specified in Omani Riyals, to include below: · Violations against the country laws or violations · Loans payments · Coverage for damage caused by the employee to the company · Decrease the salary
15	Social Security Deductions	Decimal	O	9,3	Total deductions are specified in Omani Riyals for Social Security.

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16	Notes	String	O	300	Extra notes including justification for any divergence in the payments.
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* M – Mandatory, O – Optional, minimum 0 (zero) should be mentioned in case of no value.

6. Bank Identification Codes:

S.No	Bank Name	Bank Code
1	BankDhofar	BDOFOMRU
2	Bank Muscat	BMUSOMRX
3	National Bank of Oman	NBOMOMRX
4	Oman Arab Bank	OMABOMRU
5	Sohar International	BSHROMRU
6	Ahli Bank	AUBOOMRU
7	Oman Development Bank	ODBLOMRX
8	Oman Hosuing Bank	OHBLOMRX
9	Bank Nizwa	BNZWOMRX
10	Maisarah Islamic Banking	BDOFOMRUMIB
11	Bank Muscat Meethaq	BMUSOMRXISL
12	NBO Muzn	NBOMOMRXIBS
13	Al Hilal Ahli Bank	AUBOOMRUALH
14	National Bank of Abu Dhabi	NBADOMRX
15	Qatar National Bank	QNBAOMRX
16	Standard Chartered Bank	SCBLOMRX
17	Bank of Beirut	BABEOMRX
18	Bank of Baroda	BARBOMMX
19	State Bank of India	SBINOMRX
20	Habib Bank Limited	HABBOMRX
21	AL Izz Islamic Bank	IZZBOMRU
22	Bank Sohar Islamic Window	BSHROMRUISL

7. Note:

- **Employer Commercial Registration Number (CR) should be registered at Branch.**
- Employer should be registered with Bank to process their employees salary.
- User should be registered in Internet Banking to process their employees salary.
- Employer can submit their employee salary in TXT/CSV file format without header to process salary via Internet Banking.
- Through Wage protection system menu, customer can upload different file types (Salary, Bonus, Overtime payment, Allowance and End of service benefit). However, basic salary cannot be zero in case of salary upload .
- All employee salaries (Within Bank account and Other Bank accounts in Oman) can be processed in a single file.
- **Bank process the employee salary 24x7 365 Days up on the Employer approval.**
- File format will be validated while uploading the file in Internet Banking.
- The status of the file will be updated in the system, according to CBO response.
- If any issue/ queries in the WPS upload process, kindly contact us @ activateonline@bankdhofar.com or call 24791111.