



Portable Long Service Leave

How to complete an employer return

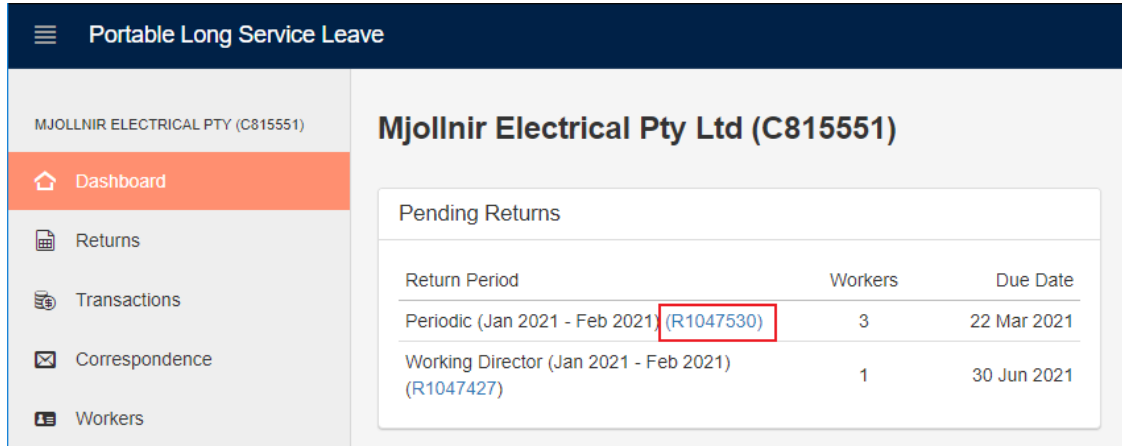
Option 1: manual entry

There are a number of ways you can fill in the data on your employer return – you can set up Worker Profiles to auto-populate the return for you, you can upload the data using an excel spreadsheet, or you can simply type in the required information.

The following guide provides step-by-step instructions if you'd like to complete your return by manual data entry.

Step 1 – Open the return

After you've logged into the employer portal, click on the Return ID in your Dashboard to open the return that is due to be completed.



Portable Long Service Leave

MJOLLNIR ELECTRICAL PTY (C815551)

Mjollnir Electrical Pty Ltd (C815551)

Pending Returns

Return Period	Workers	Due Date
Periodic (Jan 2021 - Feb 2021) (R1047530)	3	22 Mar 2021
Working Director (Jan 2021 - Feb 2021) (R1047427)	1	30 Jun 2021

Click Edit Return in the top right corner of the screen to open the return for editing.



Portable Long Service Leave

MJOLLNIR ELECTRICAL PTY (C815551)

Returns: Periodic (Jan 2021 - Feb 2021) (R1047530)

Export / Import

Periodic Return Information

Jane Foster

Edit Return

Commit Return


Step 2 – Data Entry

You'll notice the Declaration Type drop-down boxes next to the worker's names are showing Manual. This means you need to add either Hours or Service Days, and Period Remuneration to the return before you can submit. Maximum service days and maximum working days (Mon-Fri) are displayed at the top of the return.






You'll notice the remuneration box is greyed out for apprentices. This is because you only need to enter Hours or Service Days for apprentices as they are levy free. Information about calculating service days and remuneration can be found on our website or at the end of this guide.

Returns / Periodic (Jan 2021 - Feb 2021) (R1047530): Return Edit

Maximum Days: 60, Working Days: 41

 Add Worker

Due Date	Workers	Total Remuneration	Levy Rate	Levy
22/03/2021	3	\$0.00	2.00%	\$0.00

Worker (#)	Start Date	Declaration Type	Hours	Service Days	Period Remuneration	Previous Remuneration	Remuneration Discrepancy Reason	More
HAMMOND, Jim (M512992)		Manual	0	0	<input type="text" value="\$0.00"/>	 \$13,000.00	✓ Pay is within threshold	
RHODES, James (M499263)		Manual	0	0	<input type="text" value="\$0.00"/>	 \$9,600.00	✓ Pay is within threshold	
STORM, Johnny (M531144)		Manual	0	0	<input type="text" value="\$0.00"/>	-	✓ Pay is within threshold	

