

How to Add Income and Upload Documents to a Monthly Report

Saskatchewan Employment Incentive (SEI)

You can apply and/or access the self-service portal using any computer or other electronic device with an internet connection.

You will need:

1. A computer or other electronic device with internet or Wi-Fi connection.
2. An active e-mail address or your current SEI log in information.
3. The ability to scan or take pictures and to submit documents electronically.
4. Social Insurance Numbers for you and your spouse or partner (if applicable).
5. Health Card Numbers for you, your spouse or partner (if applicable) and any dependent children.
6. Other documents, such as last month's pay stubs, notice of assessment and direct deposit information

How To Apply:

You can use these [step-by-step instructions](#) to apply online.

How to add Income to an SEI Monthly Report on the Self-Service Portal:

1. Log in to your SEI account using your Saskatchewan.ca log in details and click “Self Service”.

** Please note: If you are using a mobile device, you may need to scroll over to access the entire screen.*

Saskatchewan Employment Incentive

Working families who have low income and dependent children can apply for monthly financial support through this program. Approved clients may also be eligible for additional supports.

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Linked on: February 6, 2024

STATUS Under Review

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Tasks

Self Service

Change your address, contact information, submit documents and more.

[View Service Overview](#)

View the service overview.

[Unlink Service](#)

Unlink this service from your account.

2. To complete a monthly report, click “Start” next to “View and submit monthly reports”.

Saskatchewan Employment Incentive Program

i To help protect your information, at the end of your session, please use the 'Sign Out' link found within the 'Profile' drop down menu.

Name:
John Doe

Client number:
CLN-003987616

Self Service Tasks

Information

View and submit monthly reports	Start
Update banking information	Start
Update Address Information	Start
View your payment history	Start
View notifications	Start

Documents

Submit supporting documents for your case	Start
Access your tax documents	Start

Manage your Case

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3. Start a monthly report by clicking “Start” next to the month you would like to report for.

** Please note: If you are using a mobile device, you may need to scroll over to access the “Start” button.*

View and submit your monthly report

Monthly Reporting

You are required to complete and submit an income report every month. If you complete your monthly report by the 10th of the month, you will receive your incentive by the 15th of the month. If you complete your monthly report after the 10th of the month, you may receive your incentive by the 1st of the following month. If you do not complete your report for two consecutive months, your incentive payment and health coverage will be ended.

- If you have a spouse/partner, complete the monthly report together as one combined report.
- Include supporting documentation as needed to verify report information and incentive amount accuracy.
- Check the status of your current report to stay updated on its processing.

If you have a change for a previously submitted monthly income report, report these changes by submitting an online communication form.

Active reports

Report for	Due Date ↑	Status	
May 2024	06/30/2024	Not started	Start
June 2024	07/31/2024	Pending	
July 2024	08/30/2024	Pending	

Historical reports

Report for ↓	Submitted Date	Status
March 2024	03/28/2024	Completed
January 2024	03/28/2024	Completed

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4. For each monthly report, you will be asked to confirm your relationship details, information about your spouse (if applicable), information about your children, and your employment details. Once you have completed all of these steps, click “Start” next to “Information about your employment and income”.

Saskatchewan Employment Incentive Application

Follow the steps below to finish and submit your mandatory monthly report for the month of May 2024

Step 1 - Confirm Relationship

Information about your children Complete	Review
Information about your spouse/partner Complete	Review

Step 2 - Provide more details for the monthly report

Information about employment and income	Start
Add documents to support your monthly report	

Step 3 - Submit your monthly report

Submit monthly report	
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Manage your case

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5. Confirm the employment type for the income you are reporting (either employment or self-employment).

Information about employment and income

Step 2: Page 1 of 4

Select 'I am an employee' if you work:

For pay (wages, salary, bonus, tips or commission)

☒ I am an employee

Select 'I am self-employed' if you work:

For your own business, farm, professional practice or as an independent contractor such as, a plumber, a babysitter, etc.

☐ I am self-employed

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6. To add employment or self-employment income, click "Add Income" button beside the current employer.

**If you have started new employment in the past calendar month, click "Add Employment" and enter the details required.*

**Please note: If you are using a mobile device, you may need to scroll over to access the Add Income button or the add employment button.*

Step 2: Page 2 of 4

Employment details

Reporting your income:

- Next to the employer you are reporting income for, select "Add income" to open the record (you will need to do this for each paystub received in the previous month).
- Enter the gross amount off each paystub.
- If you are self-employed and have already declared the income from your Income Tax Return, you are not required to do so again.

Reporting a new employer:

- If you have started a new job, click "Add Employment" and complete the form.

Deleting an Employer:

- If you are no longer working for an employer that is listed, click on remove and enter the date you stopped working for that company.

Did you or your spouse/partner have employment income and/or continue to run your self-employment business in the previous calendar month?

☒ Yes ☐ No

[Add Employment](#)

Employer Name ↑	Type	Received By	Total	
Store	Employment	John Doe	\$0.00	Add Income Remove

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7. Confirm all details of your employment are correct, and then click "Add Income" to report your gross income (amount before any taxes or deductions) for the previous calendar month. Once you have added all income for the previous month from that employer, click "Submit".

