



# How to Submit an Employer Payroll Statement

2019 Saskatchewan Workers' Compensation Board



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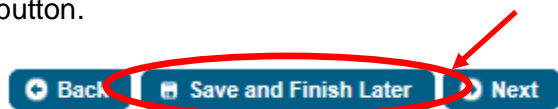
## Completing your online Employer Payroll Statement (EPS)

There are two methods you can use to submit your EPS online.

1. Fast File EPS – This service allows an employer to submit an EPS online without any special registration. Any employer who has an access code and firm number, which is printed on the form we sent you, can submit their EPS using the Fast File method.
2. WCB Online Account – This service provides an employer who has an established online account with the ability to submit their EPS through their online account.

## Saving your Employer Payroll Statement (EPS)

You may save your form at any time and return to it at a later date by clicking the 'Save and Finish Later' button.



The form must be submitted for it to be considered sent to the WCB and completed.

### Employer's Payroll Statement saved

The online EPS allows you to save your information and finish it at a later time. Saving your EPS does **NOT** submit it to our office. Please ensure you "**Submit**" your EPS before February 28<sup>th</sup> or you will be charged a penalty and coverage may be cancelled. Once you submit your EPS you will be given a confirmation number which you should record.

To review your saved form please go to the [Review Forms application](#).

## Employer Payroll Statement – Fast File or Secure Sign in

Using Fast File:

1. Navigate to the secure sign in main page (<https://myaccount.wcbask.com/online-services>)
2. Select the “Employer” option.

**wcb** Saskatchewan Workers' Compensation Board

Employers Injured Workers Health Care Providers Clinics

### Access your Online Account

Username

Password

[Forgot my password](#)

By signing in, you agree to the disclaimer and privacy policy.

[Sign In](#) [Create Account](#)

**Benefits of a WCB Online Account**

- ✓ Submit forms and invoices
- ✓ Edit saved and review previously submitted forms and invoices
- ✓ View claim information

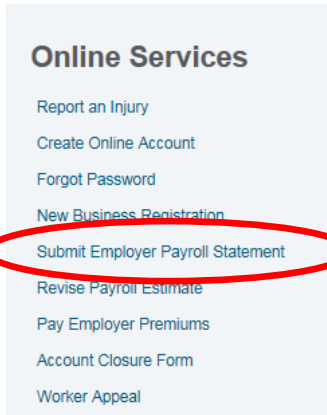
### Select your current relationship to the WCB

<p>I'm an</p> <p> <b>Employer</b></p> <p>I want to:</p> <ul style="list-style-type: none"><li>• Request a Clearance</li><li>• Submit Employer Payroll Statement</li><li>• View injury cost information</li><li>• Report an injury</li></ul> <p><a href="#">Employer Online Services</a></p>	<p>I'm an</p> <p> <b>Injured Worker</b></p> <p>I want to:</p> <ul style="list-style-type: none"><li>• View claim information</li><li>• View payments</li><li>• Submit an appeal</li><li>• Report an injury</li></ul> <p><a href="#">Injured Worker Online Services</a></p>	<p>I'm a</p> <p> <b>Health Care Provider</b></p> <p>I want to:</p> <ul style="list-style-type: none"><li>• Submit invoices</li><li>• View payments</li><li>• Claim number search</li><li>• View client information (Secondary/tertiary treatment teams and assessment centres)</li><li>• Online reporting (Physiotherapists, physicians and chiropractors)</li></ul> <p><a href="#">Health Care Provider Online Services</a></p>
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<h3>Online Services</h3> <ul style="list-style-type: none"><li><a href="#">Report an Injury</a></li><li><a href="#">Create Online Account</a></li><li><a href="#">Forgot Password</a></li><li><a href="#">New Business Registration</a></li><li><a href="#">Submit Employer Payroll Statement</a></li><li><a href="#">Revise Payroll Estimate</a></li><li><a href="#">Pay Employer Premiums</a></li><li><a href="#">Account Closure Form</a></li><li><a href="#">Worker Appeal</a></li></ul>	<h3>FAQs</h3> <ul style="list-style-type: none"><li><a href="#">How can I reset my password?</a></li><li><a href="#">What is an account administrator?</a></li><li><a href="#">Can I give WCB Online Account access to additional people?</a></li><li><a href="#">How do I modify agent access?</a></li><li><a href="#">How long does it take for my account to be approved?</a></li><li><a href="#">I got an error message on the website. What should I do?</a></li><li><a href="#">How do I save and review the forms I filled out in my WCB Online Account?</a></li></ul> <p><a href="#">See All FAQs</a></p>	<h3>Contact</h3> <p><b>Hours of Operation</b> Monday to Friday 8:00 a.m. to 4:47 p.m. (Central Standard Time)</p> <p><b>Phone:</b> 306.787.4370 <b>Toll-Free:</b> 1.800.667.7590 <b>Fax:</b> 306.787.4311 <b>Toll-Free Fax:</b> 1.888.844.7773</p> <p><b>Head Office</b> 200-1881 Scarth St. Regina SK S4P 4L1</p> <p><a href="#">Contact Us</a></p>
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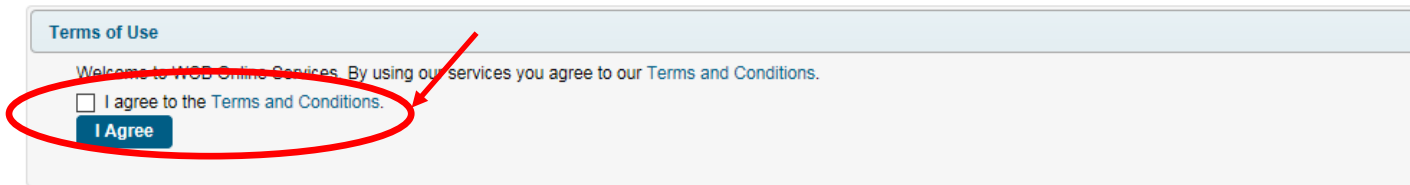
© Copyright 2018 Workers' Compensation Board of Saskatchewan [Disclaimer](#) [Privacy Policy](#) [FAQs](#) [Help](#)

