Wages Protection System
The Specifications of Salary Information File (SIF)

V - 1.3
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1- Definitions and Abbreviations

Following are the definitions for the terms and abbreviations used throughout the document:

- **MOL:** Ministry of Labor.
- **CBO:** Central Bank of Oman.
- **Bank Short Name** : Identifier of a bank in Oman comprised of up to four symbols.
- **Salary Information File (SIF)**: The file of the predefined structure and format, containing the information needed for salary payment transaction processing and other information, required by MOL.
- **Commercial Registration Number (CR):** The company registration number, which uniquely identifies the corporate entity and is used by MOL to distinguish between establishments.
- **Payer:** The corporate entity who has registered with the bank for the participation in wages protection system and who is actually paying salaries (whose account is being debited) to the employees of the employer. Employer and payer can be the same or different entities.
- **Regulated Entity or Employer:** The corporate entity that must participate in the wages protection system and generates and provides SIF to the bank for transferring salaries to its employees (by itself or through payer).
- **SIF Transaction:** Salary payment direct credit transaction, which is specified as a record in the salary information file.
- **Wages Protection System (WPS):** The system that collects centrally, stores and provides to MOL the required information about payment of wages by employers to their employees.
- **The International Bank Account Number (IBAN):** Is an internationally agreed system of identifying bank accounts across national borders to facilitate the communication and processing of cross border transactions.
- **SWIFT/BIC Code**: A SWIFT code is an international bank code that identifies a particular bank worldwide. It's also known as a Bank Identifier Code (BIC).

2- SIF Specifications

Salary information file (SIF) - is the file of the predefined structure and format, containing the information needed for salary payment transaction processing (transferring salaries from payer's account to employees) and other information, required by MOL for monitoring salary payments

Each SIF file must be for one payer and one employer only (Payer and Employer can be the same entity)

The file format that is accepted by Wages Protection System is CSV (Comma Separated Values). The companies may use any application or tools to create this file, for example:

- Exporting it directly from the corporate payroll system (in this example, the corporate might need to modify the payroll system to comply with the file specifications) or,
- Using Microsoft Excel to fill the salary information and then to save the file in CSV format,
- Note:

If the Excel is used for creation of CSV files, it is recommended to have all fields formatted as Text, to avoid type transformations and format issues.

2.1- SIF Naming Convention

SIF file name is comprised as follows:

«SIF» - the text used for identification of the salary information files (3 characters, TEXT (3)).

- Employer's Number(up to 17 Characters, CHAR(17)),
- Bank short name (up to 4 characters, CHAR(4)) ,
- File creation date (8 digits, NUMBER(8), yyyyMMdd) ,
- File Counter (3 digits, Number(3}}: The file counter is a value from 001 to 999 to uniquely identify the file for the same employer, bank, and file creation date,
- Extension: .CSV

Each section is separated by an underscore (_).

> Example:
> SIF_1212635_BMCT_20230313_001csv

2.2 SIF Header

- The SIF header fields and their types are listed in the table below. The header fields titles shall be provided in the first row and the header information values shall be provided in the second row of the SIF.
- **Table 1. SIF Header Fields**

Field Name	Field Type	Usage	Comment
Employer CR-NO	CHAR (17), no padding	Mandatory	Facility ID Depending on the type of employer, this field will include one of the following values: • This field may contain the commercial registration of the employer. The CR should be numeric up to 17 digits, • This field may include the civil number of the individual employer . The civil number should be numeric up to 17 digits .
Payer CR-NO	CHAR (17), no padding	Mandatory	Based on the employer type, This field contains one of the following values: • This field may contain the commercial registration (Numeric up to 17 digits), • This field may include the civil number of the individual employer(Numeric up to IV digits).
Payer Bank Short Name	CHAR (4), no padding	Mandatory	The short name of the bank .
Payer Account Number/IBAN	CHAR (30), no padding	Mandatory	The account number or IBAN of the payer, from whom the salaries will be deducted.
Salary year	CHAR (4), no padding	Mandatory	The year of the salaries (Formatted as YYYY) .
Salary Month	CHAR (2)	Mandatory	The month of the salaries (Formatted as MM) .
Total Salaries	DECIML (9,3)	Mandatory	Total amount of salaries in the SIF, in Omani Rials.
Number of Records	NUMBER (6), no padding	Mandatory	Total number of records (rows) in the SIF (number of employees joined in the SIF file) .
Payment type	CHAR (22)	Mandatory	The field will contain one of the following values: • 1- Salary, • 2- Bonus , • 3- Overtime Payment, • 4- Allowance , • 5- End of service benefit , This field has been added in accordance with the bank›s need to standardize the wage information file for all the payment types mentioned above.