**Please note: If you are using a mobile device, you may need to scroll over to access the add income button.*

Edit Employment

Step 2 of 2

Who did you work for last month?

Enter the full name of your employer.

What was your job?

Example: construction worker, manager, teacher, cashier, salesperson etc.

Is this a part time or full-time job?

☐ Part-time

☒ Full-time

Please click 'Add Income' to enter your last month's gross income for each payment you received.

Add Income

Amount Received	Received Date ↑
There are no records to display.	

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Submit

8. To report any other income from other sources that are not employment or self-employment select "Add Income". If you do not have anything further to add click "No Additional Income".

Information about employment and income

Step 2: Page 3 of 4

Declare any income you and/or your spouse/partner received from sources other than your regular job or self-employment in the last month. For example, if it is currently August, declare which income sources were received in July. Pick the income sources that apply from the list provided.

Exempted incomes that you are not required to declare include: Canada Child Benefit, Saskatchewan Rental Housing Supplement, Saskatchewan Housing Benefit, Income tax refunds, GST payments, Federal government rebates/incentives, Level of Care income, payments for the care of a child, insurance payments, honoraria paid by government, government payment for pain and suffering, scholarships, loans, settlements from First Nations, income from sale of assets, income earned by dependent children, Registered Disability Savings Plan (RDSP), Provincial Disaster Assistance Program (PDAP), or Canada Pension Plan (CPP) children's benefit.

Click 'Add Income' to provide details of the income received last month. If you did not receive any other income, check the box indicating you do not have any additional income.

Add Income

Income source	Received By	Date ↑	Amount
There are no records to display.			

Or

☐ No additional income

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9. Fill in the details of the other Income.

Please provide an income source you received last month

Enter the income source, amount and date received.

Income source

Select

Date received

MM/DD/YYYY

Amount

Submit

How to add Supplementary Documents to an SEI Monthly Report:

1. Log in to your SEI account using your Saskatchewan.ca log in details and click “Self Service”.

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View your payment history	Start
View notifications	Start

Documents

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Access your tax documents	Start

3. Complete the steps to add income to your monthly report (see how to add income guide). Once you have completed all prior steps, click “Start” next to “Add documents to support your monthly report”

Saskatchewan Employment Incentive Application

Follow the steps below to finish and submit your mandatory monthly report for the month of May 2024

Step 1 - Confirm Relationship

Information about your children
Complete

Review

Information about your spouse/partner
Complete

Review

Step 2 - Provide more details for the monthly report

Information about employment and income
Complete

Review

Add documents to support your monthly report

Start

Step 3 - Submit your monthly report

Submit monthly report

Manage your case

View monthly report steps

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- For each income entry created during the application you will be required to submit a corresponding supporting document. Click "Add/Edit" button next to each income entry to add/edit a supporting document.

** Please note: if you are using a mobile device, you may need to scroll over to access the entire screen.*

Verification Documents

Step 1 of 2

Please submit supporting documents for all required items. Here's how you can upload and manage your documents:

Uploading a document:

- Click on "Add/Edit Document" to open the 'Document' window.
- Click the "Add Files" button.
- Select your file by clicking on "Choose Files" and follow the prompts.
- Click the "Submit" button to upload the required document.

Deleting an uploaded document:

- Click on "Add/Edit Document" to open the 'Document' window.
- Locate the file you want to delete.
- Click on "Delete" next to the file you wish to remove.
- Confirm the delete action by clicking on the "Delete" button.

Required Documents

Document Description	Associated with	Files ↑
Pay stubs (\$510.45 - 12/04/2024 - Store)	John Doe	<div>Add/Edit</div>

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5. After clicking “Add/edit document”, a separate page will appear. Click “Add files” to add, select a document, and upload. The document you selected will show in the table. Click “Submit”.



** Please note: If you are using a mobile device, you may need to scroll over to access the add files button.*

Documents

Please upload files related to the following:

Pay stubs (\$510.45 - 12/04/2024 - Store)

Add files

Name ↑	Modified	
 Paystub 1.jpg (1723 KB)	less than a minute ago	Delete 

Close

Submit

6. Once you have added a document to each income record in the required documents table, click “Next” to continue with the Monthly report.

Verification Documents

Step 1 of 2

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2. Locate the file you want to delete.
3. Click on "Delete" next to the file you wish to remove.
4. Confirm the delete action by clicking on the "Delete" button.

Required Documents

Document Description	Associated with	Files 
Pay stubs (\$762.35 - 14/06/2024 - XYZ)	Mundai Verification	<div>Add/Edit</div>
Pay stubs (\$528.13 - 28/06/2024 - XYZ)	Mundai Verification	<div>Add/Edit</div>

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Manage your Application

[View all application steps](#)

[Cancel application](#)

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Note:

If you are on a computer that others might access, make sure your personal information isn't stored in the computer's memory by clearing your browser history, cache, and cookies.