3. Click on "Submit Employer Payroll Statement" found under the "Online Services" section of main screen.



4. The Fast File – Employer’s Payroll Statement application will open and you have to agree to the terms and conditions by selecting the “I agree” checkbox.

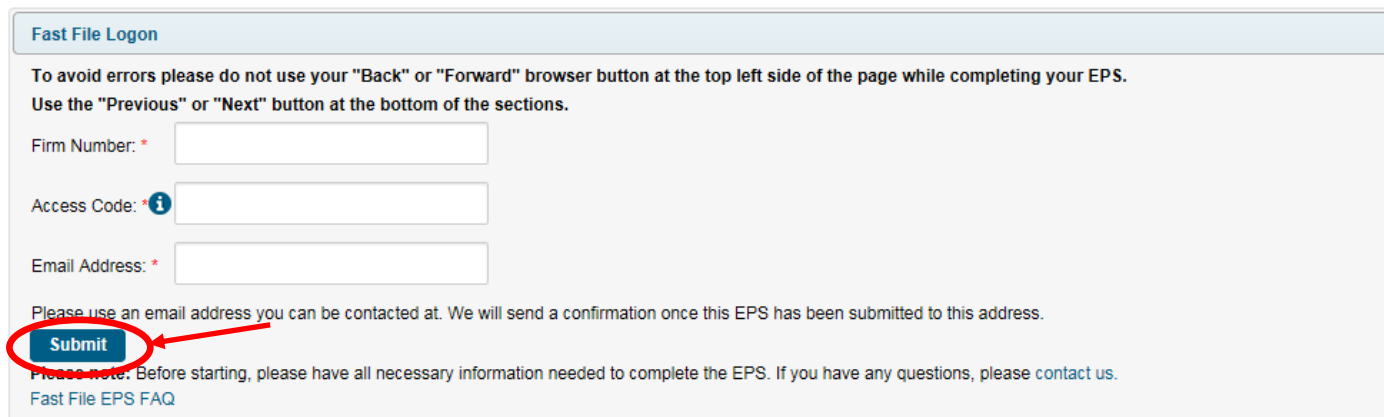
### Fast File - Employer Payroll Statement



5. Locate your personalized WCB firm number and access code found on your mailed Employer Payroll Statement.

Enter your WCB firm number, access code, and a valid email address, then click "Submit."

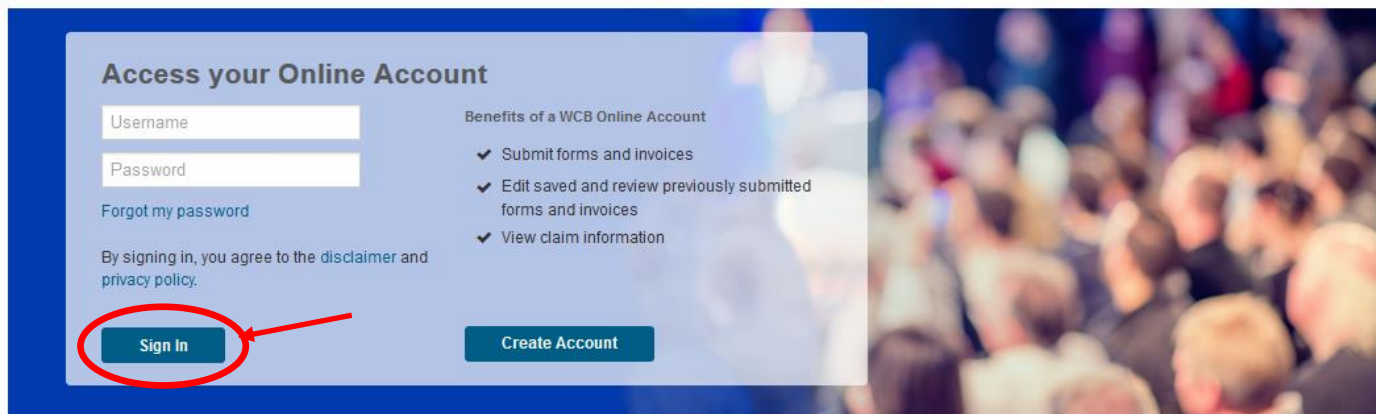
### Fast File - Employer Payroll Statement



