

Businesses that qualify for the Canada Emergency Wage Subsidy program (CEWS) who are receiving a subsidy used to pay employees who are on leave and not working, do not need to report the earnings received through the subsidy for those employees. Businesses are able to retroactively adjust insurable earnings reported from March 15, 2020 onwards. Use this worksheet to organize the amounts that you are able to exempt.

### Additional information

- If you did not apply for the CEWS or have any employees on leave and not working, then you do not need to complete this form
- Before you begin, you will need the information you submitted to the CRA in order to calculate your CEWS amount
- You must retain a copy of this worksheet along with any documents to verify the amounts you paid your employees on leave and not working
- Send completed form to [employeraccounts@wsib.on.ca](mailto:employeraccounts@wsib.on.ca)
- Information provided in this worksheet will be used by the WSIB to make any required retroactive premium adjustments to your account and to help us keep track of businesses participating in the CEWS program who are deducting insurable earnings for employees on leave throughout the duration of the program

Legal company name	WSIB account number	
Have you received a subsidy through CEWS?	Yes	No
If you have received a CEWS subsidy, have you used it to pay employees who are NOT working? Reminder: this does not include payments made for part-time, reduced time or top-up pay	Yes	No
How many employees in your company meet this criteria?		
I verify the information being submitted in this worksheet is accurate		
Name	Position	Date (dd/mmm/yyyy)

Contact [accessibility@wsib.on.ca](mailto:accessibility@wsib.on.ca) if you require this communication in an alternative format.

Claim period:	CEWS wages paid to employees on leave
March 15 to April 11, 2020	
April 12 to May 9, 2020	
May 10 to June 6, 2020	
June 7 to July 4, 2020	
July 5 to August 1, 2020	
August 2 to August 29, 2020	
August 30 to September 26, 2020	
September 27 to October 24, 2020	
October 25 to November 21, 2020	
November 22 to December 19, 2020	
December 20, 2020 to January 16, 2021	
January 17 to February 13, 2021	
February 14 to March 13, 2021	
March 14 to April 10, 2021	
April 11 to May 8, 2021	
May 9 to June 5, 2021	
<b>Total</b>	

**Chart will be updated to include additional 2021 claim periods when available.**