



Portable  
Long Service  
Authority

# Guide to: Quarterly return process

Using the upload  
spreadsheet

# Quarterly Return Overview

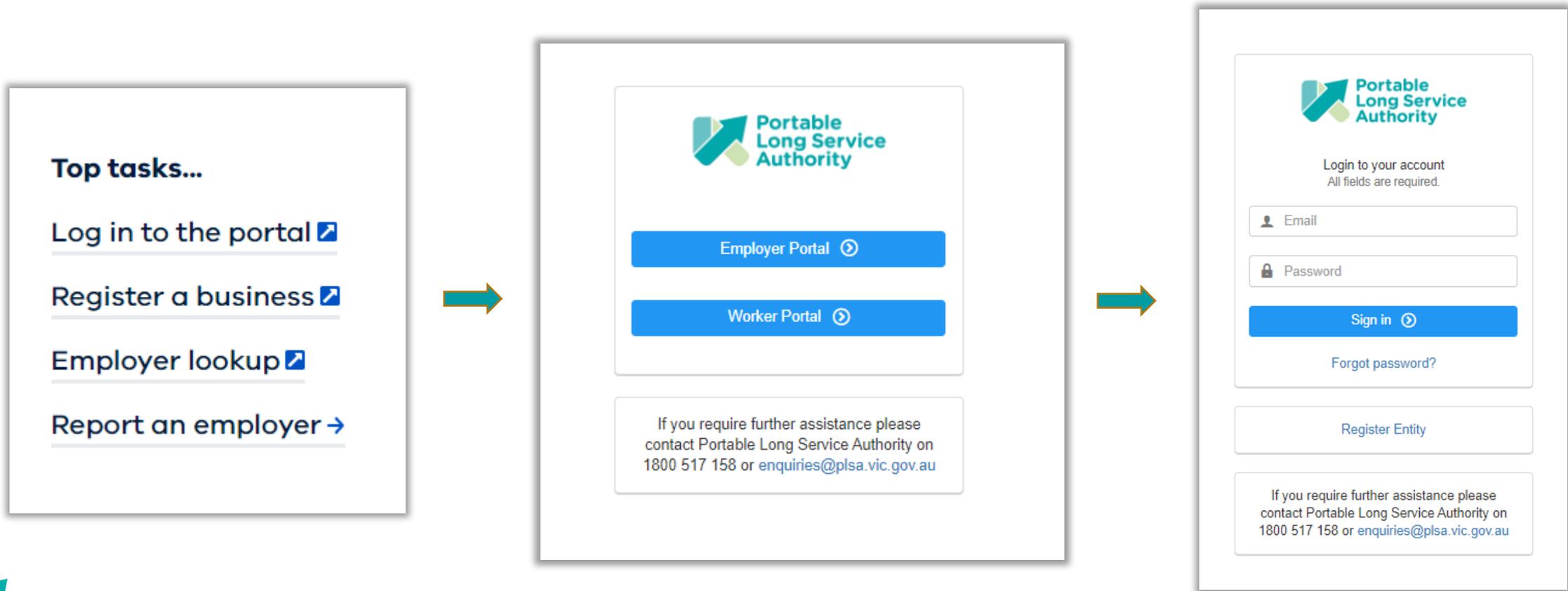
The Portable Long Service Authority's Quarterly Return can be submitted to the Authority in two ways. They are:

- Uploaded as a spreadsheet in the Portal
- Direct data entry into the Portal

The choice of which method to use is dependent on personal preference. For Employers with more than 30 Workers the return process is in most instances simplified by using the spreadsheet.

This document explains the uploaded as a spreadsheet in the Portal method of submitting a Return and discusses the most common errors and offers solutions to resolving these issues.

# Step 1 – Log into the ‘Employer Portal’ at the Portable Long Service Authority Website



# Step 2 – Click blue pending return number

Portable Long Service Authority

DAWN WELLS (C322411)

Dashboard

Returns

Transactions

Workers

Employer Details

Contacts

Addresses

Contact Us

### Dawn Wells (C322411)

#### Pending Returns

Period	Workers	Due Date
Oct 2019 - Dec 2019 ( <a href="#">R511464</a> )	3	28 Oct 2019
Jan 2020 - Mar 2020 ( <a href="#">R511472</a> )	2	06 Nov 2019

#### Outstanding Invoices

Reference	Amount Due	Due Date
Invoice - Return #511463 (FULL) <a href="#">Click here to download invoice [PDF Download]</a>	\$449.63	28 Oct 2019

