

How to Add Income and Upload Documents at Initial Application

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 for an Initial SEI Application:

1. Once you have completed all prior steps in the application, you will report your employment details and corresponding income in the *Employment and Income Information* click "Start" Tab.

Application for Saskatchewan Employment Incentive

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.

Complete the following steps to apply

Step 1 - Check your eligibility

Check your basic eligibility for SEI before you apply
Complete

Review

Step 2 - Start application

Information about you
Complete

Review

Information about your children
Complete

Review

Employment and income information

Start

Add documents to support your application

Add direct deposit information

Step 3 - Review, sign and submit application

Your rights, responsibilities, consent then submit your application

Manage your Application

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saskatchewan.ca/employment-incentive

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Saskatchewan!

2. Once you have confirmed the type of employment (employment or self-employment), click “Add Employment” to add an employer and income received.

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

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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Information about employment and income

Step 2: Page 2 of 4

Employment details

Please tell us about your or your spouse/partner current employment and/or self-employment. To do that, click "Add Employment". You will need to complete these questions for each job you or your spouse/partner had last month.

[Add Employment](#)

Employer Name ↑	Type	Received By	Total	
XYZ	Employment	Mundai Verification	\$1,290.48	Add income Remove

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3. Select the employment type for the Income you are reporting (employment and/or self-employment).

New Employment

Step 1 of 2

Please select an employment type

☐ Employment

☐ Self-Employment

Cancel

Next

4. Fill in the employer/job details, then add corresponding income for the previous calendar month by clicking "Add Income".

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

New 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 ↑

5. Select the date the income was received (pay date), and the gross (amount before any taxes and/or deductions) income received.

Add Income

×

What was your last month gross income for each payment you received?

Gross income is the income or revenue before any taxes or deductions. Enter the payment date and gross amount indicated on your paystub.

Date

MM/DD/YYYY

Amount

Submit

6. Each separate paystub received by that employer should be entered as a separate entry (for example, if you received two paystubs in the month of December, you should have two separate entries).

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

Sales

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 ↑	
\$762.35	06/14/2024	<div>DeleteEdit</div>
\$528.13	06/28/2024	<div>DeleteEdit</div>

If you have more than one employer or self-employment income click Add Employment. Repeat for each employment or self-employment income.

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

Manage your case

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Add Employment

Employer Name ↑	Type	Received By	Total	
Store	Employment	John Doe	\$0.00	<div>Add incomeRemove</div>

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7. To report any other income from sources other than your employment or self-employment click "Add 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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8. 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


9. If there is no other income click "No Additional Income".

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Employment and Income Summary

 If any of this information is incorrect, please use the back button to return to the employer and income pages to make changes.

Summary of employment income

Employer Name 	Type	Received By	Total
XYZ	Employment	Mundai Verification	\$1,290.48

Summary of other income

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

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How to Add Supplementary Documents for an Initial SEI Application:

1. Once you have completed all prior steps in the application, click "Start" next to "Add documents to support your application".

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Step 2 - Start application

Information about you Complete	Review
Information about your children Complete	Review
Employment and income information Complete	Review
Add documents to support your application	Start
Add direct deposit information	

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2. For each income entry created during the application, you will be required to submit a corresponding supporting document. Click the 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 down arrow button.*

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:

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

Deleting an uploaded document:

1. Click on "Add/Edit Document" to open the 'Document' window.
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.

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Required Documents

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

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3. 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. 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 (\$762.35 - 14/06/2024 - XYZ)

Add files

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

Close

Submit

- Once you have added a document to each income record in the required documents table, click "Next" to continue with the application.

Verification Documents

Step 1 of 2

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

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- 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.

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Required Documents

Document Description	Associated with	Files ↑	
Pay stubs (\$762.35 - 14/06/2024 - XYZ)	Mundai Verification	Paystub 1.jpg	Add/Edit
Pay stubs (\$528.13 - 28/06/2024 - XYZ)	Mundai Verification	Paystub 2.jpg	Add/Edit

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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 the browser history, cache, and cookies.