



WCB 101



How to make your
WCB employer
account work for you

Who needs to register?



Businesses or people that hire full-time, part-time, casual or contract workers are required to register within 30 days of hiring a worker.



Out-of-province or out-of-country businesses that work in Saskatchewan and meet the registration requirements.

Employer responsibilities

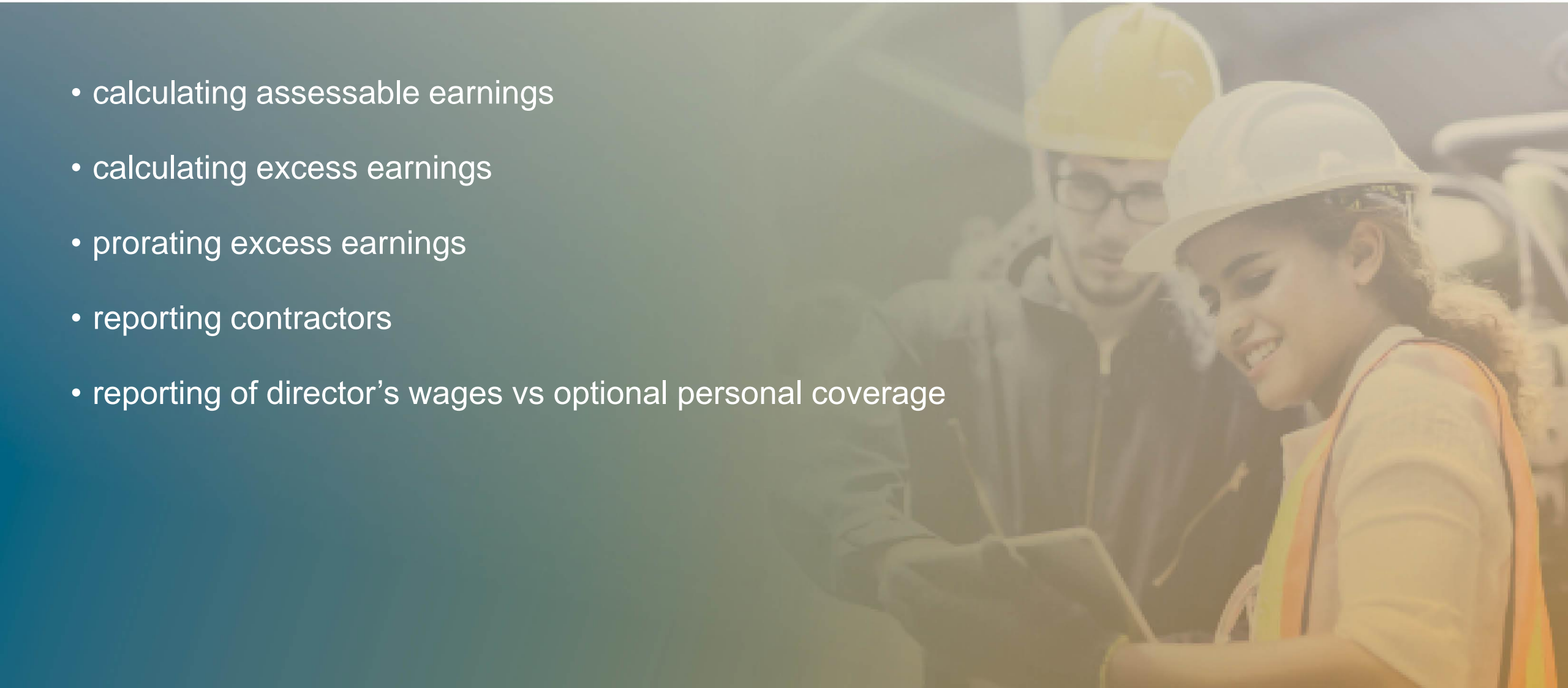


- Report your annual payroll and contractor wages by Feb. 28.
- Obtain clearances and letters of good standing.
- Pay your annual premiums on time.
- Report injuries to the WCB within five days of being advised.
- Provide a safe workplace.

Employer's Payroll Statement (EPS)

- Sent to all employers annually in January
- **Return by Feb. 28**
 - ✓ Fast file, online services, email
- **What must I report?**
 - ✓ Actual gross payroll earnings for the previous calendar year.
 - ✓ Estimate for gross payroll earnings for the current year.
 - ✓ All contractors hired in the previous calendar year.
 - ✓ Confirm optional personal coverage, if applicable.
- Payroll revisions can be made at any time during the year.

Common reporting errors

- calculating assessable earnings
 - calculating excess earnings
 - prorating excess earnings
 - reporting contractors
 - reporting of director's wages vs optional personal coverage
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Clearances and letters of good standing



Whether you use it twice a year or twice a week, creating a WCB online account makes doing business with us easy, convenient and paperless.

myaccount.wcbsask.com

A photograph of a worker in profile, wearing a white hard hat and a high-visibility yellow safety vest. He is looking down at a tablet computer he is holding. The background is a blurred industrial setting.

Need a
clearance?

Paying premiums


**Want to avoid
missing a payment
and go paperless?**

Log in or register for a
WCB online account to sign
up for email notifications
when you have a new bill.

myaccount.wcbsask.com

**Never miss a
payment.**

Online account



A WCB online employer account gives you access to a user-friendly and secure site created to improve customer service to you, the employers we work with. Manage all your WCB business efficiently and go paperless with an online account.

myaccount.wcbsask.com

Employer Resource Centre



Employer Resource Centre

Welcome to the WCB's Employer Resource Centre, devoted to you, the employers.



We understand that employers may require support in navigating the workers' compensation system. This is your point of contact to answer questions, provide support materials and connect you with the right person at the WCB. The Employer Resource Centre gives you the tools you need to better navigate the WCB system. As an employer, you may have questions about where to start when

applying for WCB coverage, how to obtain injury prevention educational materials and what to do when an injury happens. You may require additional support to understand WCB requirements, request a letter of good standing, understand how to fill out forms, pay your employer premiums, or help with return to work. To understand how the Employer Resource Centre can help, review our FAQs.

www.wcbask.com/employers

Employer Resource Centre

Business Transformation Program efforts

Employer services

- improved user experience
- compliance focus
- premium defects
- quality assurance