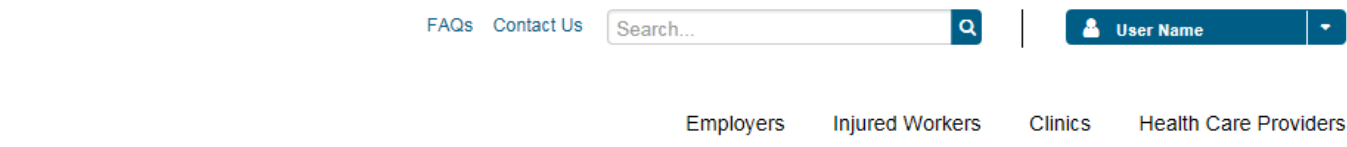
OR

Sign in with your WCB Online Account:

1. If you have an existing account, log in using your username and password.



2. Successful sign in will take you to the “Employer Welcome” page.



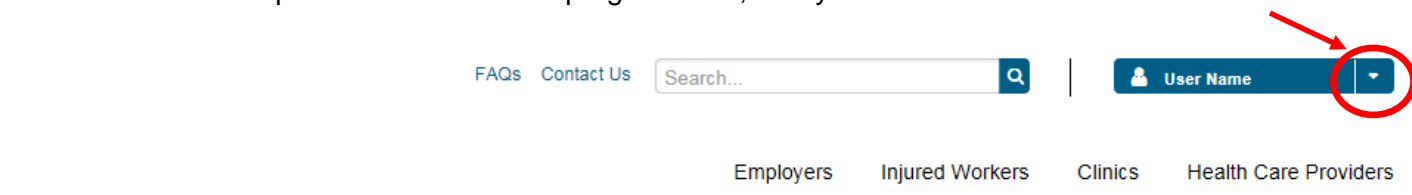
## Welcome to WCB Online Services

Online Services provides a fast and efficient way to manage your WCB account.

### Hours of Operation

Monday to Friday  
8:00 am to 4:47 pm

3. Click the drop-down menu in the top right corner, with your name.



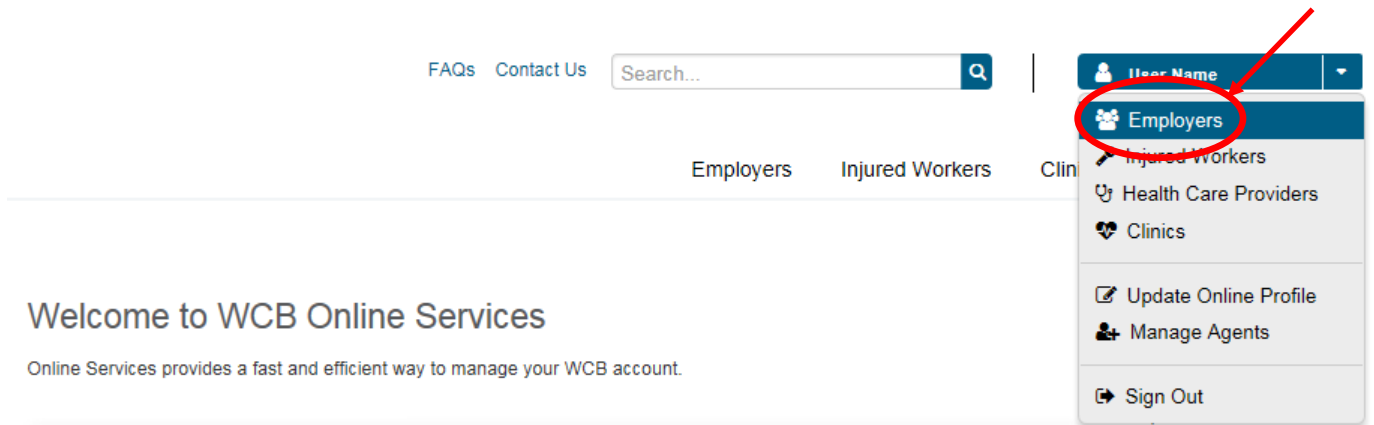
## Welcome to WCB Online Services

Online Services provides a fast and efficient way to manage your WCB account.