#### How to Pay

EFT

BPAY

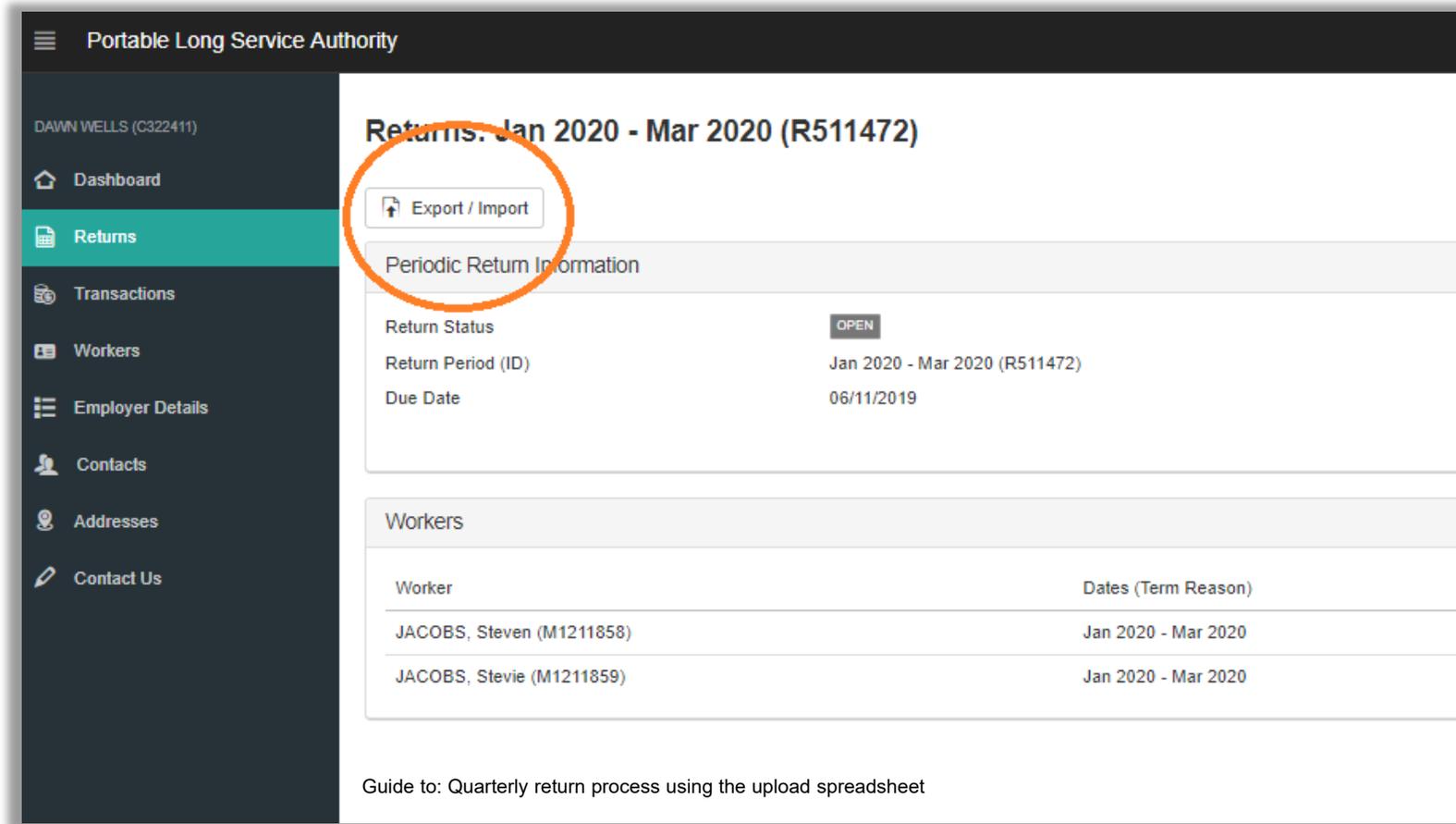


Pay with EFT

Account Name: PLSA Community Serv Scheme  
BSB: 35836  
Account Number: 3224110

# Step 3 – Click 'Export/Import' in top left

Note: If you don't have this option, contact the Authority on 1800 517 158 to have access enabled.



The screenshot displays the 'Portable Long Service Authority' web application. The left sidebar contains navigation options: Dashboard, Returns (highlighted), Transactions, Workers, Employer Details, Contacts, Addresses, and Contact Us. The main content area shows details for a return: 'Returns: Jan 2020 - Mar 2020 (R511472)'. An 'Export / Import' button is circled in orange. Below it, the 'Periodic Return Information' section shows 'Return Status' as 'OPEN', 'Return Period (ID)' as 'Jan 2020 - Mar 2020 (R511472)', and 'Due Date' as '06/11/2019'. The 'Workers' section contains a table with two entries:

Worker	Dates (Term Reason)
JACOBS, Steven (M1211858)	Jan 2020 - Mar 2020
JACOBS, Stevie (M1211859)	Jan 2020 - Mar 2020

At the bottom of the page, there is a footer text: 'Guide to: Quarterly return process using the upload spreadsheet'.

# Step 4 – Click on ‘Export to Excel’ to generate the upload spreadsheet

Note: You can also download instructions from the Return page (see below in yellow)

Portable Long Service Authority

DAWN WELLS (C322411)

Dashboard

Returns

Transactions

Workers

Employer Details

Contacts

Addresses

Contact Us

Returns / Jan 2020 - Mar 2020 (R511472): Export / Import

Return Jan 2020 - Mar 2020 (R511472)

Back to Return Summary

Data Export / Import Process

Step 1 Download the Return as a Spreadsheet. For instructions on completing the spreadsheet, [click here](#).

Step 2 Update/save the spreadsheet. Payroll ID and Salutation is NOT mandatory. Payroll ID is provided for your reference only. Start date is not required for existing workers. Contact details cannot be amended for existing workers using export/import process. Work, employment, workers, gender and salutation type codes are displayed below. [Click here](#). Insert new workers at the bottom of the spreadsheet. Insert ' (apostrophe) before a mobile or phone number (or reformat column as text) to retain leading zeros.

Step 3 Upload the completed spreadsheet. If your spreadsheet has validation errors, update it and re-upload the spreadsheet.

No file selected

Browse

Export to Excel

Work, Employment, Worker and Gender Type Codes

The file upload function requires that you submit work, employment, worker and gender type codes. Please refer to the table below as you must insert the following type codes (BOLD) into the spreadsheet file.

