

Completing the Workers' Compensation Board Form C-240

Days Worked Per Week Must Be Listed

The WCB relies on days worked per week, **not hours**, to determine a claimant's average weekly wage. If the proper days are not listed, an employer representative may be required to testify on the issue of wages earned. If you are unable to list the days worked per week, please provide a detailed explanation as to why that information is not available.

Injured Worker's Name: _____ Date of Injury/Illness: _____ WCB Case #: _____

INJURED WORKER PAYROLL Enter the injured worker's gross weekly earnings for the 52 weekly periods immediately preceding the date of injury/illness. In the "Days Paid" column enter the number of days compensated, including paid time off.

Week No.	Week Ending Date	Days Paid	Gross amount paid including overtime	Week No.	Week Ending Date	Days Paid	Gross amount paid including overtime	Week No.	Week Ending Date	Days Paid	Gross amount paid including overtime
1				19				37			
2				20				38			
3				21				39			
4				22				40			

Payroll for 52-weeks prior to the Date of Accident

You can properly complete the C-240 wage information for the 52 weeks preceding the date of accident/injury/death by:

- Attaching payroll documentation, which includes days worked and wages per week for the prior 52 weeks, OR
- If salaried, and receives the same pay each week, attaching documentation of payments for the prior 52 weeks, OR
- Fully completing page 2 of the C-240

Explain Discrepancies

If the employee was hired as a 5-, 6- or 7-day worker but payroll does not support that, provide an explanation as to why the employee had not worked in accordance with their hire status. For example, "limited work available, weather-related limitation."

Gaps in Employment/Payroll

Please make sure #8 is filled out if there is a gap in payroll during the preceding year, especially if employment is traditionally seasonal.

8. Was the injured worker laid off during the preceding 52 weeks? Yes No

If Yes, provide dates of layoff : _____

Employee of the Same Class

If "Employee of the Same Class" payroll is requested, we are seeking a worker doing the same type of work at the same or substantially similar rate of pay working a substantial part of the preceding 52 weeks. Guidelines for a substantial part of the year are: 234 days for a 5-day worker and 270 for a 6-day worker. If you are unable to provide payroll for a similar worker, provide detailed explanation. For example: "the closest similar worker only worked 20 weeks or 100 days."