

Type of Information Required	OED Field	Explanation
Company Details	UEN	Unique Entity Number (UEN) - refers to the specific identification number generated and assigned to your business, following successful incorporation/registration with ACRA
Personal Details	Full Name (as per NRIC/ FIN)	Provide the employee's full name as indicated on their NRIC/FIN
Personal Details	ID Type (SC/PR/WP/EP/SP/Other Work Pass)	For Residents - select 'SC' (Singapore Citizen) or 'PR' (Permanent Resident) For Foreigners - indicate type of work pass
Personal Details	Identification Number For Residents - NRIC No. (in full) For Foreigners - FIN (in full)	-For Residents (Singapore Citizen and Permanent Resident) employees, please provide their NRIC number in FULL. -For Foreign Employment Pass / S Pass holders / Work Permit holders, please provide FIN number in FULL.
Employment Details	Date Joined (DDMMYYYY)	Date when the employee officially joins the company (i.e 25th October 2022 to be indicate as 25102022) No other symbols or special characters are allowed.
Personal Details	Highest Education Attained	Select one from the list: 0. No Formal Qualification/Pre-Primary/Lower Primary 1. Primary 2. Lower Secondary 3. Secondary 4. Post Secondary (Non-Tertiary); General & Vocational 5. Polytechnic Diploma 6. Professional Qualification and Other Diploma 7. Bachelor's or Equivalent 8. Postgraduate Diploma/Certificate (Excluding Master's and Doctorate) 9. Master's and Doctorate or Equivalent
Job Details	Main Job Title	If an employee holds more than 1 role in his/her job scope, please indicate his/her main job title (the role that he/she performs most of the time).
Job Details	Main Job Duties	The main tasks and responsibilities of the employee.
Job Details	PWM Job Level	Refers to job role covered by the respective Progressive Wage Models (PWMs). For workers covered under the PWMs, you will need to select a PWM Job Level from the dropdown list.
Job Details	PWM Job Description	This field is automatically generated. The corresponding job description of the selected PWM Job Level will be reflected automatically in the field "PWM Job Description" on the portal upon successful submission of your OED.
Job Details	Is the employee performing HR functions/roles?	Please answer the next 3 fields related to HR if 'Yes' is selected
Job Details	Primary HR Function	Select one from the list: Talent Attraction Talent Management Employee Experience and Relations Learning and Organisation Development HR Business Partner Performance and Rewards Operations and Technology Others
Job Details	Secondary HR Function (if applicable)	Select one from the list: Talent Attraction Talent Management Employee Experience and Relations Learning and Organisation Development HR Business Partner Performance and Rewards Operations and Technology Others
Job Details	HR Job Level held	Select one from the list: CHRO Head Manager Executive Associate

Job Details	Occupation Group	Select one from the list: 1. Legislators, Senior Officials and Managers 2. Professionals 3. Associate Professionals and Technicians 4. Clerical Support Workers 5. Service and Sales Workers 6. Agricultural and Fishery Workers 7. Craftsmen and Related Trades Workers 8. Plant and Machine Operators and Assemblers 9. Cleaners, Labourers and Related Workers 10. Armed Forces and Foreign Diplomatic Personnel
Job Details	Type of Employee	Select one from the list: 1. Trainee - refers to trainees or interns in the organisation 2. Temporary/Contract (<1 year) - refers to employees on a contract duration of less than 1 year, <b>including casual/on-call workers, and excluding trainees or interns</b> 3. Worked partly or not at all - refers to employees who worked partly or did not work in the month (e.g. joined or left during the month, on leave of absence or no-pay leave) 4. NIL - Please select the "NIL" option when all other options are not applicable
Job Details	Full-time or Part-time	Select one from the list: 1. Full-Time – refers to employees who work 35 hours or more in a week (Based on Contractual Hours) 2. Part-Time – refers to employees who work less than 35 hours in a week  *Employees with irregular working hours need to be classified by employers, for example: part-time employee who worked more than 35 hours on one week and less hours in another week.
Job Details	Department	Indicate which department, section, or unit the employee belongs to.
Hours Worked	Contractual Working Hours (Per Week)*	This refers to the number of contractual working hours in a normal working week that the employee and employer have agreed to, either in written form (e.g. contract of service) or through verbal communication.  If part-time workers do not have fixed regular contractual working hours, please indicate the average working hours per week, calculated by taking the average working hours from the past four weeks.  <b>EXCLUDE:</b> · Meal breaks, overtime hours
Hours Worked	Total Paid OT Hours (Month)	This refers to the number of paid hours spent working overtime in the given month, and these hours are used for the official computation of an employee's overtime pay.  All forms of paid overtime hours of work should be included.  <b>EXCLUDE:</b> · Unpaid overtime hours (e.g. overtime hours that do not contribute to overtime pay; if an employee does not receive overtime pay, regardless of the amount of overtime hours put in, their paid overtime hours should be zero)
Hours Worked	No. of days of Unpaid Leave taken	This refers to the total number of days of no-pay leave that the employee has taken in the month.
Hours Worked	No. of days of Paid Leave taken	This refers to the total number of days of paid leave that the employee has taken in the month.  Types of Paid leave can include: Adoption leave, Annual leave, Childcare leave, Maternity leave, Paternity leave, Shared parental leave, Sick leave etc.  ** Please note that this list is not exhaustive. Some companies can offer other types of paid leave such as birthday leave.
Hours Worked	Total number of working days in the month	Please indicate the total number of working days that the workers are supposed to work in the month of assessment, assuming that they worked a complete month. This applies to workers who have taken paid or unpaid leave in the month, or new joiners and leavers who have not worked the full month. With this information, your workers will be assessed based on pro-rated PWM/LQS wage threshold for the monthly PWM/LQS assessment.
Hours Worked	Actual number of days worked in the month	For workers who have taken paid or unpaid leave in the month, or new joiners and leavers who have not worked the full month, please indicate the number of working days that the workers actually worked in the month. With this information, your workers will be assessed based on pro-rated PWM/LQS wage threshold for the monthly PWM/LQS assessment.