<b>Work Types:</b>	<b>Employment Types:</b>
CSAM - Admin & Managerial	CAS - Casual
CSCC - Crisis counselling	FULL - Full-time
CSCD - Community Development and Support	PART - Part-time
CSCH - Community and Home Care	SELF - Self-Employed
CSDA - Drug and alcohol services	
CSDS - Disability Services (non-NDIS)	<b>Gender Types:</b>
CSEC - Early Childhood Services	M - Male
CSES - Employment Services	F - Female
CSFM - Financial and Material Assistance	O - Other
CSFS - Family support services	
CSFV - Family Violence Prevention and Response	<b>Salutation Types:</b>
CSHH - Housing and Homelessness Services	

# Step 5 – The downloaded spreadsheet appears at the bottom of the page

DAWN WELLS (C322411)

Dashboard

Returns

Transactions

Workers

Employer Details

Contacts

Addresses

Contact Us

### Returns / Jan 2020 - Mar 2020 (R511472): Export / Import

Return Jan 2020 - Mar 2020 (R511472)

#### Data Export / Import Process

**Step 1** Download the Return as a Spreadsheet.  
For instructions on completing the spreadsheet, [click here](#).

**Step 2** Update/save the spreadsheet.  
Payroll ID and Salutation is NOT mandatory; Payroll ID is provided for your reference only.  
Start date is not required for existing workers.  
Contact details cannot be amended for existing workers using export/import process.  
Work, employment, workers, gender and salutation type codes are displayed below. [Click here](#).  
Insert new workers at the bottom of the spreadsheet.  
Insert ' (apostrophe) before a mobile or phone number (or reformat column as text) to retain leading zeros.

**Step 3** Upload the completed spreadsheet.  
If your spreadsheet has validation errors, update it and re-upload the spreadsheet.

#### Work, Employment, Worker and Gender Type Codes

The file upload function requires that you submit work, employment, worker and gender type codes. Please refer to the table below as y

**Work Types:**

- CSAM - Admin & Managerial
- CSCC - Crisis counselling
- CSCD - Community Development and Support
- CSCH - Community and Home Care
- CSDA - Drug and alcohol services
- CSDS - Disability Services (non-NDIS)
- CSEC - Early Childhood Services
- CSES - Employment Services
- CSFM - Financial and Material Assistance
- CSFS - Family support services
- CSFV - Family Violence Prevention and Response
- CSHH - Housing and Homelessness Services
- CSLS - Community Legal Services
- CSMR - Migrant and refugee support services
- CSNDIS - NDIS Welfare Services
- CSNH - Neighbourhood houses
- CSO - Other Community Services
- CSPS - Personal and Support Services
- CSYS - Youth services

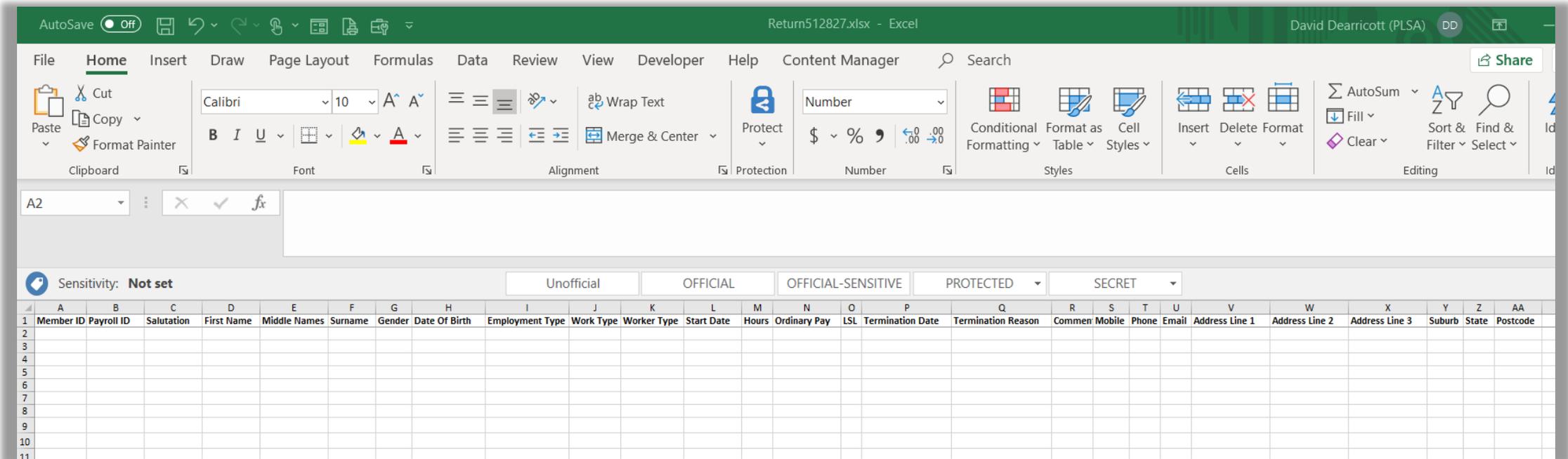
**Worker Types:**

- WORK - Worker (default)

Return511472.xlsx

# Step 6 – Open and save the file to a new location

Note: If this is the first time you have downloaded a Return, it will not contain any information and you will need to populate the Return with worker information. The worker Member ID will be allocated once uploaded.



# Step 6b – Your 2<sup>nd</sup> Return

Note: Any subsequent Return that you download will contain current workers data including Member ID.

You only need to add current information, hours, ordinary pay, termination, LSL taken or comment.