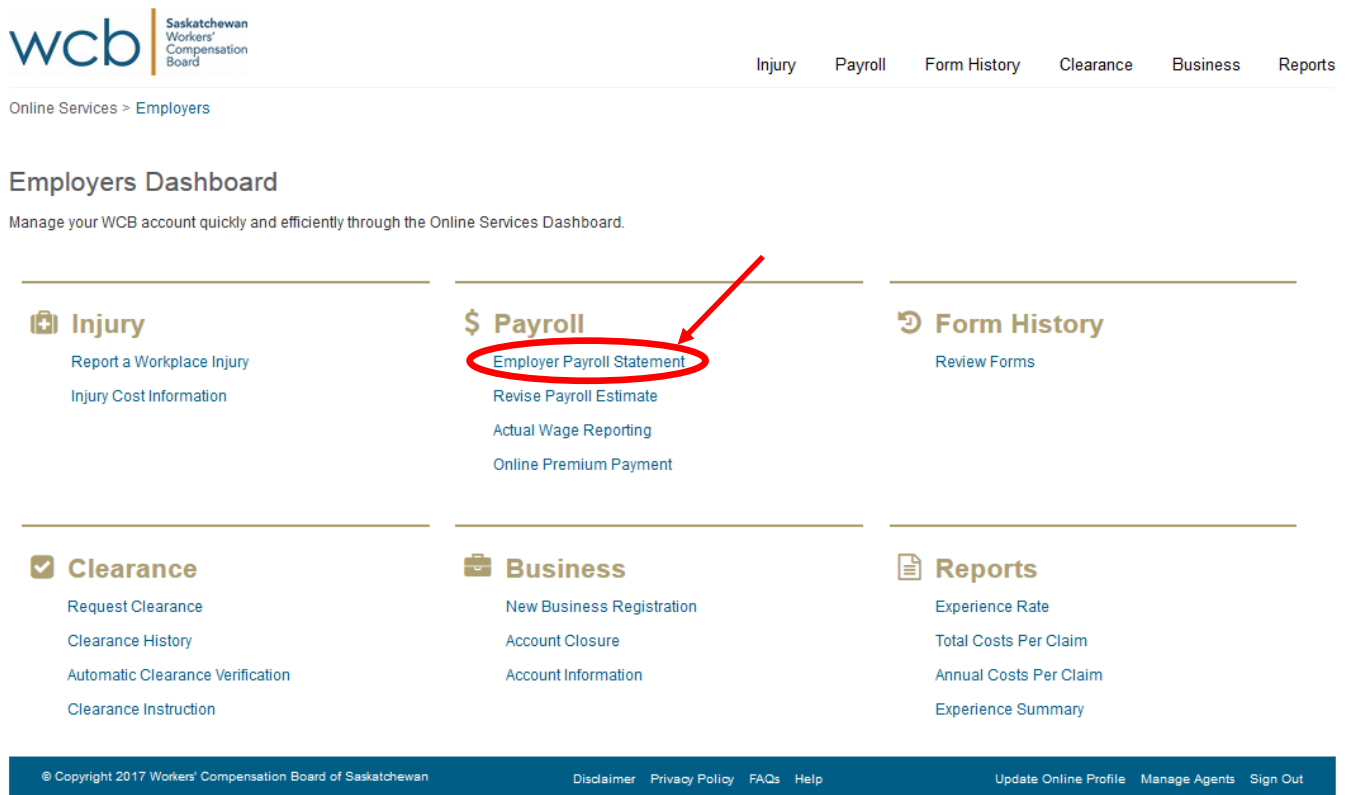
### Hours of Operation

Monday to Friday  
8:00 am to 4:47 pm

4. Select the “Employers” menu item from the drop-down menu options.



5. Click on the “Employer Payroll Statement” available under the “Payroll” section of Employers dashboard.



# Employer Payroll Statement

Thank you for using our online services!

Please ensure you submit your EPS by **February 28, 2019** to avoid late filing penalties. [View information about penalties.](#)

**Every firm who receives an EPS notification MUST submit to our office by the deadline.** If you are no longer operating your business in Saskatchewan or do not need coverage, you need to file to advise us of this change.

Before you begin, please make sure you have:

- Your completed T4 information. (This includes a summary and information on the amount of excess wages).
- Detailed information about all contractors you hired in the previous year including name of the person/business, address, description of work, and total amount paid in 2018.
- Do you have 200 or more contractors?

