



# DEWS

## PROBATION GUIDE



**ZURICH**<sup>®</sup>  
Workplace Solutions

# Employees on probation

## The regulatory requirement

Handling of gratuity for employees on probation is covered under section 66(12) of the DIFC LAW NO. 4 of 2020, and it says: An Employer may defer the payment of an Employee's Core Benefits to a Qualifying Scheme during the Employee's probation period agreed to in an Employment Contract, in which case:

(a) if the Employee's employment is confirmed:

- (i) the Qualifying Scheme Commencement Date for the Employee will be the date of such confirmation;
- (ii) the Core Benefits due to the Employee will be calculated retrospectively from the date of commencement of the Employee's employment; and
- (iii) the provisions of Articles 66(11) (b) and (c) shall apply in respect of any Core Benefits due on a retrospective basis; or

(b) in the case of non-confirmation of the Employee's employment, no Core Benefits will be payable in favour of the Employee to a Qualifying Scheme,

provided that where an Employer has not deferred the payment of an Employee's Core Benefits during a probation period, the Employee shall remain entitled to any Core Benefits paid to a Qualifying Scheme on their behalf in case their employment is not confirmed.

# Employees on probation

## What to do when an employee is on probation in your company

If you have an employee in your company on probation then DO NOT enroll them into your DEWS immediately. Instead wait until the employee has successfully completed probation, then enroll them to DEWS with one lump sum payment that covers any contributions they were due for their probation period.

### 1. Wait until the probation period ends

Once an Employee has successfully completed probation then they can be enrolled into the DEWS plan.

If the employee's probation is not successful and the employer is terminated or the probation is extended, then you do not have to do anything.

### 2. Create their DEWS account

Include the employee in your upload file by entering the employees personal details and their employment start date (which should be the date they started working for the company). If you need help completing the upload file then use our [handy guide](#).

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## 3. Include a lump sum payment

Enter the pay period dates for the current month. Then enter one lump sum contribution which covers each month the Employee successfully worked on probation.

For example, if an employee was on probation in Jan-Mar, then you will enter March dates in the file and the contribution amount will be the total contributions for Jan-March. If your employee was due \$100 contribution each month then this would look like the below:

StartsOn	EndsOn	PeriodType	EmployerContributionAmount
01/03/2021	31/03/2021	Monthly	300.00

## 4. Upload your file

Once you have completed all of the above steps, upload your file into the DEWS portal. An automated welcome email will then be sent to the employee to inform them that they have been enrolled into DEWS.

## 5. Going forward

Please include the employee in any future Upload Files, with a separate contribution for each month they continue in employment.

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## What to do if something needs to be corrected

### 1. I have received error messages when uploading my file

Review the table below for common error messages and how to resolve them. If you require any further support please don't hesitate to [contact us](#).

Error message	How to resolve it
Pay period start date must be after or on the {Employment Start Date}.	Please ensure the Pay Period Start date is after the Employment Start date within your file.
Pay period is not consecutive	This means you have already successfully uploaded a subsequent Pay Period which you must delete in order to be able to upload later periods. To delete an uploaded contribution then go to Menu > Contributions & Payroll > Contributions and use the Trash Can icon to delete the pay period.
For any other generic error messages please refer to our <a href="#">'Resolution for errors' guide</a> in the first instance.	

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