

Submit your Employer's Payroll Statement online

Use your WCB online account or the access code located on the top-right corner of your Employer's Payroll Statement (EPS) letter.

Filing online is fast, simple and secure.

- You can submit your EPS anytime, anywhere (including from your mobile device).
- Receive immediate confirmation that you've submitted your EPS and a printable copy for your records.
- If you don't have a WCB online account, you can use your firm number and access code located on the top-right corner of your EPS letter.



Don't miss out!

Your EPS must be received in the WCB office by **Feb. 28.**



Employer's Payroll Statement

Your Employer's Payroll Statement is due **Feb. 28.**
File online now.

Option 1: Fast File EPS

Use your firm number and access code.

Option 2: WCB online account

Choose this option if you have an online account.

How do I file online?

1. Go to wcbask.com/eps.
2. You have two options when filing online:

Option 1: Fast File EPS

Use your firm number and access code. No registration is required.

Option 2: WCB online account

Choose this option if you have an online account. You will need your username and password to log in.

Important

Last year, did you hire a person and/or business to perform labour who was not carried on your payroll?

See the next page for more information.

Don't delay. File online today!

Avoid penalties by filing by **Feb. 28.**

Our staff are ready and happy to help you!

Please email your questions to employerservices@wcbask.com for the quickest service.





Do you hire and pay a person and/or business to perform labour who is not carried on your payroll?

If yes, the WCB defines them as a contractor and a worker of your business.

You are required to report anyone you pay to perform labour, or have contracted to provide services for you in Saskatchewan, who is not on your payroll (that is, does not receive a T4). Contractors may or may not have their own accounts with the WCB. If a contractor is not registered with the WCB when the work is completed, you will be charged premiums to cover the work they did for you. This labour may have been performed on your worksite or the worksite of your customer. A letter of good standing can tell you what their status is with the WCB.

Clearances must be obtained on each contractor before payment is made to ensure they have fulfilled all obligations under *The Workers' Compensation Act, 2013*. Clearances may be requested by principals or contractors through a variety of methods: WCB online account, email or phone. Results are instant in most cases and our employer services staff members are available to answer any questions you may have.

Contractors are used in all industries

Examples of contractors



Restaurants

Individuals or businesses that clean the range hood, dishwasher, refrigeration systems, install/maintain/repair the fire suppression system or perform any other repairs or maintenance of the equipment, building or property.



Offices

Individuals or businesses that provide garbage or recycling services, lawn maintenance or snow removal services, plumbing or electrical services, or any other repair or maintenance to the equipment, building or property.



Health-care providers or clinics

Therapists and other health-care professionals, lawn maintenance or snow removal services, plumbers, electricians, cleaners/janitors, etc.

Simplify EPS reporting

You can now import contractors by uploading CSV files. For the template and instructions visit wcbask.com/reporting-contractors.

All contractors hired by a principal, whether registered with the WCB or not, must be included in your annual EPS submission. Most of that work will already be done for you if clearances are obtained before a contractor is paid. All you'll need to do is confirm the totals are correct and you're done. Contractors or principals can request clearances on work that's been completed. To see what clearances have been requested for your account, sign into your WCB online account.

For more information, visit

wcbask.com/employers-payroll-statement-eps



Please note: supply only contracts: if a contractor only supplies materials and did not provide any installation, this is considered a supply only contract. These amounts should not be reported.

Outworkers: a contractor who never comes on site. They work under a contract for service and they may submit an invoice for payment or no deductions (CPP, EI, etc.) are applied to their pay.