Close



Note: Updating Hours on the Worker Card

Service days for a worker can be declared in either Hours or in Full Days. If you enter in the hours for the period, Service Days will be calculated using 7.6 ordinary hours per day. If your worker's regular week is different to that (eg 8 hours per day and 40 hours per week), you'll need to record the hours per day on their profile.

To open the worker card from the return, click on the worker number next to their name in the return.

Worker (#)	Start Date
Service Days or Period Remuneration not specified	
HAMMOND, Jim (M512992)	
RHODES, James (M499263)	



Note: Updating Hours on the Worker Card

In the worker card you can set up the standard hours per day if it differs from 7.6 hours per day. Adjust the hours and click Save & Close to save your changes.

Workers: RHODES, James (M499263)

Profile

Employment Details

Worker Type *

Employment Type *

Work Type *

Specify how you would like your returns to be populated:

Declaration Method *

Annual Salary *

Hours Per Week *

Hourly Rate *

Hours Per Day *

These changes will be applied to all open and future returns.



Step 4 – Enter Discrepancy Reasons (If Required)

If the Hours or Service Days and Period Remuneration you've entered are quite different from previously declared information, you may be asked to enter a reason for the discrepancy. Review the information you've entered, and if it's correct, use the Discrepancy Reason drop-down box to select the option that most accurately describes the reason for the change. If there's a reason for the change that is not listed, select Other and type the reason in the box.

Returns / Periodic (Jan 2021 - Feb 2021) (R1047530): Return Edit
Maximum Days: 60, Working Days: 41

[Add Worker](#)

Due Date	Workers	Total Remuneration	Levy Rate	Levy
22/03/2021	3	\$11,000.00	2.00%	\$220.00

Worker (#)	Start Date	Declaration Type	Hours	Service Days	Period Remuneration	Previous Remuneration	Remuneration Discrepancy Reason	More
<i>Service Days / Period Remuneration not within threshold - Discrepancy reason is required</i>								
HAMMOND, Jim (M512992)		Manual	334	44	\$11,000.00	\$13,000.00	[Choose Discrep...]	⋮
<i>Service Days or Period Remuneration not specified</i>								
RHODES, James (M499263)		Manual	334	42	\$0.00	\$9,600.00	[Choose Discrepancy Reason]	
STORM, Johnny (M531144)		Manual	334.4	44	\$0.00			

- [Choose Discrepancy Reason]
- Different rate of pay
- Casual employee
- Different amount of pay periods
- Commenced / completed apprenticeship
- Annual leave in advance
- JobKeeper Payment
- Transfer of roles
- Other



Step 5 – Terminating Workers

If any of your workers have ceased employment in the period, you'll need to add a termination date and reason for termination to your return. Click on the More menu (the 3 dots) at the end of the row next to the worker you need to terminate and select Terminate from the menu.

RHODES, James (M499263)	Manual	334	42	\$9,600.00	\$9,600.00 ✓ Pay is within threshold	⋮
STORM, Johnny (M531144)	Manual	334.4	44	\$0.00		

Terminate

Add Note

Type in or use the calendar to select the termination date, then use the drop-down box to select the reason for termination.

RHODES, James (M499263)	Manual	334	42	\$9,600.00	\$9,600.00
Termination Date	Termination Reason				
<input type="text" value="28/02/2021"/>	[Choose Termination Reason]				
STORM, Johnny (M531144)	Retired				
	Deceased				
	Resignation				
	Transferred to role ineligible for PLSL				
	Other				
	Shortage of Work / Project Completed				
	Genuine Redundancy				
	Ill Health / Invalidity				

Step 6 – Reviewing Your Return

After you've entered all the data on the return, click the Close button at the bottom right of the screen.

