

How to update your worker's salary using WP Online

Step 1:

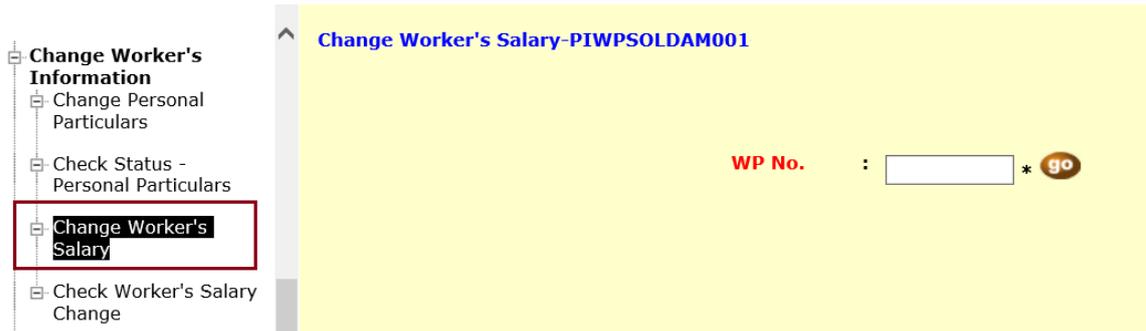
Get your worker's written consent on the salary changes.

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.



The screenshot displays the WP Online interface. On the left, a navigation menu is visible under the heading 'Change Worker's Information'. The menu items are: 'Change Personal Particulars', 'Check Status - Personal Particulars', 'Change Worker's Salary' (highlighted with a red box), and 'Check Worker's Salary Change'. The main content area is titled 'Change Worker's Salary-PIWPSOLDAM001' and features a form with the label 'WP No.' followed by a colon, an input field, an asterisk, and a 'go' button.

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Step 4:

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

Worker's Information

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

Salary Details	Current	New
Is housing provided by employer?	Y-YES	Y-YES
Basic Monthly Salary	S\$ 2 6 8 0	S\$ 2 6 9 0
Add: Fixed Monthly Allowances	Y-YES	Y-YES
Housing, Amenities and Services	S\$ 0 0 0 0	S\$ 0 1 0 0
Transport	S\$ 0 0 0 0	S\$ 0 1 0 0
Others	S\$ 0 2 0 0	S\$ 0 2 0 0
Total Fixed Monthly Allowances	S\$ 0 0 2 0	S\$ 0 0 4 0
Fixed Monthly Salary	S\$ 0 2 8 8	S\$ 0 3 0 9
Less: Fixed Monthly Deductions	N-NO	N-NO
Housing, Amenities and Services ¹	S\$ 0 0 0 0	S\$
Others	S\$ 0 0 0 0	S\$
Total Fixed Monthly Deductions ²	S\$ 0 0 0 0	S\$
Monthly Salary after taking into account fixed monthly allowances and deductions	S\$ 0 2 8 8	S\$ 0 3 0 9

I confirm that I have obtained the worker's written consent for all the salary changes declared above.

Note:

- Deductions for "Housing, Amenities and Services" should not exceed 25% of "Fixed Monthly Salary" minus the sum of "Housing, Amenities and Services" and "Transport" allowances; it may be an offence under the Employment Act.
 - Total Fixed Monthly Deductions should not exceed 50% of "Fixed Monthly Salary" minus the sum of "Housing, Amenities and Services" and "Transport" allowances; it may be an offence under the Employment Act.
- Please enter the dollar value only. E.g. for S\$650.00, enter "0650". If the amount is greater than S\$9999, please enter "9999".
 - You and the worker should each keep a copy of the written consent for reference in case of a dispute.
 - Click [?](#) for more information.

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Submit

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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.

Worker's Information

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

WARNINGS

Please acknowledge this message by checking the box before proceeding.

OLWAW715 : MOM conducts regular audits by checking directly with your foreign employees and requiring employers to show proof of salary payment. More than 80% of employers who failed to pay the declared salaries were detected through their foreign employees' complaints. Errant employers are prosecuted, and fined up to \$20,000 or imprisoned up to two years or both per charge. They will also be barred from hiring foreign employees.

I confirm that the fixed monthly salary is correct and I wish to proceed with this transaction.

Salary Details	Current	New
Is housing provided by employer?	Y-YES	Y-YES
Basic Monthly Salary ³	S\$ 2 6 8 0	S\$ 2 6 9 0
Add: Fixed Monthly Allowances ³	Y-YES	Y-YES
Housing, Amenities and Services	S\$ 0 0 0 0	S\$ 0 1 0 0
Transport	S\$ 0 0 0 0	S\$ 0 1 0 0
Others	S\$ 0 2 0 0	S\$ 0 2 0 0
Total Fixed Monthly Allowances	S\$ 0 0 2 0	S\$ 0 0 4 0
Fixed Monthly Salary ³	S\$ 0 2 8 8	S\$ 0 3 0 9
Less: Fixed Monthly Deductions ³	N-NO	N-NO
Housing, Amenities and Services ¹	S\$ 0 0 0 0	S\$
Others	S\$ 0 0 0 0	S\$
Total Fixed Monthly Deductions ²	S\$ 0 0 0 0	S\$
Monthly Salary after taking into account fixed monthly allowances and deductions	S\$ 0 2 8 8	S\$ 0 3 0 9

I confirm that I have obtained the worker's written consent for all the salary changes declared above.

Note:

- Deductions for "Housing, Amenities and Services" should not exceed 25% of "Fixed Monthly Salary" minus the sum of "Housing, Amenities and Services" and "Transport" allowances; it may be an offence under the Employment Act.
 - Total Fixed Monthly Deductions should not exceed 50% of "Fixed Monthly Salary" minus the sum of "Housing, Amenities and Services" and "Transport" allowances; it may be an offence under the Employment Act.
- Please enter the dollar value only. E.g. for S\$650.00, enter "0650". If the amount is greater than S\$9999, please enter "9999".
 - You and the worker should each keep a copy of the written consent for reference in case of a dispute.
 - Click ³ for more information.

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Submit

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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

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Confirm