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





Guide to: Quarterly return process using the upload spreadsheet

Step 2 – Click blue pending return number

Portable Long Service Au	uthority		
DAWN WELLS (C322411)	Dawn Wells (C322411)		
🔂 Dashboard			
🔒 Returns	Pending Returns		
A T	Period	Workers	Due Date
	Oct 2019 - Dec 2019 (R511464)	3	28 Oct 2019
🔚 Workers	Jan 2020 - Mar 2020 (R511472)	2	06 Nov 2019
Employer Details			
	Outstanding Invoices		
Legislation 2015			
Ø Addresses	Reference	Amount Due	Due Date
	Invoice - Return #511463 (FULL) Click here to download invoice [PDF Download]	\$449.63	28 Oct 2019
	How to Pay		
	EFT	Pay with EFT	
	BPAY	Account Name: PLSA Community Serv Schen BSB: 35836	ne
	·······	Account Number: 3224110	

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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.

 Dashboard Returns Transactions Workers Workers 	
Returns Returns Vorkers Return Status Periodic Return Information Return Status OPEN	
Transactions Return Status OPEN	
Return Status OPEN	
Return Period (ID) Jan 2020 - Mar 2020 (R511472)	
Employer Details Due Date 06/11/2019	
Le Contacts	
Addresses Workers	
Contact Us Worker Dates (Term Reason	n)
JACOBS, Steven (M1211858) Jan 2020 - Mar 202	0
JACOBS, Stevie (M1211859) Jan 2020 - Mar 202	0



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 Au	hority	Dawn Wells ~
DAWN WELLS (C322411)	Returns / Jan 2020 - Mar 2020 (R511472): Export / Import Return Jan 2020 - Mar 2020 (R511472)	Back to Return Summary
🗎 Returns	Data Export / Import Process	
 Transactions Workers 	Step 1 Download the Return as a Spreadsheet. For instructions on completing the spreadsheet, click here. Step 2 Update/save the spreadsheet.	Export to Excel
Employer Details	Payroll ID and Salutation is NOT mandatory. Pay of UD-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.	
Addresses	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.	
🖉 Contact Us	Step 3 Upload the completed spreadsheet. No file selected If your spreadsheet has validation errors, update it and re-upload the spreadsheet. No file selected	C Browse
	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. Work Types: Employment Types: CSAM - Admin & Managerial CAS - Casual CSC - Crisis counselling FULL - Full-time CSC - Community Development and Support PART - Part-time CSC + Community and Home Care SELF - Self-Employed	~
	CSDA - Drug and alcohol services CSDA - Drug and alcohol services CSDS - Disability Services (non-NDIS) CSEC - Early Childhood Services Gender Types: CSEC - Early Childhood Services M - Male CSES - Employment Services F - Female CSFS - Family Support services O - Other CSFS - Family Support Services O - Other CSFV - Family Violence Prevention and Response CSFH - Housing and Homelessness Services Salutation Types: Cuicle te: Outparticity return processo using the unload approacheset	October 2020 D20/1658/5

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

AWN WELLS (C322411)	Returns / Ja	n 2020 - Mar 2020 (R511472): Export / Import
Dashboard	rotum odli 2020 - Ma	1 4 4 4 4 (1 4 1 1 4 4 4 4 4 4 4 4 4 4 4
Returns	Data Export / Im	port Process
Transactions	Step 1	Download the Return as a Spreadsheet.
Workers		For instructions on completing the spreadsheet, click here.
Employer Details	Step 2	Update/save the spreadsheet. Payroll ID and Salutation is NOT madatory. Payroll ID is provided for your reference only. Start date is not required for existing workers.
Contacts		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.
Addresses		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.
Contact Us	Step 3	Upload the completed spreadsheet. If your spreadsheet has validation errors, update it and re-upload the spreadsheet.
	CSCD - Communit CSCH - Communit CSDA - Drug and CSDA - Drug and CSDA - Drug and CSEC - Early Child CSES - Employme CSFM - Financial a CSFM - Family Mol CSHH - Housing a CSLS - Community CSMR - Migrant a CSNDS - NDIS W CSMH - Neighbour CSO - Other Comm CSP - Personal a CSYS - Youth servi	/ Development and Support / Development and Support lochd services envices (non-ADIS) hood Services nd Material Assistance port services and Response ne Prevention and Response ne Prevention and Response ne Prevention and Response ne Prevention and Response fair Services d refugee support services larger Services hood houses unity Services nd Support Services ces
)	Worker Types: WORK - Worker (d	efault)
Return511472.xlsx		

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Guide to: Quarterly return process using the upload spreadsheet

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.

