



Completing the C-240

Days per Week Must Be Listed

The WCB relies on days per week, not hours, to determine a claimant's average weekly wage. If worker does not receive paid time off, the actual days worked per week must be listed. For example: "if employee worked 3 days and used 2 sick days, then the total days paid that week would be 5; if employee worked 3 days and was not paid for 2 days off sick, then the total days paid that week would be 3." 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 per week, 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

A properly completed C-240 has wage information for the 52 weeks preceding the date of accident/injury/death by either:

- Attaching payroll documentation which includes days and wages per week for the prior 52 weeks
- If salaried, and receives the same pay each week, documentation of payments for the prior 52 weeks
- 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 explanation as to why 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 : _____

Similar Worker Payroll

If a similar worker 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 worked. 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."