Step 1:

Get your worker's written consent on the salary changes.

Step 2:

Log in to WP Online. Click 'Change Worker's Information' > 'Change Worker's Salary' on the left menu.

Step 3:

Enter the Work Permit number and click 'go' to proceed.

Change Worker's Information Change Personal Particulars	^	Change Worker's Salary-PIWPSOLDAM00)1	
Check Status - Personal Particulars			WP No.	: * 90
□ Change Worker's Salary				
Check Worker's Salary Change				

Step 4:

Enter the worker's new salary details. Click the declaration checkbox and 'Submit' button to proceed.

Salary Datails	Current							
Salary Details		Cui	rent			New	, 	
nousing provided by nployer?	Y-YES		~		Y-YES	~		
asic Monthly Salary 🥺	S\$	2	6 8		S\$	2 6	9	
dd: Fixed Monthly	Y-YES		~		Y-YES	~]	
Housing, Amenities	S\$	0	0 0		S \$	0 1	0	
and Services	0				0			
Transport	S\$	0	0 0		S\$	0 1	0	
Others	S\$	0	2 0		S\$	0 2	0	
otal Fixed Monthly	0	0	2 0					
lowances	0	U	2 0		0			
xed Monthly Salary 🤍	S\$ 0	2	8 8		S\$ 0	3 0	9	
	U				0			
ss: Fixed Monthly Deductions	N-NO		~		N-NO	~]	
Housing, Amenities	S\$	0	0 0		S\$			
and Services ¹	0							
Others	S\$	0	0 0		S\$			
otal Fixed Monthly		0	0	-				
eductions ²	0	0	0		5\$			
onthly Salary after	S\$ 0	2	8 8		S\$ 0	3 0	9	
onthly allowances and	0				0			
I confirm that I have obta	ned the w	orker's	s written c	onsent	for all th	e salarv cl	nanges	
clared above.							2	
ote: 1. Deductions for "Hou	sing, Am	enitie	es and Se	rvices	" shoul	d not exc	eed 25%	of
"Fixed Monthly Sala and "Transport" allo	ry" minu wances;	s the it ma	sum of " y be an o	Housi	ng, Ame e under	the Emp	d Service loyment	s"
2. Total Fixed Monthly Salary" minus the s	Deductio Jm of "H	ons sh ousin	ould not g, Amenit	excee ties ar	d 50% Id Servi	of "Fixed ices" and	Monthly	
"Transport" allowan	ces; it m	ay be	an offen	ce un	ler the	Employn	nent Act.	
 Please enter the dol amount is greater the You and the worker 	iar value ian S\$99 should e	only. 99, pl ach k	E.g. for s lease ent eep a cor	5\$650 er "99 ov of t	.00, en 99". he writ	ter "0650 ten conse	ent for	
	Should C	ucii k	cep a cor	,, 0. 0	ine mine	cen conse		

Step 5:

You will be shown a warning message. After you have read it, click the checkbox in the warning message. Click the declaration checkbox and 'Submit' button again to continue.

Name : Ta WP No. : 0 FIN : F1	n Mei Mei 71111111 234567A				
WARNINGS Please acknowledge	this message l	by checking the b	ox before pro	ceeding.	
N fr e e OLWAW715 : fr c e I I P	10M conducts oreign employ- alary payment way the declare mployees' con ined up to \$20 harge. They w mployees. confirm that to proceed with th	regular audits by ees and requiring . More than 80% ad salaries were of nplaints. Errant e ,000 or imprison ill also be barred the fixed monthly his transaction.	checking dire of employers to of employers letected throu mployers are ed up to two y from hiring fo salary is corr	ctly with your show proof o who failed to gh their foreig prosecuted, an ears or both p reign ect and I wish	f in nd er to
Salary Details		Current		New	
Is housing provided amployer?	by V-VES	\sim	Y-YES	~	
Basic Monthly Salary	🤹 s\$	2 6 8	S\$ 2	69	
Add: Fixed Monthly Allowances	Y-YES	~	Y-YES	~	
Housing, Amen and Services -	ities S\$	0 0 0	S\$ 0		
Transport	S\$	0 0 0	S\$ 0	1 0	
Others	5\$	0 2 0	5\$ 0	2 0	
Total Fixed Monthly Allowances	S\$ 0	0 2 0	S\$ 0 0	4 0	
Fixed Monthly Salary	S\$ 0	2 8 8	<mark>\$\$</mark> 03	09	
Less: Fixed Monthly Deductions	N-NO	\sim	N-NO	~	
Housing, Amen and Services ¹	ities _{S\$}	0 0 0	S \$		
Others	S\$	0 0 0	S\$		
Total Fixed Monthly Deductions ²	S\$ 0	0 0 0	S\$		
Monthly Salary after taking into account fi monthly allowances a deductions	ixed S\$ 0	2 8 8	S\$ 0 3	0 9	
I confirm that I have declared above.	obtained the wo	orker's written conse	ent for all the sai	ary changes	
Note: 1. Deductions for "Fixed Monthly and "Transport" Act. 2. Total Fixed Mon Salary" minus t "Transport" allo Please enter the amount is great You and the wo reference in cas Click ③ for mor	"Housing, Ame Salary" minus " allowances; i hthly Deduction he sum of "Ho owances; it ma e dollar value of ter than S\$999 rker should ea se of a dispute re information.	enities and Servic the sum of "Hou it may be an offe ns should not exc using, Amenities ay be an offence only. E.g. for S\$6 99, please enter ' och keep a copy o	ces" should no ising, Ameniti nce under the ceed 50% of " and Services" under the Emp 50.00, enter ' 9999". of the written of	et exceed 25% es and Service Employment Fixed Monthly " and bloyment Act. "0650". If the consent for	o of ss"

Step 6:

Ensure the worker's new salary details are correct. Click 'Confirm' to submit your request.

Change Worker's Salary-PIWPSOLDAM003

Worker's Information

Name	:	Tan Mei Mei
WP No.	:	0 71111111
FIN	:	F1234567A

Please check the details you have amended. If you wish to make any changes, click the 'Previous' button to return to the amendment page. If not, click the 'Confirm' button to submit the amendment request.

Salary Details	Current	New
Is housing provided by employer?	YES	YES
Basic Monthly Salary	S\$ 2680	S\$ 2690
Add: Fixed Monthly Allowances	YES	YES
Housing, Amenities and Services	S\$ 0	S\$ 100
Transport	S\$ 0	S\$ 100
Others	S\$ 200	S\$ 200
Total Fixed Monthly Allowances	S\$ 200	S\$ 400
Fixed Monthly Salary	S\$ 2880	S\$ 3090
Less: Fixed Monthly Deductions	NO	NO
Housing, Amenities and Services	S\$ 0	S\$ 0
Others	S\$ 0	S\$ 0
Total Fixed Monthly Deductions	S\$ 0	S\$ 0
Monthly Salary after taking into account fixed monthly allowances and deductions	S\$ 2880	S\$ 3090
< Previous		Confirm