



Portable Long Service Leave

How to add new workers Manual / individual add

New workers can be added to your account any time through the Workers page in your portal. You can add workers one at a time or use a spreadsheet to upload multiple new workers in bulk.

The following guide provides step-by-step instructions if you'd like to add a worker manually or individually.

Step 1 – Open The Worker Page In The Portal

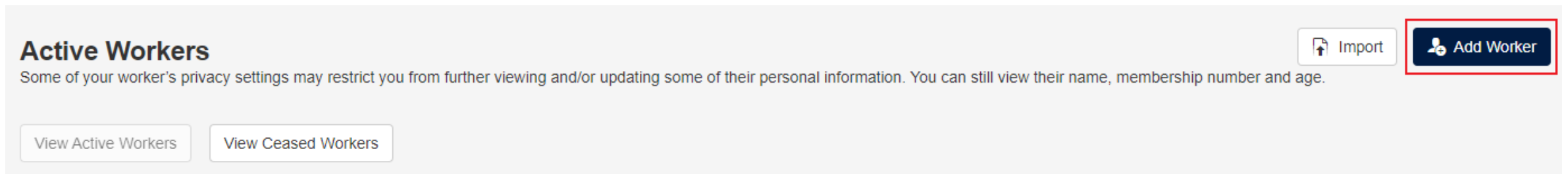
After you've logged into the portal, click on Workers in the menu.



The screenshot shows the 'Portable Long Service Leave' portal interface. The top navigation bar is dark blue with a hamburger menu icon and the text 'Portable Long Service Leave'. Below this, the user's organization is identified as 'DOOM CONSTRUCTIONS PTY (C808633)'. A sidebar menu on the left contains several options: 'Dashboard' (highlighted in orange), 'Returns', 'Transactions', 'Correspondence', 'Workers' (highlighted with a red box), and 'Nomination Requests'. The main content area is titled 'Doom Constructions Pty Ltd (C808633)' and features a 'Pending Returns' table with columns for 'Return Period', 'Workers', and 'Due Date'. Below the table is an 'Outstanding Invoices' section.

Return Period	Workers	Due Date
Periodic (Jan 2021 - Feb 2021) (R1047531)	2	22 Mar 2021
Working Director (Jan 2021 - Feb 2021) (R1047243)	1	30 Jun 2021

Click on the Add Worker button in the top right corner.



The screenshot shows the 'Active Workers' section of the portal. It includes a title 'Active Workers', a disclaimer about privacy settings, and two buttons: 'View Active Workers' and 'View Ceased Workers'. In the top right corner, there are two buttons: 'Import' and 'Add Worker' (highlighted with a red box).

Active Workers

Some of your worker's privacy settings may restrict you from further viewing and/or updating some of their personal information. You can still view their name, membership number and age.

[View Active Workers](#) [View Ceased Workers](#)

[Import](#) [Add Worker](#)

Step 2 – Add Worker

There are 3 options for adding a new worker – adding a worker that has been registered before with another employer, adding a worker that has been registered on your account before, or adding a brand-new worker. If you're not sure if a worker has been registered before, you can still use the new worker option and we'll match the worker up with their existing account.

Add a Registered Worker

To add a worker who has been registered before, you'll need their Worker Registration Number and date of birth. Click on the Continue button next to Registered Worker.

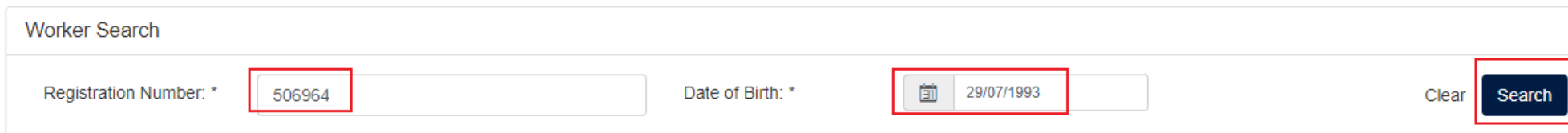


The screenshot shows a dark blue header bar with the text "Add Worker" and a close icon. Below the header, the main content area is white and contains the heading "Add Worker". Underneath, there is a white box with a red border containing a person icon, the text "Registered Worker", and a subtext "Add a Worker that has worked for a different Employer". To the right of this box is a dark blue button with the text "Continue".

Type in the Worker Registration Number in the field as indicated. Use the calendar or type in the worker's date of birth, then click the Search button.

Add Registered Worker

[Back to Add Worker](#)



The screenshot shows a white form titled "Worker Search". It has two input fields: "Registration Number: *" with the value "506964" and "Date of Birth: *" with a calendar icon and the value "29/07/1993". To the right of the date field is a "Clear" link and a dark blue "Search" button.

Step 2 – Add Worker (continued)

Add a Registered Worker (continued)

If a matching worker is found, their name and date of birth will be displayed with fields to complete for their mobile number, email address and postal address. Enter the postcode in the Suburb field to bring up a list of matching suburbs, then select the right one from the list.

Add Worker

Add Registered Worker Back to Add Worker

Worker Search

Registration Number: * 506964 Date of Birth: * 29/07/1993 Clear **Search**

User Details

Name BANNER, Bruce
Date of Birth 29/07/1993

Mobile 0437 285 204

Email bruce@starkindustries.com.au

Address:

Overseas Address

Line 1 68 Hulk Terrace

Line 2

Line 3

Suburb/City NORTH HAVEN

Tip: Input postcode to select suburb/state/postcode.

State/Province SA

Postal/Zip Code 5018

Country AUSTRALIA



Step 2 – Add Worker (continued)

Add a Registered Worker (continued)

Scroll down and use the calendar or type in the worker's start date. Use the drop-down boxes to select the Worker Type, Employment Type and Work Type. Click the Continue button to add the new worker.

