

## *Reporting earnings for workers with varied work patterns*

The WSIB needs complete and accurate earnings information to calculate loss of earnings benefits for injured workers. Although the Form 7 (Employer's Report of Injury/Disease) identifies the standard information required, some employment types, like the ones on this fact sheet, require additional information.

### ***Who should read this fact sheet?***

This fact sheet is for employers whose employees are a:

- Commission worker (employee paid by commission alone or in addition to regular salary)
- Seasonal worker (employee whose work is available at certain times of the year and periods of layoff are expected)
- Temporary agency worker (employee works for an agency that places employees with employers)

### ***What information does the WSIB need to calculate accurate benefits?***

The WSIB always requires the following information.

- Hourly or daily rate, if it applies
- Number of days and hours worked per week (excluding overtime)
- Overtime earnings (submit these separately and indicate if the overtime was mandatory or voluntary)
- Vacation pay percentage (indicate if it is paid weekly or accrued)
- Details of any salary advance or continuation
- General details of any varied hours or intermittence of the work throughout the year
- Federal and Provincial Net Claim Code
- Bonus earnings if any, with details of frequency of payment
- Information about other employment the worker may have.

In addition, the following is also required for commission, seasonal and temporary agency workers:

#### **Commission workers**

- Details of the frequency of the commission payment, and
- If paid weekly, the amount paid for the four weeks before the injury
- If paid monthly, the amount paid in the three months before the injury.

#### **Seasonal Workers:**

- Gross regular earnings each week, for the four weeks before the date of injury, not including earnings on the date of injury
- Number of days worked each week for the four weeks before the date of injury.
- Any dates the worker was scheduled to work but missed work and did not get paid during the four weeks before. Please provide reasons for dates lost without pay.
- If there are no earnings during the four weeks prior to the date of injury, indicate the reason and provide details of hire for the position.

### Temporary Agency Workers:

- Gross regular earnings from the employer at each different placement during the four weeks before the injury or layoff, when the employment is similar to the work performed at the time of injury. Do not include earnings on the date of injury.
- Number of days worked each week for the four weeks before the date of injury.
- Any dates lost without pay during the four weeks before and the reason.
- If there are no other earnings during the four weeks before the date of injury, indicate the reason and how many days the worker was hired to work per week or how many days this job was for.

### ***For more information***

- If you have employees who have other non-standard hours not covered in this fact sheet, you can refer to our fact sheet *reporting earnings for workers with irregular hours/work days, #1025*.
- For information about absences longer than 12 weeks, see fact sheet *Determining Average Earnings, #0794*.

### ***Workplace Safety and Insurance Board***

Ontario's Workplace Safety and Insurance Board (WSIB) plays a key role in the province's occupational health and safety system. Funded by employers, the WSIB is one of the top 10 disability insurers in North America. In addition to a strong prevention mandate, the WSIB provides insurance for injuries and illnesses incurred in workplaces covered under the *Workplace Safety and Insurance Act* and supports early and safe return to work for injured workers.

**This information is available in several languages and formats. Call our information hotline at 416-344-4999 .... Toll-free 1-800-465-5606 or Telephone Service for the Deaf (TTY): 1-800-387-0050  
Pour obtenir un exemplaire en français, composez le 1-800-465-5606.**