

WPS Payroll Compliance Checklist

Key steps to stay compliant with the UAE Wage Protection System each month.

The Wage Protection System (WPS) is the UAE's electronic salary-transfer system for private-sector employers registered with the Ministry of Human Resources and Emiratization (MOHRE). Check with your free zone authority whether its own payroll rules apply.

Monthly checklist

- ☐ Confirm every employee has an active labour contract and work permit.
- ☐ Make sure each employee has a valid bank or exchange-house account for WPS.
- ☐ Prepare the Salary Information File (SIF) through your bank or approved agent.
- ☐ Pay basic salary and agreed allowances in full on the due date.
- ☐ Match WPS amounts to the employment contract and payslips.
- ☐ Record deductions only where permitted by law and agreed in writing.
- ☐ Keep payroll registers, SIF files and payslips on record.

Year-round

- ☐ Update salary changes in contracts before they appear in WPS.
- ☐ Track leave, overtime and end-of-service accruals.
- ☐ Review MOHRE notices promptly.

Late or incomplete salary payment can lead to MOHRE action, including fines and suspension of new work permits.

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