File Format Instructions

WPS Salary

Kindly ensure to comply with the following while creating Salary through the template provided.

▪ All columns are mandatory except – "VariablePay" and "Leave". (These two columns can be blank)
▪ Formats specified in the table below should be followed.
▪ The first row (Heading row) on the template should not be changed.
▪ Sheet name should remain as Sheet1 and should not be changed.

Note: The whole file will get rejected failing to comply with the file format/valid data

1.	EmpId	This is the unique employee id in the company(normally maintained in the company HR system)
2.	Employee Name	Name of the employee
3.	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.
4.	Salary	Net amount to be paid to the employee including variable pay.
5.	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.
6.	AccountNo	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.
7.	AGENT_BANK-RTN_CODE	This is the routing number of the bank or Agent where the employee receives salary. CBD Routing code : 102320150
8.	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)
9.	Sal_Month	Month for which the salary is paid. This should be 2 digit numeric. (Eg: "12" for December)
10.	Sal_Year	Year for which salary is paid. It should be 4 digit "yyyy".
11.	FromDate	Start date of the salary – This should be in the dd/mm/yyyy format
12.	ToDate	End date of the salary - This should be in the dd/mm/yyyy format
13.	Leave	Number of days the employee was on leave with in the salary period.