The screenshot shows an Excel spreadsheet titled 'Return512827.xlsx'. The ribbon is set to 'Home'. The spreadsheet contains a table with the following data:

Member ID	Payroll ID	Salutation	First Name	Middle Names	Surname	Gender	Date Of Birth	Employment Type	Work Type	Worker Type	Start Date	Hours	Ordinary Pay	LSL	Termination Date	Termination Reason	Comment	Mobile	Phone	Email	Address Line 1	Address Line 2	Address Line 3	Suburb	State	Postcode	
2121416		Mr	Jett		Cochran	M	29/08/1999	FULL	CSHH	WORK	-	0.00	0.00	N													
2121417		Mr	Cyrus		Donnelly	M	23/11/1963	CAS	CSHH	WORK	-	0.00	0.00	N													
2121416		Mr	Oliver		Hunt	M	19/12/2002	CAS	CSHH	WORK	-	0.00	0.00	N													
2121416		Miss	Esme-Rose		Kane	F	04/12/2000	FULL	CSHH	WORK	-	0.00	0.00	N													
2121417		Ms	Della		Sharma	F	04/07/1966	CAS	CSHH	WORK	-	0.00	0.00	N													
2121416		Miss	Serena		West	F	06/08/1991	CAS	CSHH	WORK	-	0.00	0.00	N													
2121417		Mrs	Chantelle		Woods	F	26/09/2001	CAS	CSHH	WORK	-	0.00	0.00	N													

# Step 7 – Complete the spreadsheet

Practice return Return512827.xlsx - Saving... David Dearthcott (PLSA) DD

Font: Calibri, 10, Bold, Italic, Underline, Text Color, Background Color, Font Color, Font Style, Font Size, Font Color, Font Style, Font Size

Alignment: Wrap Text, Merge & Center, Text Alignment, Horizontal Alignment, Vertical Alignment, Orientation

Protection: Protect, Unprotect

Number: General, Currency, Percentage, Decimals, Thousands Separator, Negative Numbers

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select, Ideas

ID	Salutation	First Name	Middle Names	Surname	Gender	Date Of Birth	Employment Type	Work Type	Worker Type	Start Date	Hours	Ordinary Pay	LSL	Termination Date	Termination Reason	Comments
	Mr	Jett		Cochran	M	29/08/1999	FULL	CSHH	WORK	-	532.00	11,411.96	N			
	Mr	Cyrus		Donnelly	M	23/11/1963	CAS	CSHH	WORK	-	524.4	10,871.90	N			
	Mr	Oliver		Hunt	M	19/12/2002	CAS	CSHH	WORK	-	172.50	3,772.41	N			
	Miss	Esme-Rose		Kane	F	04/12/2000	FULL	CSHH	WORK	-	386.88	8,018.98	N			
	Ms	Della		Sharma	F	04/07/1966	CAS	CSHH	WORK	-	47.07	979.99	N			
	Miss	Serena		West	F	06/08/1991	CAS	CSHH	WORK	-	296.8	6,191.86	N			
	Mrs	Chantelle		Woods	F	26/09/2001	CAS	CSHH	WORK	-	440.80	9,177.46	N			

# Step 8 – Click 'Browse' to upload the completed spreadsheet

Portable Long Service Authority

WILD DOG VALLEY YOUTH R (C322470)

Dashboard

Returns

Transactions

Workers

Employer Details

Contacts

Addresses

Contact Us

Will Coulter

## Returns / Periodic (Apr 2020 - Jun 2020) (R512827): Export / Import

Back to Return Summary

### Data Export / Import Process

**Step 1** Download the Return as a spreadsheet.  
For instructions on completing the spreadsheet, [click here](#).

**Step 2** Update/save the spreadsheet.  
Payroll ID and Salutation is NOT mandatory. Payroll ID is provided for your reference only.  
Start date is not required for existing Workers.  
Contact details cannot be amended for existing Workers using export/import process.  
Codes are displayed below for work, employment, worker, gender, salutation and termination reason. [Click here](#).  
Insert new Workers at the bottom of the spreadsheet.  
Insert ' (apostrophe) before a mobile or phone number (or reformat column as text) to retain leading zeros.

**Step 3** Upload the completed spreadsheet.  
If your spreadsheet has validation errors, update it and re-upload the spreadsheet.

Export to Excel

No file selected

Browse

### Return Import Codes

Please refer to the table below as you must insert the following type codes (**BOLD**) into the spreadsheet file.



# Step 9 – Resolve any Validation Issues

If there are any errors in the Return spreadsheet a 'Validation Issues' prompt will appear describing the issues within the Return.

**Validation Issues**

Please correct the following issues in the spreadsheet and upload again.

Row #	Member ID	Validation Issue(s)
2	NEW	<ul style="list-style-type: none"><li>• Address Line 1 is required for new Workers</li><li>• Suburb and Postcode provided is not valid. The valid suburb for postcode 3000 is MELBOURNE.</li><li>• Work Type is not valid (Refer to Work Type List)</li><li>• Gender is not valid (Refer to Gender Type List)</li><li>• Hours is not valid</li></ul>
3	NEW	<ul style="list-style-type: none"><li>• Address Line 1 is required for new Workers</li><li>• Suburb and Postcode provided is not valid. The valid suburbs for postcode 3134 are HEATHWOOD, RINGWOOD, RINGWOOD NORTH, WARRANDYTE SOUTH, WARRANWOOD.</li><li>• Employment Type is not valid (Refer to Employment Type List)</li><li>• Work Type is not valid (Refer to Work Type List)</li><li>• Gender is not valid (Refer to Gender Type List)</li><li>• Hours is not valid</li></ul>

Work, Employment, Worker and Gender Type Codes

# Step 10 – Click ‘Commit Import File’ to commit the Return.

**Step 1** **Download the Return as a spreadsheet.**  
For instructions on completing the spreadsheet, [click here](#). Export to Excel

**Step 2** **Update/save the spreadsheet.**  
Payroll ID and Salutation is NOT mandatory. Payroll ID is provided for your reference only.  
Start date is not required for existing Workers.  
Contact details cannot be amended for existing Workers using export/import process.  
Codes are displayed below for work, employment, worker, gender, salutation and termination reason. [Click here](#).  
Insert new Workers at the bottom of the spreadsheet.  
Insert ' (apostrophe) before a mobile or phone number (or reformat column as text) to retain leading zeros.