If your firm has more than 200 contractors to report, you will not be able to submit your EPS online. Please do not proceed with the online submission, print a paper copy of the [Employer Payroll Statement \(EPS\)](#) and submit via mail, fax or email us at [employerservices@wcbask.com](mailto:employerservices@wcbask.com) by February 28.

**Important information on Director Coverage** - Effective January 1, 2015 coverage for all directors carried on payroll became mandatory. This means that if directors are reporting employment income on a Canada Revenue Agency T4 income tax slip, they are considered a worker and are required to have coverage. A director who is not carried on payroll is not required to have coverage and may apply for personal coverage. Directors who have personal coverage but receive a T4 should cancel personal coverage and include their wages with the workers' wages for 2019.



## Section 1: Business Information

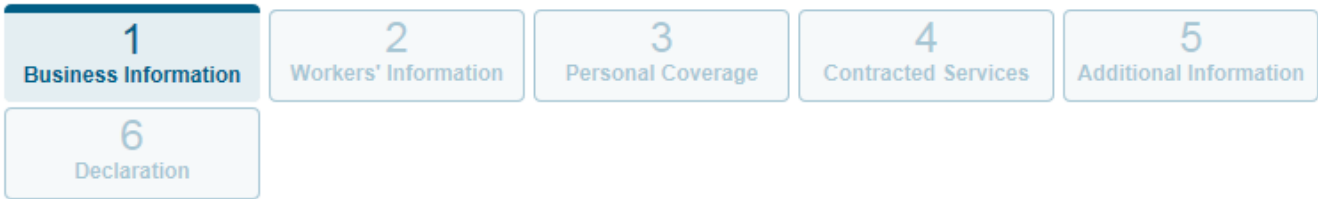
In Section 1, verify your name and contact information. If not, you will need to update it through a WCB Online Account or by emailing, mailing or faxing the change to our office.

If you have sold your business, please provide details including the date of the sale, to whom the business was sold (including contact information), the type of sale (asset only, share sale, etc.) and provide wage information to the date of the sale.

If you have closed your business or are no longer operating in Saskatchewan, provide the date of the closure or date that workers/contractors last worked in Saskatchewan and any final wage information. Be sure to provide details of any name changes or sales/closures to avoid delays in processing your request.

If the information is correct, click "Next" to request an address change.





**Section 1: Business Information**

Please complete by **February 28, 2019** to avoid late filing penalties.  
The information requested is for work completed in **Saskatchewan** only.  
**If your firm has more than 200 contractors to report, you will not be able to submit your EPS online. Please do not proceed with the online submission, print a paper copy of the [Employer Payroll Statement \(EPS\)](#) and submit via mail, fax or email us at [employerservices@wcbssask.com](mailto:employerservices@wcbssask.com) by February 28.**

Firm Number : 1234567

Firm Name  
123 Test Street  
Regina, SK  
S4R4R4

Have you closed, sold, or stopped operations in Saskatchewan?\*  Yes  No



## Section 2: Workers' Wage Information

For Section 2, report all workers who receive employment income on a T4 and casual labour. In the “Actual Wages” field, provide the total amount paid to workers in the prior year, up to the maximum per person, per calendar year. Include directors who were on wages in the “Actual Wages” for 2018. There is no minimum amount to report.

In the “Estimated Wages” field, provide an estimate of what you expect to pay all of your workers for the coming year. Your 2019 estimate should include wages for directors who receive employment income on a T4. The estimated wages can be revised at any time before the end of the year and should be as accurate as possible to avoid penalties.

If you did not issue any T4s last year, enter \$0 in the “Actual Wages” section. If you will not issue any T4s in the current year, enter \$0 in the “Estimated Wages” section.

Click “Next.”

**+ Important Information**

- 1 Business Information
- 2 Workers' Information**
- 3 Personal Coverage
- 4 Contracted Services
- 5 Additional Information
- 6 Declaration

**Section 2: Workers' Information**

**NOTE:** Please only include workers in this section. Contractors will be reported in Section 4 - Contracted Services.

In this section, please report all workers who have or will receive wages that will be reported on a T4 slip (T4 or T4A). If wages were reported on any other form/slip, DO NOT include the wage amount in this section.

In the 'Actual Wages' field, provide the total amount paid to workers in the prior year up to the maximum per person of \$82,627 for 2018. Include directors who receive a T4 slip. There is no minimum to report.

In the 'Estimated Wages' field, provide the total amount you estimate you will pay to workers who will receive a T4 or T4A. This estimate must also include wages for directors who receive a T4 or T4A.

If you did not issue any T4's last year, enter 0 in the 'Actual Wages' section. If you will not issue any T4's for this calendar year, enter 0.

Click [here](#) for link to Assessable Earnings Policy POL 24/2010 and Wages Fact Sheet

Do you have payroll amounts to report? \*  Yes  No

Enter gross earnings before deductions up to the maximum per worker per calendar year **i**

- Maximum Assessable **per worker** for 2018 is \$82,627.
- Maximum Assessable **per worker** for 2019 is \$88,314.

