

# WCB INSIDER

December 2022

## The WCB's Return to Work Basics course is back

After more than a two-year hiatus, the WCB's Return to Work Basics workshop is back and already booking in-person training dates.

The new and improved workshop features "refreshed" course materials and is also now available as a virtual workshop.

"It's wonderful to be back providing Return to Work Basics in person with updated return to work resources," says Kim Keating, Manager, Return to Work Program Services. "The initial feedback related to the new return to work materials has been very positive."

"Looking to the future, we are excited to be adding a virtual version of the Return to Work Basics workshop to expand our reach and meet the needs of our customers that may not be able to attend in person".

Return to Work Basics is the follow-up workshop to WCB Basics, which is currently being offered both in person and virtually.

While WCB Basics provides an overview of how to best work with the WCB, Return to Work Basics is a free workshop that helps attendees assess whether their workplace is making the most of its return to work program.

The Return to Work Basics workshop will help attendees gain an understanding of the basic elements and best practices needed to build effective workplace return to work programs to support workers with safe and suitable work.

Topics covered include:

- What is a Return to Work Program?

- Why Establish a Return to Work Program?
- Seven Principles for a Successful Return to Work Program
- Return to Work Challenges: Strategies for Success
- Critical Elements to Building a Return to Work Program
- When Return to Work is Not Possible.

"Every employer should take the time to send someone to this course. I would recommend this course to all of my peers." — Workshop Attendee

Both WCB Basics and Return to Work Basics are free workshops designed for employers, return to work coordinators, leaders/managers/supervisors, safety officers, lead hands, HR professionals, union representatives, disability coordinators, or anyone directly involved in the return to work of an injured worker.

See the available dates below and register at [wcb.mb.ca/training](http://wcb.mb.ca/training).

For more information, call 204-954-4662 or 1-855-954-4321, ext. 4662 or email [RTWProgramServices@wcb.mb.ca](mailto:RTWProgramServices@wcb.mb.ca).

## WCB Basics

### In Person One-Day Workshops

16th Floor, 363 Broadway  
8:30 a.m. to 4:00 p.m.

January 24 | February 22 | March 21

### Virtual Workshops (1.5 Days)

Day one: 12:30 p.m. to 4:00 p.m.  
Day two: 8:30 a.m. to 4:00 p.m.

January 17/18 | February 28/March 1  
April 4/5

## Return to Work Basics

### In Person One-Day Workshops

16th Floor, 363 Broadway  
8:30 a.m. to 4:00 p.m.

January 25 | February 23 | March 22

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Day two: 8:30 a.m. to 4:00 p.m.

January 31/February 1 | March 7/8  
May 9/10





## Reporting changes in payroll estimates

If your payroll changes at any point after you provide the WCB with your annual payroll estimate in February, let us know so you can avoid unnecessary interest charges.

It's important to update your payroll information because your premiums are based on this number. Your premium payments should appropriately reflect your coverage level and be paid for in the year in which you have the coverage. If your payroll increases, your premium and payments will increase. If your payroll decreases, your premium and payments will also decrease. Interest may be added if you underestimate your payroll amount.

Changes to your payroll estimate can be submitted at any time. The quickest and most effective way to submit revised payroll



is to email us with your account number at [assessmentsservices@wcb.mb.ca](mailto:assessmentsservices@wcb.mb.ca).

You can also send changes by online chat, phone or mail. Please be sure to include your

account number with all correspondence.

Online chat: [wcb.mb.ca/contact-wcb](http://wcb.mb.ca/contact-wcb)  
Phone: 204-954-4505; toll free 1-855-954-4321, extension 4505  
Mail: WCB Assessment

Services  
333 Broadway  
Winnipeg, MB R3C 3W4

For more information, visit [wcb.mb.ca](http://wcb.mb.ca) > Employer > Report Payroll > Change my Payroll Estimate.

### New Employer Advisor Office opens

The Manitoba Government recently opened an Employer Advisor Office (EAO), independent of the Workers Compensation Board. The EAO offers employers free and confidential advice and assistance on workers compensation matters,

and will also provide referrals to other agencies and services. The EAO will not provide advocacy services.

To learn more about their services, visit [www.gov.mb.ca/labour/eao/](http://www.gov.mb.ca/labour/eao/)

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