**Step 3** **Upload the completed spreadsheet.**  
If your spreadsheet has validation errors, update it and re-upload the spreadsheet. No file selected Browse

**Import completed. You must click [Commit Import File] to complete the data import process.**  
You will be taken to the return edit page where you will need to resolve any validation errors and submit your return. Commit Import File

Import Results - Workers Count: 7

Worker ID	Surname	First Name	Start Date	Hours	Ordinary Pay	Termination Date	Termination Reason	LSL	Emp   Work   Worker Type	Comment
121416	Cochran	Jett	-	532	\$11,411.96	-	-	<input type="checkbox"/>	Full-time   Housing and Homelessness Services   Worker	
121417	Donnelly	Cyrus	-	524.4	\$10,871.90	-	-	<input type="checkbox"/>	Casual   Housing and Homelessness Services   Worker	
121416	Hunt	Oliver	-	172.5	\$3,772.41	-	-	<input type="checkbox"/>	Casual   Housing and Homelessness Services   Worker	
121416	Kane	Esme-Rose	-	386.88	\$8,018.98	-	-	<input type="checkbox"/>	Full-time   Housing and Homelessness Services   Worker	
121417	Sharma	Della	-	47.07	\$979.99	-	-	<input type="checkbox"/>	Casual   Housing and Homelessness Services   Worker	

# Step 11 – Click ‘OK’ to proceed

Note: The Return progresses to an additional data validation check. Resolve any issues.

**Download the Return as a spreadsheet.**  
For instructions on co

**Update/save the spreadsheet.**  
Payroll ID and Saluta  
Start date is not requi  
Contact details cannot  
Codes are displayed  
Insert new Workers a  
Insert ' (apostrophe) t

**Upload the completed spreadsheet.**  
If your spreadsheet has validation errors, update it and re-upload the spreadsheet.

No file selected

d. You must click [Commit Import File] to complete the data import process.

# Step 12 – ‘Commit Return’ to proceed or ‘Edit Return’ if there are errors present

Export / Import Release Ownership On Hold  [Edit Return](#) [Commit Return](#)

**Periodic Return Information**

Return Status	<b>OPEN</b>	Workers	7
Return Period (ID)	Periodic (Apr 2020 - Jun 2020) (R512827)	Total Pay	\$50,424.56
Due Date	30/11/2020	Return Rate	1.65%
		Contribution	\$832.01

**Workers** Export

Worker	Dates (Term Reason)	LSL Taken	Hours	Hourly Rate	Ordinary Pay (Discrepancy)	Contribution
COCHRAN, Jett M121416	Apr 2020 - Jun 2020		532	\$21.45	\$11,411.96	\$188.30
DONNELLY, Cyrus M121417	Apr 2020 - Jun 2020		524.4	\$20.73	\$10,871.90	\$179.39
HUNT, Oliver M121416	Apr 2020 - Jun 2020		172.5	\$21.87	\$3,772.41	\$62.24
KANE, Esme-Rose M12141	Apr 2020 - Jun 2020		386.88	\$20.73	\$8,018.98	\$132.31
SHARMA, Della M121417	Apr 2020 - Jun 2020		47.07	\$20.82	\$979.99	\$16.17

# Step 13 – Edit changes as required

## Warning Messages

Ordinary Pay not specified - Discrepancy reason is required.

Worker (#)	Start Date	Hours	Ordinary Pay	Previous Pay	Pay Discrepancy Reason	LSL Taken?	More
Ordinary Pay not specified - Discrepancy reason is required							
COCHRAN, Jett (M1214168)		456	\$0.00	\$11,411.96	[Choose Discrepancy Reason]	<input type="checkbox"/>	

This warning may appear when entering Worker hours and the Ordinary Pay cell is empty. If this occurs enter ordinary pay amount and error message should disappear.

If the message does not disappear add the Ordinary Pay and select a discrepancy reason.

## Warning Messages cont..

### Hours/Ordinary Pay not within threshold - Discrepancy reason is required.

Worker (#)	Start Date	Hours	Ordinary Pay	Previous Pay	Pay Discrepancy Reason	LSL Taken?	More
Hours / Ordinary Pay not within threshold - Discrepancy reason is required							
COCHRAN, Jett (M1214168)		<input type="text" value="456"/>	<input type="text" value="\$16,001.87"/>	<input type="text" value="i \$11,411.96"/>	<input type="text" value="[Choose Discrepancy Reason]"/>	<input type="checkbox"/>	<input type="button" value="⋮"/>

This warning will appear if the portal detects a variation greater than 25% between the Ordinary pay being entered in the current return and the Ordinary Pay in the previous period. This is designed to alert users to potential incorrect data entry.

Hours	Ordinary Pay	Previous Pay	Pay Discrepancy Reason
is required			
<input type="text" value="456"/>	<input type="text" value="\$16,001.87"/>	<input type="text" value="i \$11,411.96"/>	<input type="text" value="[Choose Discrepancy Reason]"/>

If the variation is correct add a discrepancy reason.