Industry Code	Description	2018		2019	
		Rate	Actual Wages * <b>i</b>	Rate	Estimated Wages * <b>i</b>
-----		\$1.23	\$ <input type="text"/> .00	\$1.15	\$ <input type="text"/> .00

**Important:** Directors who receive a T4 in 2019 should be included in the wage estimate above. Please indicate their names below. If no directors are carried on the payroll, no names should be entered.

**Director Names** **i**

<input type="text"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="button" value="🗑"/>

- 
- 
- 

### Section 3: Personal Coverage

Personal coverage is optional coverage for people who are not included on the payroll of the business and want WCB coverage. Personal coverage is available for proprietors and their spouses, partners and their spouses, directors not carried on the payroll, elected officials of a city, town or village and members of the governing body of a non-profit corporation or organization.

The amount of coverage can be any amount between the current minimum and maximum amount and should reflect actual employment earnings. Injury benefits will be based on this amount. Proof of

earnings will be required in the event of an injury. All directors who purchased personal coverage last year but received a T4 should cancel personal coverage and include their wages in the 2019 estimated wages.

If you do not have existing coverage, enter the name of the person and the desired coverage amount.

**Important Information**

1 Business Information   2 Workers' Information   **3 Personal Coverage**   4 Contracted Services   5 Additional Information   6 Declaration

### Section 3: Personal Coverage

Personal coverage is optional for owners of a business who will not receive a T4 or T4A but who wish to have WCB coverage.

Personal coverage is available for:

- proprietors and their spouses,
- partners in business partnerships and their spouses,
- directors who will not receive a T4 or T4A,
- elected officials of a city, town or village
- members of a governing body of a non-profit corporation or organization.

**NOTE:** Directors reporting wages on a T4 or T4A must be included with the workers' wages in Section 2 – Workers' Wages. Directors who receive a T4 or T4A are not eligible to elect personal coverage.

Would you like to purchase personal coverage?  Yes  No

Enter the amount of coverage you would like to elect between the 2019 minimum of \$23,005 and 2019 maximum of \$88,314. Directors who do not receive a T4 or T4A are only eligible to elect minimum coverage.

Industry Code	Name *	2019 Coverage Amount *	
<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	

[+ Add a new line](#)

[Back](#)   [Save and Finish Later](#)   **[Next](#)**

If you already have existing personal coverage, the previous year's coverage will be displayed. If you wish to continue coverage, indicate "Continue Coverage" for the current year and enter the amount. The amount automatically defaults to last year's value or the current minimum, whichever is higher. Review this amount and update if required. Remember that you should choose a level that reflects your actual earnings.

Click "Next."

## Section 4: Contractor Services

Section 4 applies if you have hired another person or business under contract to work for your company. Firms in all industries may hire contractors. Examples of contract situations include a restaurant that hires a plumber to fix a sink or a business office that hires a contract cleaner. There is no minimum amount to report.

If you hired contractors in the previous year, indicate "Yes" and fill out the information as required.

If you think you will hire contractors in the upcoming year, check “Yes.” You also have the option of providing an estimate for non-registered contractors if desired.

If your company obtains clearances, the contractor list will be completed for you. Your list may be separated between cleared and deemed contractors. Verify the information listed in the “Cleared” section and make sure the clearance total matches the amount paid to the contractor.

If the amount paid is more than the clearance total, please report the contractor in the “Contractors to be Reported” section.

The second part is for contractors that are not registered with WCB (“Deemed Workers”). They are deemed your worker and you will pay premiums based on the labour portion of the contract. Please enter the description of work completed and a labour amount (if known).

The last part is to record the contractors where clearances were not obtained (contractors to be reported). For each contractor, include the full name and address, a brief description of the type of work performed, information on whether the contract was for labour, labour and equipment, or labour and materials, and the contract amount.

Under “Contract Amount,” exclude GST and PST from your totals.

**Deemed Workers** ⓘ - Contractors not registered with WCB. Please provide the information requested.

Please note that the values below cannot be changed. If the total contract amount is more than the amount listed below, please enter the difference in the Contractors To Be Reported section. Amounts should be reported net of taxes. If the total contract amount is less than the amount listed below, please contact our office for revision. Call 1.800.667.7590 (select 2 for Employer Services)

WCB Firm Number	Contractor Name/Address	Description of Work Performed *	2018 Contract Amount *	Exact Dollar Amount of Labour (if known) ⓘ	Labour Type * ⓘ
		<input type="text"/>		\$ <input type="text"/> .00	<input type="text"/>

**Contractors to be Reported (where clearances were not obtained):** ⓘ  
Please provide the information requested.  
Contractors listed should not be included under Section 2 - Workers' Information.