<b>Job Details</b>	<b>Mode of Payment</b>	Select one from the list: 1. Month 2. Day 3. Hour 4. Piece-Rated 5. Commission 6. Others
<b>Wages &amp; Benefits</b>	<b>Basic Wage (\$)</b>  Wages indicated must correspond with the Mode of Payment.  (Do not report pro-rated figure)	Enter "0" if employee does not have a fixed basic wage (e.g. piece-rated employee)  Refers to a fixed wage for either a full hour, a full day or a full month's work before deductions of employee's share of CPF contribution. This is to be based on the mode of payment indicated.  (a) INCLUDE the monthly variable component  (b) EXCLUDE: (i) employer's share of contribution to the CPF (ii) overtime, bonus, commissions, service points, productivity incentive payments (iii) regular allowances (e.g. shift, food, housing, transport) (iv) any form of reimbursement (e.g. meal, transport, medical) (v) Skill Development Levy (SDL) (vi) other lump sum payments (e.g. leave encashment, gratuity)
<b>Wages &amp; Benefits</b>	<b>Gross Wage Received (\$)</b>	Refers to all remuneration received by an employee for the reference month before deductions of the employee's share of CPF contribution, lateness for work, equipment spoilage, personal income tax and other amounts payable by the employee.  (a) INCLUDE: (i) overtime payments (ii) commissions, service points (iii) regular allowances (e.g. shift, food, housing, transport) (iv) other regular cash payments (v) remuneration paid by MINDEF to employees who underwent In-Camp Training in the reference month  (b) EXCLUDE: (i) employer's share of contribution to the CPF (ii) bonus, productivity incentive payments (variable payment made as an incentive to increase productivity or reward employees, e.g. for good attendance and punctuality) (iii) Skill Development Levy (SDL) (iv) other lump sum payments (e.g. leave encashment, gratuity)
<b>Wages &amp; Benefits</b>	<b>Annual Leave Entitlements</b>	Refers to the leave entitlement of full-time employees for a year of service. For employees on probation, please state their annual leave entitlement after their probation period; do not pro-rate their annual leave.
<b>Work Location</b>	<b>Premise Type</b>	Select one from the list: 1. Headquarters (HQ) – the corporate main office where an establishment's executive management or key managerial and support staff are usually located. 2. Branch – a location where business is conducted other than the main office. Examples include retail outlets, satellite offices and community centres. 3. Client's Premise – a location where an employee is deployed to perform their job duties. Examples include IT consultants, security guards and cleaners who are outsourced by the Clients. 4. Mobile – applicable for employees with mobile working arrangements or no fixed working location. 5. Working from home – applicable for employees who undertake work in their homes more than half the time. 6. Stationed overseas – applicable for employees whose work location is not based in Singapore.
<b>Work Location</b>	<b>Postal Code</b>	Please provide the postal code of the employee's workplace/office/work location. If Postal Code is not available, please provide Cadastral Lot Number.  If premise type is "Mobile", "Working from Home" or "Stationed Overseas", please state "NIL".
<b>Work Location</b>	<b>Street Name</b>	Please provide the street name of the employee's workplace/office/work location. If Premise type is "Mobile", "Working from Home" or "Stationed Overseas", please state "NIL".
<b>Employee Departure Details</b>	<b>Date Left</b> (DDMMYYYY) (if applicable)	Indicate the official date the employee left the company (i.e last day of work). **To be completed ONLY for employees who left your organisation, otherwise leave this field blank.

<b>Employee Departure Details</b>	<b>Mode of Leaving</b> (if applicable)	<p><b>**To be completed ONLY for employees who left your organisation, otherwise leave this field blank.</b></p> <p>An employee may leave an organisation through one of the following modes:</p> <ol style="list-style-type: none"><li>1. Resignation</li><li>2. Expiry of Term Contract (written/verbal)</li><li>3. Retirement</li><li>4. Retrenchment<ul style="list-style-type: none"><li>- For permanent employees, this refers to the laying off of employees due to redundancy.</li><li>- For term-contract employees, this refers to employees whose term contracts were terminated prematurely due to redundancy.</li></ul></li><li>5. Dismissal (including termination due to poor performance)</li><li>6. Transfer to subsidiaries / associate organisations</li><li>7. Others (including those who left because of medical reasons and death)</li></ol>
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