# Step 14 – ‘Close’ to save changes

Returns / Periodic (Apr 2020 - Jun 2020) (R512827): Return Edit

[Add Worker](#)

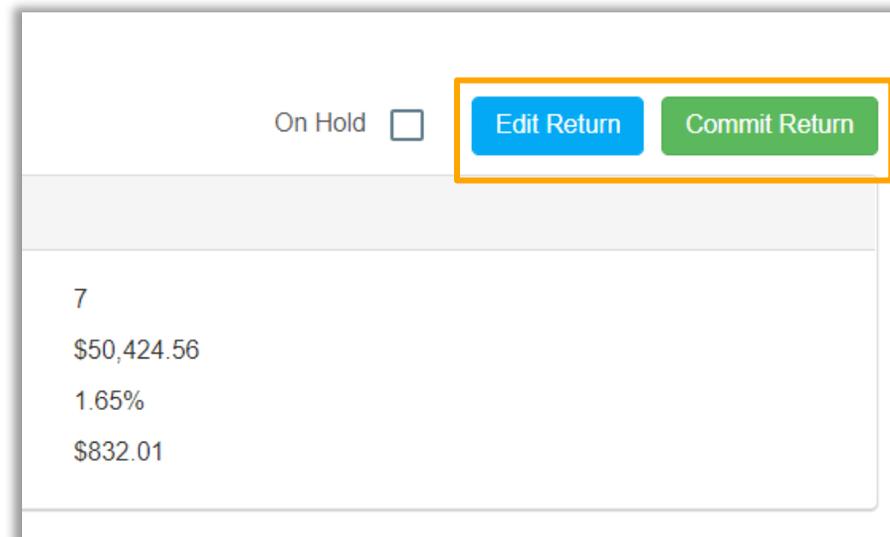
Due Date	Workers	Total Pay	Levy	Contribution
30/11/2020	7	\$50,424.56	1.65%	\$832.01

Worker (#)	Start Date	Hours	Ordinary Pay	Previous Pay	Pay Discrepancy Reason	LSL Taken?	More
COCHRAN, Jett M12141		532	\$11,411.96	\$5,432.93	✓ Pay is within threshold	<input type="checkbox"/>	⋮
DONNELLY, Cyrus M12141		524.4	\$10,871.90	\$9,493.87	✓ Pay is within threshold	<input type="checkbox"/>	⋮
HUNT, Oliver M12141		172.5	\$3,772.41	\$11,566.62	✓ Pay is within threshold	<input type="checkbox"/>	⋮
KANE, Esme-Rose M12141		386.88	\$8,018.98	\$719.75	✓ Pay is within threshold	<input type="checkbox"/>	⋮
SHARMA, Della M12141		47.07	\$979.99	\$9,368.36	✓ Pay is within threshold	<input type="checkbox"/>	⋮
WEST, Serena M121416		296.8	\$6,191.86	\$4,975.93	✓ Pay is within threshold	<input type="checkbox"/>	⋮
WOODS, Chantelle M12141		440.8	\$9,177.46	\$10,982.23	✓ Pay is within threshold	<input type="checkbox"/>	⋮

[Close](#)

# Step 15 – Click ‘Edit Return’ or ‘Commit Return’ as required

Clicking the ‘Commit Return’ button submits the completed Return for processing.

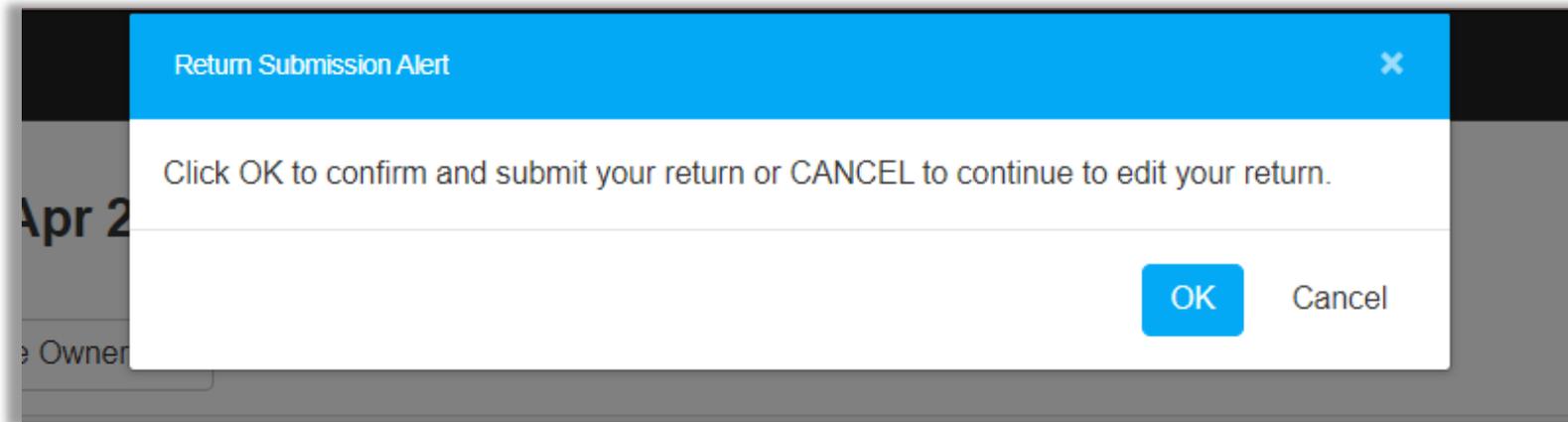


The screenshot shows a web interface for a return form. At the top right, there is a section with the text "On Hold" followed by an unchecked checkbox. To the right of this are two buttons: a blue "Edit Return" button and a green "Commit Return" button. These two buttons are enclosed in a yellow rectangular highlight. Below this section is a table with the following data:

