



How to upload contractor information to the WCB



Use the [Saskatchewan Workers' Compensation Board \(WCB\)'s contractor reporting template](#) to list all contractors you hire. You can fill out this sheet in advance of filing your [Employer's Payroll Statement \(EPS\)](#). After completing the template, make sure to save the file as CSV (comma delimited). The WCB system only supports CSV files.

Did you know you need to request clearances from the WCB during the year as you are making payment to contractors? If you have requested all your clearances, you will not have to enter any contractors on your EPS. If you haven't requested all your clearances, you need to enter all contractors you hired in the previous year.

To upload your contractor reporting template, you need to submit your EPS through your WCB online account.

Once you have completed the template and the EPS reporting period opens in January, follow these steps to upload your contractor list to the WCB:

1. Log in to your WCB online account to submit your EPS. EPS' are your annual report to the WCB and must be received in the WCB office by **Feb. 28**.



Don't have an account?
[Create one today!](#)

2. Click on **"Employer's Payroll Statement"** and fill in the required information about your business, workers and coverage. These steps are the same as previous years.

Please take time to read and answer every question on each tab to provide the WCB with information and updates about your business.



a. Business information

- i. Have you [sold your business or stopped operating](#)? You will be able to provide account closure/sale information.
- ii. If there is any change to the business operations or the business has been misclassified, you can provide information regarding business operations.
- iii. Include any other account updates, such as business name change and/or an address change.

b. Workers' information

- i. If you [hired workers on payroll](#) (issued a T4) or have [directors receiving a T4](#), report them here.
- ii. You will also have to add the names of directors who are included in the wage amounts in this section.

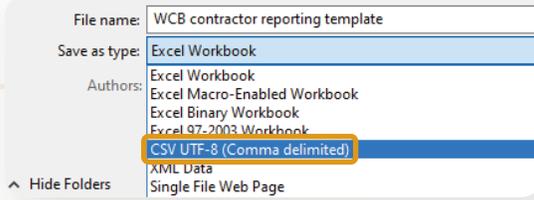
c. Personal coverage

- i. You will be asked if you would like to purchase [optional personal coverage](#). Personal coverage is optional for owners of a business who will not receive a T4, but who wish to have WCB coverage.



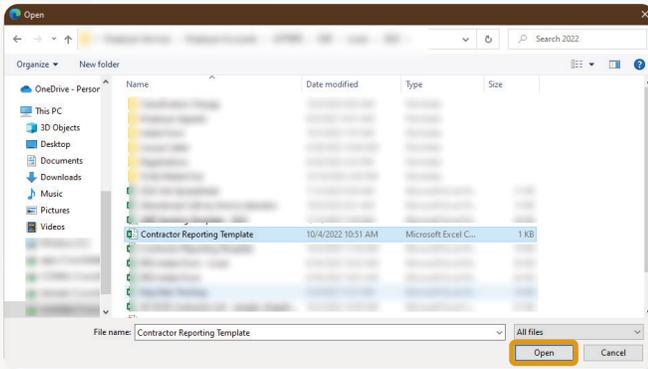
Saskatchewan
Workers'
Compensation
Board

- When you get to the fourth tab, “**Contracted services,**” click on the “Import” link on the top right-hand corner to add your CSV file.



Please make sure the file is saved as CSV or the WCB’s system will not accept the file.

- Select the document and click “Open.”

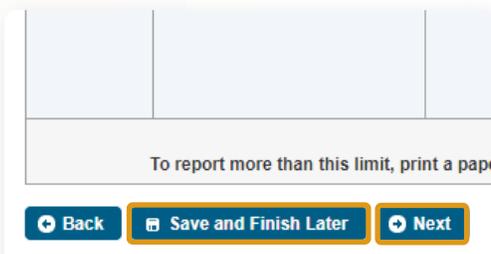


You have reached the EPS online limit of 200 contractors.

To report more than this limit, print a paper copy of the Employer's Payroll Statement (EPS) and submit via mail, fax or email us at employerservices@wcb.sask.com by February 28.

Contractor WCB Firm Number (if known)	Contractor Name/Address *	Description of Work Performed *	2021 Contract Amount *	Exact Dollar Amount of Labour (if known)	Labour Type *	Export
		Fire extinguisher maint	\$ 100.00	\$ 100.00	<input checked="" type="radio"/> Labour Only Contractor provided only labour services. <input type="radio"/> Labour & Tools Contractor provided labour and minor personal tools. <input type="radio"/> Labour & Materials Contractor provided labour, major materials and supplies. <input type="radio"/> Labour & Equipment Contractor provided labour and their own heavy equipment.	Export
		Heating and plumbing	\$ 4327.00	\$ 0.00	<input checked="" type="radio"/> Labour & Tools <input type="radio"/> Labour & Materials <input type="radio"/> Labour & Equipment	Export
		Lock replacement	\$ 1412.00	\$ 0.00	<input type="radio"/> Labour Only <input checked="" type="radio"/> Labour & Tools <input type="radio"/> Labour & Materials <input type="radio"/> Labour & Equipment	Export
		Snow removal	\$ 71.00	\$ 71.00	<input type="radio"/> Labour Only <input type="radio"/> Labour & Tools <input checked="" type="radio"/> Labour & Materials <input type="radio"/> Labour & Equipment	Export
		Heating and plumbing	\$ 190.00	\$ 190.00	<input type="radio"/> Labour Only	Export

- When the import is finished, you can review your list of imported contractors.



- If everything is correct, click “**Next**” to continue reviewing your EPS and submit. If you aren’t ready to submit, click on “**Save and Finish Later**” to submit at a later date.



Although the WCB encourages you to use the WCB’s contractor reporting template to list all contractors you hire, you can also report your contractors by requesting a clearance or manually listing them on your EPS.

For more information on reporting contractors, visit wcb.sask.com/reporting-contractors.