

Reporting compensable earnings

Wage replacement benefits or compensation benefits are paid to a worker to replace lost employment income as a result of a workplace injury or illness. In order for us to pay compensation benefits, we set a compensation rate based on the amount of money your worker was earning at the time of the workplace injury/illness.

When you are completing the Employer Report of Injury (C040), there are two options to provide earnings details to WCB. It is important to remember that whatever earnings are reported, they are a fair representation of the worker's earnings loss on the date of the accident.

Reporting accurate earnings information is important because the workers compensation rate will be set using these earnings.

How do I report earnings on the Employer Report of Injury?

Gross earnings are normally the easiest to report as they capture all of the earnings listed on the Earnings Detail section on the second page of the report.

Provide the worker's gross taxable earnings:

- one year prior to the date of injury, or
- from the date the worker had a change in their wages or work schedule, or
- from when they had a change in position in the past year, or
- from the date the worker was hired if less than one year from the date of injury.

Important: If accurate earnings details are not available at the time of reporting, enter \$0.00.

What is considered gross earnings?

Gross earnings include:

- Basic hourly, weekly, biweekly, or monthly pay
- Overtime pay
- Shift differentials
- Bonuses

- Statutory Holiday pay
- Gratuities
- The dollar value of the employer-subsidized portion of employer-provided accommodation if the worker loses the accommodation because of the accident.
- The dollar value of an isolation allowance if the allowance is a permanent part of the job and the worker loses the allowance because of the compensable accident.
- The dollar value of travel, subsistence and lodging allowances if they are recorded as taxable benefits.

Do not include:

- Non-taxable income
- Severance pay
- Pay in lieu of notice
- Reimbursement of expenses
- Employer paid AHC premiums
- Employer paid group insurance premiums
- Dividend income

WCB will calculate the equivalent annual gross earnings for the compensation rate.

Keep accurate records

There may be circumstances where WCB may contact you to verify and confirm the earnings information provided; therefore, it is important you maintain accurate records of the employment earnings you report to WCB.