Employment Information


Registration Date *	<input type="text" value="12/01/2021"/>
Worker Type *	<input type="text" value="Construction Worker"/>
Employment Type *	<input type="text" value="Full-time"/>
Work Type *	<input type="text" value="Demolition"/>


Step 2 – Add Worker (continued)

Add a Returning Worker

To add a worker who was previously registered with your account, click on the Continue button next to Returning Worker.

Add Worker

 **Registered Worker**
Add a Worker that has worked for a different Employer Continue

 **Returning Worker**
Add a Worker that has previously worked for you Continue

A list of previously registered workers will be displayed for you to choose the worker you want to add. If there are a lot of workers, you may want to use the search functionality at the top to narrow it down. When you find the worker you want to add, click on the radio button next to their name then click the Continue button. If the worker you want to add does not appear in the list, you can add them as a New Worker.

Add Worker ×

Add Returning Worker Back to Add Worker

Worker No.: First Name: Last Name:

Name	Employed From / To	Date Of Birth
<input checked="" type="radio"/> ALDRIDGE, Killian (507408)	01 Sep 2012 - 31 Oct 2012	14/03/1978
<input type="radio"/> BRANDT, Ellen (487757)	01 Jun 2006 - 28 Feb 2009	05/12/1990
<input type="radio"/> COULSON, Phil (495033)	24 Sep 2009 - 31 Dec 2020	16/05/1991
<input type="radio"/> EISENHARDT, Max (476840)	24 Aug 2004 - 27 May 2006	11/04/1983
<input type="radio"/> OCTAVIUS, Otto (468335)	01 Jan 2004 - 30 Apr 2005	15/01/1971
<input type="radio"/> SCHMIDT, Johann (520672)	11 Apr 2016 - 10 Jun 2016	13/07/1994
<input type="radio"/> SLATTERY, Trevor (462681)	16 Feb 2009 - 30 Jun 2015	19/08/1977

Continue



Step 2 – Add Worker (continued)

Add a Returning Worker (continued)

The worker's name and date of birth will be displayed with fields to complete for their mobile number, email address and postal address. Enter the postcode in the Suburb field to bring up a list of matching suburbs, then select the right one from the list.

User Details

Name	ALDRIDGE, Killian
Date of Birth	14/03/1978
Mobile	0491 570 006
Email	killian@aimcorporation.com.au
Address:	
Overseas Address	<input type="checkbox"/>
Line 1	302 Stella Lane
Line 2	
Line 3	
Suburb/City	SEMAPHORE SOUTH
Tip: Input postcode to select suburb/state/postcode.	
State/Province	SA
Postal/Zip Code	5019
Country	AUSTRALIA



Step 2 – Add Worker (continued)

Add a Returning Worker (continued)

Scroll down and use the calendar or type in the worker's start date. Use the drop-down boxes to select the Worker Type, Employment Type and Work Type. Click the Continue button to add the new worker.

Employment Information



Registration Date *	<input type="text" value="04/01/2021"/>
Worker Type *	<input type="text" value="Apprentice"/>
Employment Type *	<input type="text" value="Full-time"/>
Work Type *	<input type="text" value="Carpentry/Joinery"/>

Step 2 – Add Worker (continued)

Add a New Worker

To add a new worker, click the Continue button next to New Worker. You can also use this option to add a registered or returning worker. If the new worker has an existing account with Portable long Service Leave, we'll match them up.

Add Worker

 Registered Worker Add a Worker that has worked for a different Employer	Continue
 Returning Worker Add a Worker that has previously worked for you	Continue
 New Worker Create and add a brand new Worker	Continue

Step 2 – Add Worker (continued)

Add a New Worker (continued)

To add a new worker, click the Continue button next to New Worker. You can also use this option to add a registered or returning worker. If the new worker has an existing account with Portable long Service Leave, we'll match them up.

Fill in the personal details for the new worker as shown. Fields with an asterisk * are required to be completed.

Workers: Add New Worker

If the Start Date of the worker(s) falls within an uncommitted return, the worker(s) will be added to that return. If the Start Date falls within a committed return period you will need to record the retrospective service on the worker's first return. If the Start Date is greater than the last return period, the worker(s) will be added to the future return.

Profile Contributions Benefits

Personal Details

Salutation	Mr
First Name *	Steven
Middle Names	Vincent
Surname *	Strange
Date of Birth *	09/12/1968
Gender *	Male

Contact Details

Mobile	0491 570 159	or Phone	
Email	doctor@avengers.com.au		

Step 2 – Add Worker (continued)

Add a New Worker (continued)

Add Contact Details for the new worker, including Mobile or Phone Number, Email Address and Postal Address.

Contact Details

Mobile	<input type="text" value="0491 570 159"/>	or Phone	<input type="text"/>
Email	<input type="text" value="doctor@avengers.com.au"/>		

Contact Address

Line 1 *	<input type="text" value="24 Kelso Court"/>	<input type="text"/>
Line 2	<input type="text"/>	<input type="text"/>
Line 3	<input type="text"/>	<input type="text"/>
Overseas Address	<input type="checkbox"/>	
Suburb/City *	<input type="text" value="NOARLUNGA DOWNS"/>	Tip: Input postcode to select suburb/state/postcode.
State/Province *	<input type="text" value="SA"/>	
Postal/Zip Code *	<input type="text" value="5168"/>	
Country *	<input type="text" value="AUSTRALIA"/>	

Step 2 – Add Worker (continued)

Add a New Worker (continued)

Scroll down and enter the employment information for the new worker, including their start date, Worker Type, Employment Type and Work Type. When you have finished entering all the information, click Save & Close to add the new worker.

Employment Details

Registration Date *

Worker Type *

Employment Type *

Work Type *