7
\$50,424.56
1.65%
\$832.01

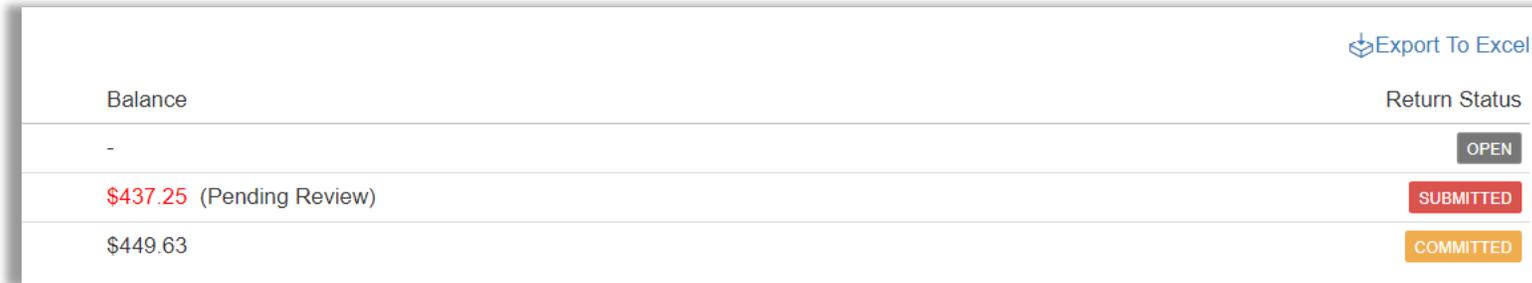
# Step 16 – ‘Return Submission alert’

Click ‘OK’ to submit Return



# Step 16 – Return Status

Once a return has been committed the 'Return State' will change colour. Orange indicates that the Return is ready for payment and Red means the Return is under review by the Authority staff.



Balance	Return Status
-	OPEN
\$437.25 (Pending Review)	SUBMITTED
\$449.63	COMMITTED

## Quarterly Return Colour Status

Return Type	Details
OPEN	Ready for employers to add workers and contributions
SUBMITTED	Requires review by back office operators
COMMITTED	Ready for payment
ADJUSTING	Being adjusted/updated by back office operators
COMMITTED	Finalised and payment has been receipted and allocated to return and total balance is \$0.00

# Step 17 – Payment

An invoice will be automatically generated when a Return moves to orange committed state

An invoice can be created via 'Print PDF' in the Returns or Transactions pages.

The screenshot displays the PLSA web interface. On the left is a dark sidebar with navigation options: Dashboard, Returns (highlighted), Workers, Employer Details, Contacts, Addresses, and Contact Us. The main content area shows 'Return Apr 2019 - Jun 2019' with a status of 'COMMITTED'. Below this are sections for 'Periodic Return Information', 'Financial Details', and 'Payment Information'. The 'Payment Information' section includes a 'BPAY' logo and buttons for 'iPay', 'EFT', 'Credit Card', and 'Cheque'. On the right, a PDF invoice is displayed, featuring the 'Portable Long Service Authority' logo, contact details, and a table of invoice items.

Detail	QST	Amount
RS11002 fee period: 01 Apr 2019 to 30 Jun 2019	0.00	\$126.00
		<b>Total: \$126.00</b>

## Common Faults

Fault	Cause
Export/Import Tab not appearing in Returns window	Upload not enabled in back office. Call the Authority on 1800 517 158 to enable
Upload not working	Unusual file browser
Duplicated Workers	Not downloading a new return at the end of each quarter
Upload not working	Created own worksheet, extra or missing columns
Fails to upload	Extra worksheet in Return
Unknown error	Formulas or macros in Return
Unknown error	Dollar signs in pay column
Error indicated in hours column	Column cannot be blank. Must contain a value or a zero
Error indicated in a blank row	Text or character in remote area of spreadsheet
Incorrect upload code	Refer to portal for correct codes

# Upload Codes

Column Name	Mandatory	Expected Value	Instructions
Member ID	No	PLSA Member Number	Leave blank for new members
Payroll ID	No	Your payroll reference	
Salutation	No	Appropriate Code	Enter <b>one</b> of: <b>Mr, Mrs, Miss, Dr, Ms, Prof</b>
First Name	Yes		
Middle Names	No		
Surname	Yes		
Gender	Yes	Appropriate code (M, F, or O)	Enter <b>one</b> of: <b>M</b> (Male), <b>F</b> (Female), <b>O</b> (Other)
Date of Birth	Yes	dd/mm/yyyy	
Employment Type	Yes	Appropriate code (e.g. Full, Part or Cas)	Enter one of: <b>Self</b> (self employed), <b>Full</b> (full time), <b>Part</b> (part time), <b>Cas</b> (casual)

# Upload Codes

Mandatory	Expected Value	Community Services	Cleaning	Security
Yes	Appropriate Code	Enter one CODE. <b>CSAM</b> - Admin & Managerial <b>CSCH</b> - Community and Home Care <b>CSCD</b> - Community Development and Support <b>CSLS</b> - Community Legal Services <b>CSCC</b> - Crisis counselling <b>CSDS</b> - Disability Services (non-NDIS) <b>CSDA</b> - Drug and alcohol services <b>CSEC</b> - Early Childhood Services <b>CSES</b> - Employment Services <b>CSFS</b> - Family support services <b>CSFV</b> - Family Violence Prevention and Response <b>CSFM</b> - Financial and Material Assistance <b>CSHH</b> - Housing and Homelessness Services <b>CSMR</b> - Migrant and refugee support services <b>CSNDIS</b> - NDIS Welfare Services <b>CSNH</b> - Neighbourhood houses <b>CSO</b> - Other Community Services <b>CSPS</b> - Personal and Support Services <b>CSYS</b> - Youth services	Enter one CODE. <b>CC</b> - Carpet cleaning <b>CCA</b> - Cleaner, commercial areas <b>CMA</b> - Cleaner, mixed areas <b>CO</b> - Cleaner, other <b>CPA</b> - Cleaner, public areas <b>CCS</b> - Cleaner, shopping centres <b>CFP</b> - Cleaning and sanitisation of food processing areas <b>CGR</b> - Graffiti removalist <b>CHP</b> - High pressure cleaning <b>CH</b> - Housekeeper <b>CSP</b> - Swimming pool cleaning <b>CWG</b> - Window and gutter cleaning	Enter one CODE. <b>SB</b> - Bodyguard <b>SCC</b> - Crowd controller <b>SGC</b> - Guarding cash in transit <b>SGP</b> - Guarding property <b>SI</b> - Investigator <b>SMC</b> - Monitoring centre operator <b>ST</b> - Private security trainer <b>SA</b> - Security adviser <b>SEIR</b> - Security equipment installer or repairer <b>SO</b> - Security other

