

WPS File: Fill Employees Does Not Populate Employees

Scope

This article applies to **FirstBIT Contracting v2.1.1.32 and later**.

Problem: When the user clicks **Fill Employees** while creating a WPS Salary File, no employees are added, and the list remains empty.

Cause

Starting from **FirstBIT Contracting v2.1.1.32**, the WPS employee selection logic has been updated.

A new employee-level option, **Include in WPS Salary File**, has been introduced to provide better control over which employees should be included in the WPS file.

Previously, only the **Use for WPS** option in the payroll accrual type was required. Any employee assigned to an accrual with this option enabled was automatically included in the WPS file.

The screenshot shows the 'Basic Salary (Accrual (Deduction) Type)' configuration form. Key elements include:

- Navigation:** Back and forward arrows at the top left.
- Buttons:** 'Save and close' (yellow), 'Save', 'Add' (blue), and 'Edit GL Accounts'.
- Folder:** A dropdown menu set to 'Accruals' with a copy icon.
- Code:** A text field containing '00-000007'.
- Description:** A text field containing 'Basic Salary', highlighted with a yellow box.
- Work Time Type by Default:** A dropdown menu set to 'WO - Regular Working Hours' with a copy icon.
- Type:** Two buttons: 'Accrual' (green) and 'Deduction' (grey).
- Options:**
 - ☐ Have Base
 - ☒ Use for WPS (highlighted with a red box)
 - ☒ Fixed (selected radio button)
 - ☐ Variable
 - ☒ Use for End of Service Benefits Calculation
- Formula:** A text field containing '[Tariff] / [NormDays] * [DaysWorked]' with a copy icon.
- Additional Information:** A large empty text area at the bottom.

With the updated functionality, employees must also be explicitly marked by enabling the **Include in WPS Salary File** option in their employee card.

Resolution

1. Open the **Employee** card.
2. Make sure the **Include in WPS Salary File** checkbox is selected.
3. Save the employee card.

4. Return to the WPS Salary File and click **Fill Employees** again.

The screenshot shows the 'Nick Kandinsky (Employee)' form. The 'Current Employment Details' section includes fields for Join Date (12.11.2025), Department, Position (Labor), Contract Type (Limited-Term Contract), Status (Active), and Labour ID (12234621). The 'End of Service Benefits' section shows Total Service (0 years, 7 months, 23 days), Accumulated End of Service Benefits (0,00), and Unpaid Absence Days (3,00). The 'Vacation' section shows Total Earned Days (15,54), Total Used Days (0,00), and Available Days (15,54). The 'Include in WPS Salary File' checkbox is checked and highlighted with a red box.

And it is also important control WPS Entity should be same with Entity for salary amounts calculations - if it is not same, system will not auto populate amounts in WPS file:

The screenshot shows the 'Employment Contract' form for Nick Kandinsky. The 'Entity' field is set to 'Creator LLC' and the 'WPS Entity' field is also set to 'Creator LLC'. Both fields are highlighted with red boxes. The form also includes fields for Employee, Department, Position, Join Date, Contract Status, Contract Type, End-of-Contract Date, and a Comment field.

Employees with this options enabled will now be included in the WPS file.

WPS File (create) *

Conversation

Post and close

Save

Post

Save WPS File -

Print -

More actions -

?

Add

Fill Employees

Search (Ctrl+F)

More actions -

#	Employee	Labour ID	Bank Routing Code	Account Number	Fixed Amount	Variable Amount	Days on Leave
1	Nick Kandinsky	00000012234621			1 900,00	200,00	

Variable Accruals

Add

Fill

Search (Ctrl+F)

More actions -

Accrual Type	WPS Variable Accrual Type	Amount
Overtime	Overtime Allowances	200,00

Сделать скриншот (Ctrl+F11)

Why this change?

This enhancement was introduced in FirstBIT Contracting v2.1.1.32 and later to provide more granular control over WPS file generation. The new functionality introduces a two-level control for WPS file generation. An employee must first be explicitly included in the WPS file by enabling the *Include in WPS Salary File* option in the employee card. Once enabled, the *Use for WPS* setting on individual payroll accrual types determines which of the employee's accruals are included in the WPS file.

Thank you for being FirstBIT Customer!