



Portable Long Service Leave

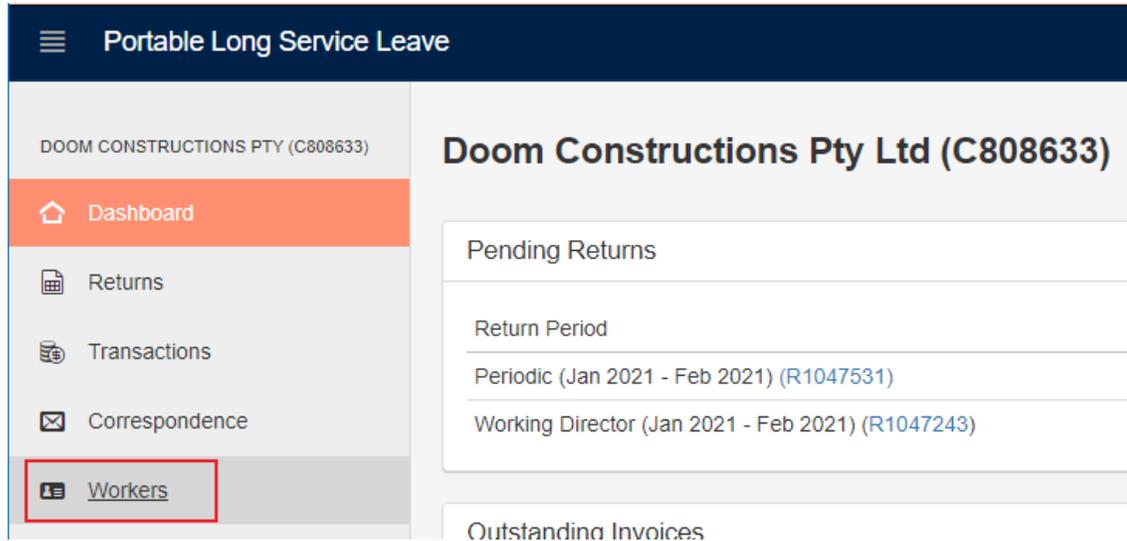
How to complete an employer return Option 2: populate data

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 using auto-populated data.

Step 1 – Set Up Worker Cards

To set up auto-population on your returns, you'll need to set up some information in the portal first. After you've logged in to your portal, click on Workers in the menu.



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DOOM CONSTRUCTIONS PTY (C808633)

Doom Constructions Pty Ltd (C808633)

Dashboard

Returns

Transactions

Correspondence

Workers

Pending Returns

Return Period

Periodic (Jan 2021 - Feb 2021) (R1047531)

Working Director (Jan 2021 - Feb 2021) (R1047243)

Outstanding Invoices

On the Workers page, you'll see a list of all your active workers, with options to see your previously registered workers and add new ones as well. Each worker's profile will need to be updated individually, but once this is done the first time, you'll only need to access it again when your employee's rate of pay, hours worked or employment type changes. Click on the registration number in the Active Workers list to open the worker's profile.

Reg No.	Name	Age	Worker Type
M507408	ALDRIDGE, Killian	42	Apprentice
M506964	BANNER, Bruce	27	Construction Worker

Step 1 – Set Up Worker Cards (continued)

There are 3 methods you can use to auto-populate your return – Annual Salary, Hourly Rate, or Apprentice. You can set up auto-population for some or all of your workers and use a combination of settings if you want to – there’s flexibility to customize the system to suit your own business’ needs.

Auto-Populate: Annual Salary

To set up a worker’s profile to auto-populate using Annual Salary, select Annual Salary in the Declaration Method drop-down list. Complete the required fields, including Employment Type, Annual Salary amount, and Hours Per Week. For Part Time employment you will also need to complete Hours Per Day. When calculating the worker’s annual salary please ensure you include all applicable allowances – you can find further information on what to include as remuneration in the Annual Salary on the website or at the end of this guide. When you have finished entering all your information, click Save & Close at the bottom of the page to save your changes.

Workers: BANNER, Bruce (M506964)

Profile Contributions Benefits

Employment Details

Worker Type * Construction Worker

Employment Type * Full-time

Work Type * Demolition

Specify how you would like your returns to be populated:

Declaration Method * Annual Salary

Annual Salary * 60000

Hours Per Week * 38

Hourly Rate * 30.36

Hours Per Day * 7.60

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

Step 1 – Set Up Worker Cards (continued)

Auto-Populate: Hourly Rate

To set up a worker's profile to auto-populate using Hourly Rate, select Hourly Rate in the Declaration Method drop-down list. Complete the other required fields, including Employment Type, Hourly Rate, Hours Per Week and Hours Per Day. When calculating the worker's ordinary hourly rate please ensure you include all applicable allowances – you can find further information on what to include as remuneration in the Hourly Rate on the website or at the end of this guide. When you have finished entering all information, Click Save & Close at the bottom of the page to save your changes.

Workers: HOGAN, Harold (M513333)

Profile Contributions Benefits

Employment Details

Worker Type * Construction Worker

Employment Type * Part-time

Work Type * Tiling - Wall/Floor

Specify how you would like your returns to be populated:

Declaration Method * Hourly Rate

Annual Salary * 29952.00

Hours Per Week * 24

Hourly Rate * 24

Hours Per Day * 8

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



Step 1 – Set Up Worker Cards (continued)

Auto-Populate: Apprentice

To set up an apprentice worker's profile to auto-populate, you'll need to set the Worker Type field to Apprentice first. Complete the other required fields, including Employment Type, Declaration Method (Apprentice) and Hours Per Week. For Part Time or Casual Employment, you will also need to complete Hours Per Day. Click Save & Close at the bottom of the page to save your changes.

