

Reporting earnings for workers with irregular hours/work days

The WSIB needs complete and accurate earnings information to calculate loss of earning 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, need additional information.

Who should read this fact sheet?

This fact sheet is for employers whose employees are a:

- Part time worker with varied hours (employee works less than a full regular work week and hours and/or days vary from week to week)
- Pieceworker (employee paid based on productivity)
- Casual or on call worker (employee has no defined or guaranteed hours of work)
- Rotational shift worker (employee with a permanent shift schedule and workdays vary each week based on a specific rotation)

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 information is also required for part-time workers with varied work hours, casual/on-call and pieceworkers:

- Gross regular earnings each week, for the four weeks before the date of injury, but not including earnings on the date of injury
- Number of days worked each week for the four weeks before the date of injury.
- If there are no earnings during the four weeks before the date of injury, explain why and tell us how many days the worker was hired to work per week.
- Any dates the worker was scheduled to work but lost work and received no pay during the four weeks prior. Please provide reasons for dates lost without pay.

For rotational shift workers, the following information is also required:

- Shift schedule and length of shifts
- Average number of hours paid weekly, based on a complete rotation
- If the worker has returned to work, the number and length of shifts missed due to the injury/illness
- Average weekly shift differential amount, based on complete shift rotation (total gross shift premium divided by the number of weeks in the rotation)
- Average weekly value of premium pay based on complete rotation (total gross premium pay divided by the number of weeks in the rotation)

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 varied work patterns*, #1471.
- 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.***