[+ Add a contractor](#)

Contractor WCB Firm Number (if known)	Contractor Name/Address *	Description of Work Performed *	2018 Contract Amount *	Exact Dollar Amount of Labour (if known) ⓘ	Labour Type * ⓘ	
		<input type="text"/>	\$ <input type="text"/> .00	\$ <input type="text"/> .00	<input type="text"/>	<input type="button" value="🗑"/>

[+ Add a contractor](#)

[← Back](#) [📄 Save and Finish Later](#) [→ Next](#)

The column for “Labour Portion” should be filled in only if the contractor has provided a breakdown of labour on their invoice. If they haven’t, leave this column blank. The WCB will determine the labour based on approved labour percentages.

For contractors paid multiple times in a year, total the amount paid to them for the year and enter on one line.

**+ Important Information**

1 Business Information    2 Workers' Information    3 Personal Coverage    **4 Contracted Services**    5 Additional Information    6 Declaration

**Section 4: Contracted Services**

All contractors hired by a principal, whether registered with the WCB or not, must be reported. If the contractor is registered and in good standing, they will be removed from the principal's assessment.

You are required to report anyone you pay to perform labour or have contracted to provide service for you in Saskatchewan that does not receive a T4 or T4A. This labour can be performed on your worksite or the worksite of your customer. Contractors are present in all industries and there is no minimum amount to report. A contract does not have to be a formal written agreement. It also includes verbal agreements to provide labour or services for an agreed upon amount. An invoice is considered to be a contract.

Examples of Contractors:

For Restaurants: individual or businesses that clean the range hood, dishwasher, refrigeration systems, install/maintain/repair the fire suppression system, clean the grease trap, cleaners/janitors, etc.

For Offices and/or Building Maintenance: individuals or businesses that pick up garbage or recyclables, firms that provide lawn maintenance or snow removal services, plumbers, electricians, window cleaners, cleaners/janitors, etc.

**Note:**  
**Supply Only Contracts** - If a contractor only supplied materials and did not provide any installation, this is considered a supply only contract. These amounts should not be reported.

Example of Supply Only Contract - Windows are delivered as part of a purchase, however no installation is done by the supplier.

In 2018, did you pay a person or business to perform work or provide services for you who are not on your payroll? \*  Yes  No

Do you have more than 200 contractors to report? \*  Yes  No

Will you be hiring a person or business to perform work or provide services for you who are not on your payroll in 2019? \*  Yes  No

**Back**    **Save and Finish Later**    **Next**

Click "Next."

## Section 5: Additional Information

If you have any additional comments about your EPS, please select "Yes" and type your comments into the text box. Only use this section to provide additional information. If you have questions or need additional information, please email ([employerservices@wcbask.com](mailto:employerservices@wcbask.com)) or phone our office.

Click "Next."

**+ Important Information**

1 Business Information    2 Workers' Information    3 Personal Coverage    4 Contracted Services    **5 Additional Information**    6 Declaration

**Section 5: Additional Info**

Do you wish to provide additional information regarding your EPS? \*  Yes  No

Please **only** include comments relating to the EPS.

4000 characters remaining.

If you have questions, call the WCB at 1.800.667.7590 (outside Regina) or 306.787.4370 (in Regina) or email [employerservices@wcbask.com](mailto:employerservices@wcbask.com).

**Back**    **Save and Finish Later**    **Next**

## Section 6: Declaration

Fill out the information on the declaration page; click on the “Digital Signature” box, and then click, “Review EPS.”

1 Business Information2 Workers' Information3 Personal Coverage4 Contracted Services5 Additional Information6 Declaration

**Section 6: Declaration**

Date **January 04, 2019**

Was completed by:

First Name \*

Last Name \*

Title \*

Phone Number \*

Digital Signature \*

By checking the Digital Signature box, I declare that all the information provided is true and correct to the best of my knowledge. I further acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.

Note: Once you have completed all mandatory fields click the 'Review EPS' button. A submit button will appear. Review your information then hit 'Submit'.

**READ CAREFULLY**

By submitting this form, I certify and declare the following: that all the information provided is true, complete, and correct to the best of my knowledge; I am authorized by, and on behalf of, the business to make this declaration; I fully understand the content, the requirements of the submission, and that the WCB will use and rely on this information in the management of our business account; I understand this declaration; and that I or the business may be committing an offence and may be liable to statutory penalty or criminal prosecution if I make any false statement, provide any false or misleading information, or omit to provide any relevant information.

← BackSave and Finish LaterReview EPS

## Submitting your Employer Payroll Statement (EPS)

Review the EPS submission to ensure it is correct. If there are errors, use the “Back” button at the bottom of your screen to go back to the section that requires adjustments and update as needed.

If your submission is correct, click “Submit Form.” If you preview your EPS, you must still click “Submit Form” or our office will not receive your information.