Review the information on the summary page to ensure it is correct. If the information on the summary page is not correct, click the Edit Return button and make changes as required. If the information is correct, click the Commit Return / Submit Return button in the top right corner, then click OK to lodge your return.

Portable Long Service Leave Jane Foster ▾

MJOLLNIR ELECTRICAL PTY (C815551)

Dashboard

Returns

Transactions

Correspondence

Workers

Nomination Requests

Employer Details

Contacts

Addresses

I Want To >

Contact Us

Returns: Periodic (Jan 2021 - Feb 2021) (R1047530)

Export / Import **Edit Return** **Commit Return**

Periodic Return Information

Return Status	OPEN	Workers	3
Return Period (ID)	Periodic (Jan 2021 - Feb 2021) (R1047530)	Total Remuneration	\$20,600.00
Due Date	22/03/2021	Levy Rate	2.00%
Working Days	41	Levy	\$412.00
Maximum Days	60		

Workers Export ▾

Worker	Dates (Term Reason)	Service Days	Period Remuneration (Discrepancy)	Levy
HAMMOND, Jim (M512992)	Jan 2021 - Feb 2021	44	\$11,000.00 (Other)	\$220.00
Comment: Different job on lower pay rate				
RHODES, James (M499263)	Term 28 Feb 2021 (Resignation)	42	\$9,600.00	\$192.00
STORM, Johnny (M531144)	Jan 2021 - Feb 2021	44	\$0.00	\$0.00

Step 7 – Downloading Your Invoice and Payment Information

Once your return has been lodged, you'll see a summary of the information, including the levy and balance payable. To download an invoice for the levy, click on the PDF invoice link.

Portable Long Service Leave Jane Foster

MJOLLNIR ELECTRICAL PTY (C815551)

Dashboard

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Contact Us

Returns: Periodic (Jan 2021 - Feb 2021) (R1047530)

Open for Adjustments

Periodic Return Information

Return Status	COMMITTED	Workers	3
Return Period (ID)	Periodic (Jan 2021 - Feb 2021) (R1047530)	Total Remuneration	\$20,600.00
Due Date	22/03/2021	Levy Rate	2.00%
Working Days	41	Levy	\$412.00
Maximum Days	60	Balance Payable	\$412.00

Financial Details


Date	Reference	Description	Debit	Credit
18 Jan 21	Invoice [Print PDF]	Return #1047530	\$412.00	

Payment Information

EFT

BPAY

Credit Card



Pay with EFT

Account Name: CILSLB
BSB: 065126
Account Number: 10064035
Reference: 815551

Note: Calculating Service Days

You can use the following guide to determine what to include and exclude when calculating information for your return.

Include

- Days worked 5 hours and over
- Paid annual leave
- Paid personal / sick leave
- Paid public holidays
- Paid rostered days off
- Apprentice trade school days

Exclude

- Days when less than 5 hours worked
- Unpaid leave
- Long service leave
- Days worked outside of South Australia



Note: Calculating Remuneration

You can use the following guide to determine what to include and exclude when calculating information for your return.

Include

- Days worked 5 hours and over
- Annual leave (except when paid in lieu of time off)
- Personal / sick leave
- Public holidays
- Rostered days off
- Industry allowance
- Tool allowance
- Leading hand allowance
- First aid allowance
- Workers compensation income maintenance (up to 2 years)
- Casual loading

Exclude

- Days when less than 5 hours worked
- Annual leave loading
- Overtime
- Bonuses
- Site allowance
- Retirement, retrenchment or redundancy payments
- Fares, travel or car allowance
- Special rates paid irregularly to compensate for occasional disabilities when working (except where the rate is included during periods of leave)
- Payment in lieu of taking annual leave or rostered days off
- Living away from home allowance
- Remuneration earned by apprentices
- Remuneration for days worked outside of South Australia