2.3 SIF Records

- Wage transfer file records include information about wage payments for specific employees .
- **Table (2). Payroll information file record fields**

Field Name	Field Type	Usage	Comment
Employee ID Type	CHAR (1), no padding	Mandatory	The tyep of the employee identification number. This value will be equal to one of the following metadata: • Passport: P, • Civil Status Card: C .
Employee ID	CHAR (17), no padding	Mandatory	The employee ID is associated with the ID type field .
Reference Number	CHAR (35)	Optional	If this field is filled in by the employer, a value will be used as a reference number on the creativity movement .
Employee Name	CHAR (70), no padding	Mandatory	The employee›s name (as stated in the identity document).
Employee Bank Identifier code (BIC)	CHAR (11), no padding	Mandatory	BIC The bank code that includes the employee›s account. This field is in accordance with the SWIFT system standards codes. Includes 8 or 11 fields.
Employee Account Number/IBAN	CHAR (30), no padding	Mandatory	Account number, the IBAN of the employee in which the wages will be deposited .
Salary Frequency	CHARACTER (1)	Mandatory	Repeat pay. It should have the following values: • "B" every two weeks, • "M" Monthly . Note: It is recommended to separate wage files when there is more than one wage recurrence (not mixed iterations within the same file) .
Number of Working Days	NUMBER (3), no padding	Optional	The total number of days the employee worked in the given month. Can be less than 30 days .
Net Salary	DECIMAL (9,3)	Mandatory	It is the actual amount that the employee will receive from the employer, which is deposited in his account in Omani riyals and is (basic wage – additional income – deductions – social insurance deductions) .

Field Name	Field Type	Usage	Comment
Basic Salary	DECIMAL (9,3)	Mandatory	The amount that the employer must pay the employee per month in Omani riyals, according to the employment contract or the law, the basic salary must be more than (zero) .
Extra Hours	DECIMAL (3,2)	Optional	The total hours the employee worked beyond his basic working hours or during official holiday and rest. In the absence of additional working hours, it must be specified with (zero) .
Extra Income	DECIMAL (9,3)	Optional	Additional income is expressed in Omani Rials and may include the following: • Transportation Allowances , • Housing Allowances, •Extra work, • Work during holidays or vacations, • Incentives or rewards, • Or anything else. In the event that there are no additional wages due, a value of (zero) must be set.
Deductions	DECIMAL (9,3)	Optional	Deductions are specified in Omani Rials and it may includes the following: • Loan Payments, • Unpaid leave, • other, In the absence of deductions, a value of (zero) must be set. If there are deductions, state the reason for the deductions in the notes.
Social Security Deductions	DECIMAL (9,3)	Optional (Mandatory for national manpower who are registered in public Authority for social Insurance)	Total deductions are determined in Omani Rials for Social Insurance. If there are no deductions, the value (zero) must be set. Note: We apply social insurance deductions. Only for Omani citizens, the wage system can determine whether the employee is Omani or not, through the employee's civil number .
Notes / comments	CHAR (300), no padding	Optional	Additional notes including justification for any discrepancy between the registered contract and the actual wage transferred.

Short Name	BIC (SWIFT)	Bank Name
OAB	OMABOMRU	Oman Arab Bank
BOB	BARBOMMX	Bank of Broda
BMI	MELIOMRX	Bank Melli Iran
BSI	BSIROMRX	Bank Saderat Iran
HSBC	BBMEOMRX	HSBC Middle East
SCB	SCBLOMRX	Standard Chartered Bank
NBAD	NBADOMRX	National Bank of Abu Dhabi
HABB	HABBOMRX	Habib Bank Limited
NBO	NBOMOMRX	NBO National Bank of Oman
BDOF	BDIFIMRU	Bank Dhofar
BMCT	BMUSOMRX	Muscat bank
SBI	SBINOMRX	State Bank of India
BBUT	BABEOMRX	Bank of Beirut
BSHR	BSHROMRU	Bank Sohar S.A.O.G
AHLI	AUBOOMRU	Al-Ahli Bank S.A.O.G
QNB	QNBAOMRX	Qatar National Bank
BNZW	BNZWOMRX	Nizwa Bank
MTHQ	BMUSOMRXISL	Bank Muscat Meethaq Islamic
MUZN	NBOMOMRXIBS	Muzn Islamic Banking
MISR	BDOFOMRUMIB	Maisarah Islamic Banking Services
HLAL	AUBOOMRUALH	Ahli Islamic Bank (Al Hilal)
SHRI	BSHROMRUISL	Sohar Islamic Bank window
YUSR	OMABOMRUYSR	Al Yusr Islamic Banking
ODB	ODBLOMRX	Oman Development Bank
IZZB	IZZBOMRU	Alizz Islamic Bank
OHB	OHBLOMRX	Oman Housing Bank

Note:
All employers are required to ensure the correctness of their data recorded in banks, such as (commercial registration number - name), and this is a basic requirement to complete the registration process required to participate in the wage protection system.
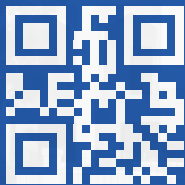
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