# Upload Codes

Column Name	Mandatory	Expected Value	Instructions
Worker Type	Yes	Appropriate Code	Enter <b>one</b> of: <b>WORK</b> (worker), <b>APPR</b> (apprentice), <b>CONT</b> (contractor, self employed), <b>WDIR</b> (working director) If left blank, will be set to default value of <b>WORK</b>
Start Date	Yes (for new workers only)	dd/mm/yyyy	Enter date worker became eligible for the scheme within your business. Start date must be equal to or greater than 1 July 2019.
Hours	Yes	Number	Hours to be credited to each worker. No more than 4 decimal places.
Period Pay	Yes	Number	Ordinary pay received by each worker. No more than 2 decimal places. No symbols (e.g. '\$').
LSL		Appropriate Code	Enter <b>one</b> code of: <b>Yes</b> or <b>No</b>
Termination Date	Yes (if worker terminated during period)	dd/mm/yyyy	Date worker ceased eligibility for scheme within your business. Date must be within return period.
Termination Reason			Enter <b>one</b> of: <b>TERM</b> - Termination, <b>RES</b> - Resignation, <b>RTRNCH</b> - Retrenchment <b>PC</b> - Project Completed, <b>ILL</b> - Ill Health/Incapacity, <b>RET</b> - Retirement <b>DTH</b> - Death

# Upload Codes

Column Name	Mandatory	Expected Value	Instructions
Comment	No		No more than 1024 characters
Mobile	No (Preferred)	10 numbers beginning with 04....	Insert ' (apostrophe) before a mobile or phone number to retain leading zeros
Phone	No	10 numbers commencing with area code	Insert ' (apostrophe) before a mobile or phone number to retain leading zeros
Email	No (Preferred)		
Address Line 1	Yes (for new workers only)		Note, worker contact details cannot be amended for existing workers using export/import process
Address Line 2	No		
Address Line 3	No		
Suburb	Yes (for new workers only)		
State	Yes (for new workers only)		
Postcode	Yes (for new workers only)		

# Terminating a Worker

To terminate a Worker, click on 'Edit Return' and click on the three vertical dots

**Returns / Periodic (Oct 2020 - Dec 2020) (R512828): Return Edit** + Add Worker

Due Date <b>30/11/2020</b>	Workers <b>7</b>	Total Pay <b>\$55,014.47</b>	Levy <b>1.65%</b>	Contribution <b>\$907.74</b>
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Worker (#)	Start Date	Hours	Ordinary Pay	Previous Pay	Pay Discrepancy Reason	LSL Taken?	More
COCHRAN, Jett (M1214168)		456	\$16,001.87	\$11,411.96	Wage Increase	<input type="checkbox"/>	⋮
DONNELLY, Cyrus (M1214171)		524.4	\$10,871.90	\$10,871.90	✓ Pay is within threshold	<input type="checkbox"/>	⋮
HUNT, Oliver (M1214166)		172.5	\$3,772.41	\$3,772.41	✓ Pay is within threshold	<input type="checkbox"/>	⋮

# Terminating a Worker

Click on 'Terminate'

**Returns / Periodic (Oct 2020 - Dec 2020) (R512828): Return Edit**

[Add Worker](#)

Due Date	Workers	Total Pay	Levy	Contribution
30/11/2020	7	\$55,014.47	1.65%	\$907.74

Worker (#)	Start Date	Hours	Ordinary Pay	Previous Pay	Pay Discrepancy Reason	LSL Taken?	More
COCHRAN, Jett (M1214168)		456	\$16,001.87	\$11,411.96	Wage Increase	<input type="checkbox"/>	<ul style="list-style-type: none"><li>Terminate</li><li>Add Note</li></ul>
DONNELLY, Cyrus (M1214171)		524.4	\$10,871.90	\$10,871.90	✓ Pay is within threshold	<input type="checkbox"/>	
HUNT, Oliver (M1214166)		172.5	\$3,772.41	\$3,772.41	✓ Pay is within threshold	<input type="checkbox"/>	
KANE, Esme-Rose (M1214169)		386.88	\$8,018.98	\$8,018.98	✓ Pay is within threshold	<input type="checkbox"/>	

# Terminating a Worker

Enter Termination date and reason

Worker (#)	Start Date	Hours	Ordinary Pay	Previous Pay	Pay Discre
Termination Reason Required					
COCHRAN, Jett (M1214168)		456	\$16,001.87	\$11,411.96	Wage Incre
Termination Date	Termination Reason				
<input type="text" value="12/11/2020"/>	[Choose Termination Reason]				
DONNELLY, Cyrus (M1214171)	[Choose Termination Reason]				
HUNT, Oliver (M1214166)	Termination				
KANE, Esme-Rose (M1214169)	Resignation				
	Retrenchment				
SHARMA, Della (M1214170)	Project Completed				
WEST, Serena (M1214167)	Ill Health/Incapacity				
WOODS, Chantelle (M1214172)	Retirement				
	Death				

For further information about portable long service visit [www.plsa.vic.gov.au](http://www.plsa.vic.gov.au), call 1800 517 158 or email [enquiries@plsa.vic.gov.au](mailto:enquiries@plsa.vic.gov.au)