Workers: POTTS, Pepper (M529436)

Profile Contributions Benefits

Employment Details

Worker Type *

Employment Type *

Work Type *

Specify how you would like your returns to be populated:

Declaration Method *

Annual Salary *

Hourly Rate *

Hours Per Week *

Hours Per Day *

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

Step 2 – Open Your Employer Return

After you've set up the Worker Cards, your returns will be auto-populated using the information you've provided. To open the return, click on the Return ID in your Dashboard or from the Returns page.

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DOOM CONSTRUCTIONS PTY (C808633)

Doom Constructions Pty Ltd (C808633)

Pending Returns

Return Period	Workers	Due Date
Periodic (Jan 2021 - Feb 2021) (R1047531)	5	22 Mar 2021
Working Director (Jan 2021 - Feb 2021) (R1047243)	1	30 Jun 2021

To open the return for review or editing, click the Edit Return button at the top right corner.

Returns: Periodic (Jan 2021 - Feb 2021) (R1047531)

Export / Import

Edit Return Commit Return

Periodic Return Information

Return Status	OPEN	Workers	5
Return Period (ID)	Periodic (Jan 2021 - Feb 2021) (R1047531)	Total Remuneration	\$12,568.22
Due Date	22/03/2021	Levy Rate	2.00%
Working Days	41	Levy	\$251.36
Maximum Days	60		

Step 3 – Review And Edit Your Return

You'll notice the Declaration Type drop-down box displays Auto-Populate for your workers. This shows you that the data has been extracted from the Worker Card you've set up. If you need to change anything, click on the drop-down and change the setting to Manual so you'll be able to adjust the hours, days, or remuneration declared on the return manually.

Worker (#)	Start Date	Declaration Type	Hours	Service Days	Period Remuneration	Previous Remuneration	Remuneration Discrepancy Reason	More
ALDRIDGE, Killian (M507408) NEW	04/01/2021	Manual	0	0	\$0.00	-	✓ Pay is within threshold	
BANNER, Bruce (M506964) NEW	12/01/2021	Auto Populate	258.4	34	\$7,845.02	-	✓ Pay is within threshold	
HOGAN, Harold (M513333)		Auto Populate	196.8	25	\$4,723.20	\$5,184.00	✓ Pay is within threshold	

If any of your workers have ceased employment, you'll need to add a termination date and reason for termination for them. Click on the More icon next to the worker's name to bring up a menu, then select Terminate. Use the calendar or type in the date of termination and use drop-down to select a reason for termination. Click the Close button at the bottom of the screen when you're finished making changes to your return.

Termination Reason Required

HOGAN, Harold (M513333)

Auto Populate 196.8 25 \$4,800.00 \$5,184.00 ✓ Pay is within threshold

Termination Date 28/02/2021

Termination Reason

- [Choose Termination Reason]
- [Choose Termination Reason]
- Retired
- Deceased
- Resignation
- Transferred to role ineligible for PLSL
- Other
- Shortage of Work / Project Completed
- Genuine Redundancy
- Ill Health / Invalidity

Terminate

Add Note

✓ Pay is within threshold

✓ Pay is within threshold

Close

Step 4 – Submit Your Return

After you're happy that the information on your return is complete and accurate, you can click on the Submit Return or Commit Return button, then click OK to lodge your return. If you need to make further changes, you can click the Edit Return button and update your information again before you lodge.

Returns: Periodic (Jan 2021 - Feb 2021) (R1047531)

 Export / Import

Edit Return

Commit Return

Periodic Return Information

Return Status	OPEN	Workers	5
Return Period (ID)	Periodic (Jan 2021 - Feb 2021) (R1047531)	Total Remuneration	\$12,800.00
Due Date	22/03/2021	Levy Rate	2.00%
Working Days	41	Levy	\$256.00
Maximum Days	60		

Workers

Export 

Worker	Dates (Term Reason)	Service Days	Period Remuneration (Discrepancy)	Levy
ALDRIDGE, Killian (M507408) 	4 Jan 2021 - 28 Feb 2021	0	\$0.00	\$0.00
BANNER, Bruce (M506964) 	12 Jan 2021 - 28 Feb 2021	34	\$8,000.00	\$160.00
HOGAN, Harold (M513333)	Term 28 Feb 2021 (Transferred to role ineligible for PLSL)	25	\$4,800.00	\$96.00
POTTS, Pepper (M529436)	Jan 2021 - Feb 2021	41	\$0.00	\$0.00
STRANGE, Steven (M542485) 	10 Jan 2021 - 28 Feb 2021	0	\$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.

Returns: Periodic (Jan 2021 - Feb 2021) (R1047531) [Open for Adjustments](#)

Periodic Return Information

Return Status	COMMITTED	Workers	5
Return Period (ID)	Periodic (Jan 2021 - Feb 2021) (R1047531)	Total Remuneration	\$12,800.00
Due Date	22/03/2021	Levy Rate	2.00%
Working Days	41	Levy	\$256.00
Maximum Days	60	Balance Payable	\$256.00

Financial Details

Date	Reference	Description	Debit	Credit
18 Jan 21	Invoice [Print PDF]	Return #1047531	\$256.00	

Payment Information

EFT

BPAY

Credit Card



Pay with EFT

Account Name: CILSLB
BSB: 065126
Account Number: 10064035
Reference: 808633

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