You will be directed to a printer-friendly confirmation page that will provide you with a reference number of your transaction. Please print or save a copy of the completed form for your records.

If submitting from Fast File, your confirmation screen looks like this:

## Employer's Payroll Statement submitted

Your reference number for this transaction is O1xC-3-4-0000124329-Jx1A.

[View a printer friendly version](#)

If you are having problems viewing the printer friendly image, modify your pop-up blocker settings and try again.

[Show Pop-Up blocker instructions](#)

We have noticed that you filed your Employer's Payroll Statement through Fast File and don't have a WCB Online Account. Applying is easy and only takes a couple of minutes.

The WCB Online Account is a quick and easy way to access a number of services on your account at any time including:

- View and update account information
- Get clearances for contract work
- Submit an EPS or revise your payroll estimates
- Make a payment on your account
- Report an injury and view claims information

Would you like to sign up for a WCB Online Account? [Click here.](#)

If submitting from a WCB account, your confirmation page looks like this:

## Employer's Payroll Statement submitted

Your reference number for this transaction is Mx5A-3-4-0000124324-Jx1A.

[View a printer friendly version](#)

If you are having problems viewing the printer friendly image, modify your pop-up blocker settings and try again.

[Show Pop-Up blocker instructions](#)

Once you have submitted your form, you will not be able to return to the form to make any changes. If you have filed your EPS using Fast File, you will not be able to print another copy of the form, so be sure to save it before you leave this screen.

If changes need to be made to a submitted form, please contact our office at 306.787.4370 or toll free at 1.800.667.7590.

## Frequently Asked Questions

### Am I able to save my Employer Payroll Statement (EPS)?

Yes, you can save your EPS at any time and return at a later time to complete the form. It is critical that you return to the form and "Submit it" or the information will not be received in our office.

### I have submitted my Employer Payroll Statement (EPS) online and want to review it. Can I?

If you have a WCB Online Account and filed your EPS by logging into your account, you can review it by  
EPS Guide

logging onto your account. If you have filed your EPS using Fast File you will not be able to review the form once it is submitted. You should always print or save a copy of the EPS for your records after you submit.

**Can I make a revision once I have submitted the Employer Payroll Statement (EPS) online?**

If you need to revise your payroll estimate, you can log onto your WCB Online Account and choose the “Revise Payroll Estimate” option from the menu. All other revisions will need to be made by mailing or faxing a revised EPS to our office or by contacting a WCB representative.

**Nothing has changed; do I still need to fill out this form?**

Yes. Every business or person with an active WCB account is required to file annually. If you have received the form, you need to return it to our office.

**I have closed my business; do I have to fill out the form?**

Yes. If you stop business operations, you must give the WCB your total gross payroll to the date you stopped operations. You must do this right away so the WCB can adjust and close your account.

**Where do I put the wages for my office workers?**

Report all workers who receive employment income on a T4 in the “Workers Information” section of the form.

**How do I report casual workers?**

Report all casual workers’ income in the “Workers’ Information” section of the form.

**I don't know how much I am going to pay my workers next year. What should I enter for the estimated wages?**

Provide your best estimate of what you expect to pay all of your workers for the coming year. Your 2019 estimate should include wages for directors who receive employment income on a T4. The estimated wages can be revised at any time before the end of the year and should be as accurate as possible to avoid penalties.

**I hire a family member (child, sibling, parent, cousin, nephew) and don't want to cover them. Do I have to include their wages?**

Anybody, regardless of age, who receives employment income on a T4 must have their wages reported in the “Workers’ Information” section of the form. Personal coverage is available for the spouses of proprietors and partners.

**I only hire registered contractors. Why am I being asked to list all of them?**

The WCB verifies that the contractors are registered and in good standing so you need to report all contractors so we have a complete list. In the future, if you request clearance letters for the contractors you hire, the information will be filled in for you already.

**I don't actually have a contract with anyone or don't hire anyone in the construction industry. Do I have to fill out the contractor list?**

Firms in all industries may hire contractors and you do not have to have a formal written contract. Examples of contract situations include a restaurant that hires a plumber to fix a sink or a business office that hires a contract cleaner. There is no minimum amount to report.

**I hire a lot of contractors. Do I have to enter information for every single one?**



Yes. In the future, if you request clearance letters for the contractors you hire, the information will be filled in for you already.

**I don't have the firm number for my contractors, where do I find it?**

If you don't have a firm number, just leave the field blank.

**I paid cash to all my workers and don't know their names, so how can I report them?**

Workers who are paid in cash are considered casual workers. Report the income in the "Workers' Information" section of the form.

**I work in another province as well. Do I include all of my wages and contractors?**

No. Only include the portion of wages for workers and contractors relating to work done in Saskatchewan.