

WCB INSIDER

December 2018

Reporting an Injury

When one of your employees is hurt at work, we're here to help. The process starts when we receive an injury report – whether from you, the injured worker, or their healthcare provider.

Report an injury as soon as possible – within 5 business days:

You must report a workplace injury to the WCB within five business days of:

- The day of the injury, OR
- The day you became aware of the injury.

Late reporting could result in an administrative penalty. Employees also have an obligation to tell their employer of any injury.

Report an injury online, by phone, fax or mail:

The WCB is here to help with the method of reporting that works best for you.

Online:

The WCB's Online Incident Reporting application is secure and available for employers to report a workplace injury 24/7. You must register with the WCB's Technical Support Team to set up an online incident reporting account. For information on registering visit <https://www.wcb.mb.ca/incident-reporting>.

Phone:

Call the WCB at 204-954-4100 or toll free 1-855-954-4321 to report a workplace injury to a Claim Information Representative. You can review the Employer Incident Report Form before calling to make sure you have all the information you need. The Claims Information Centre is open from 8:00 a.m. to 7:00 p.m., Monday to Friday (except statutory holidays).

Fax:

You can complete the Employer Incident Report Form and send it to us by fax at 204-954-4999 or toll free 1-877-872-3804.

Mail:

You can complete an Employer Incident Report Form and send it to us by mail:

The Workers Compensation Board of Manitoba 333 Broadway, Winnipeg MB R3C 4W3

Employer Incident Report Form:

The Employer Incident Report Form is a fillable PDF that you can save to your computer, fill out and print. The fillable PDF can be found on our website <https://www.wcb.mb.ca/how-to-file-an-employer-claim> or a paper copy of the form can be obtained by calling 204-954-4321 or 1-855-954-4321.



Reporting workplace injuries early benefits your business:

- The sooner the WCB knows about an injury, the quicker the claim can be adjudicated and processed – which ultimately helps get employees back to work sooner.
- Reporting workplace injuries early also helps you avoid administrative penalties for late reporting.

What if a worker or healthcare provider reports an injury first?

Workers and healthcare providers are also required to report a workplace injury to the WCB. However, an employer is still required to report an injury within five days of becoming aware of the injury.

For more information visit <https://www.wcb.mb.ca/how-to-file-an-employer-claim>.





Renew Personal Coverage by December 31

If you're a business owner with personal coverage, watch for your renewal letter to arrive in the mail in December. You'll then have until December 31 to either cancel or make any changes to your coverage.

If we don't hear from you by December 31, 2018, we'll renew your personal coverage at the same level as the previous year. If you have the minimum level of coverage, it will be renewed based on the new minimum coverage level of \$24,710.00 for 2019.

The maximum level of coverage for 2019 is \$502,200.

The deadline for payment and to make any changes or cancel your coverage is January 31, 2019. Any further changes after January 31 will take effect the date that we're notified.

To learn more, visit www.wcb.mb.ca/personal-coverage-reporting-and-paying.

Important Dates

- **December 31, 2018: personal coverage is renewed at the same coverage level as the previous year if changes aren't reported**
- **January 31, 2019: payment is due for personal coverage only accounts**
- **February 28, 2019: all employers are required to submit annual payroll**
- **(NEW) May 30, 2019: payment is due for one-time payment employers**

One-Time Payment Employers

As we continue to transition to the new rate model one of the changes for 2019 will be the due date for employers that pay their full assessment in one installment. The due date has been moved from March 31 to May 30 to provide employers with more time between payroll reporting requirements due at the end of February. Please refer to your account statement to determine your payment obligations

If you have any questions please contact our Assessment Services Department at 204-954-4505 (Winnipeg), 1-855-954-4321, ext. 4505 (toll free in Canada and the United States) or email AssessmentServices@wcb.mb.ca.

Submit Annual Payroll by February 28

Each year, employers are required to provide payroll information to the WCB by the last day in February. You'll need to provide us with your previous year's actual payroll and your current year's estimated payroll. The deadline date is February 28, 2019.

You're not required to send payment at this time. Payment will be due according to your Account Statement, which we'll mail to you after your payroll information is received.

Please note that even if you have \$0 in payroll to report, you still need to send us this information. Failure to do so will result in penalties.

Online Payroll Reporting

If you haven't used it yet, accessing the online Payroll Reporting System is the easiest, fastest and most reliable method of reporting your payroll information. It's a secure Internet system that's available 24 hours a day, seven days a week.

You can still report your payroll using a paper form. To learn more about the methods of reporting as well as the information you'll need to have on hand, visit wcb.mb.ca > **Employer** > **Report Payroll**.

Return undeliverable copies to:

WCB Communications, 333 Broadway, Winnipeg, MB R3C 4W3
Telephone: (204) 954-4760 Fax: (204) 954-4968

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