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Step 6b – Your 2nd 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.

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Step 7 – Complete the spreadsheet

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ID	Salutatio	n First Name	Middle Names	Surname	Gende	Date Of Birth	Employment Type	Work Type	Worker Type	Start Date	Hours	Ordinary Pay	LSL	Termination Date	Termination Reason	Commen Mo
	Mr	Jett		Cochran	Μ	29/08/1999	FULL	CSHH	WORK	-	532.00	11,411.96	5 N			
	Mr	Cyrus		Donnelly	Μ	23/11/1963	CAS	CSHH	WORK	-	524.4	10,871.90) N			
	Mr	Oliver		Hunt	Μ	19/12/2002	CAS	CSHH	WORK	-	172.50	3,772.41	Ν			
	Miss	Esme-Rose		Kane	F	04/12/2000	FULL	CSHH	WORK	-	386.88	8,018.98	B 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	5 N			
	Mrs	Chantelle		Woods	F	26/09/2001	CAS	CSHH	WORK	-	440.80	9,177.46	N			
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Step 8 – Click 'Browse' to upload the completed spreadsheet

Portable Long Serv	vice Authority	🤰 Will Coulter 🗸
WILD DOG VALLEY YOUTH R (C3224	Returns / Periodic (Apr 2020 - Jun 2020) (R512827): Export / Import	Back to Return Summary
Returns	Data Export / Import Process	
S Transactions	Step 1 Download the Return as a spreadsheet. For instructions on completing the spreadsheet, click here.	Export to Excel
🚛 Workers	Step 2 Update/save the spreadsheet.	
 Employer Details Contacts 	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.	
@ Addresses	Insert ' (apostrophe) before a mobile or phone number (or reformat column as text) to retain leading zeros.	
🖉 Contact Us	Step 3 Upload the completed spreadsheet. No file selected If your spreadsheet has validation errors, update it and re-upload the spreadsheet. No file selected	Browse
	Return Import Codes	Ý
	Please refer to the table below as you must insert the following type codes (BOLD) into the spreadsheet file.	
	Guide to: Quarterly return process using the upload spreadsheet	2020 D20/165845

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.

Please corre	ct the following issues in the	₂ spreadsheet and upload again.
Row #	Member ID	Validation Issue(s)
		Address Line 1 is required for new Workers
		Suburb and Postcode provided is not valid. The valid suburb for postcode 3000 is MELBOURNE.
2	NEW	Work Type is not valid (Refer to Work Type List)
		Gender is not valid (Refer to Gender Type List)
		Address Line 1 is required for new Workers
		Suburb and Postcode provided is not valid. The valid suburbs for postcode 3134 are HEATHWOOD, RINGWOOD, RINGWOOD NORTH, WARRANDYTE SOUTH, WARRANWOOD.
3	NFW	Employment Type is not valid (Refer to Employment Type List)
Ŭ		Work Type is not valid (Refer to Work Type List) Conder is not valid (Refer to Work Type List)
		Hours is not valid
Work, Emp	loyment, Worker and G	ender Type Codes

Step 10 – Click 'Commit Import File' to commit the Return.

step i	Downlo For inst	bad the Return ructions on com	as a spreads pleting the spr	heet. readsheet,	click here.					Export to Excel
Step 2	Update Payroll Start da Contact Codes a Insert n Insert 1	/save the sprea ID and Salutatio the is not require t details cannot 1 are displayed be ew Workers at the (apostrophe) be	adsheet. In is NOT man Id for existing N be amended for elow for work, he bottom of the fore a mobile	idatory. Pay Workers. or existing ' employmen he spreads or phone n	yroll ID is provide Workers using ex nt, worker, gende sheet. umber (or reform	d for your reference o cport/import process. r, salutation and termi at column as text) to r	nly. nation reason. Click here etain leading zeros.).		
Step 3	Upload If your s	the completed	spreadsheet	t. ors, update	e it and re-upload	the spreadsheet.		No file	e selected	Browse
ort comple	ted. You mus	st click [Comm	it Import File]	to comple	ete the data imp	ort process.				
oort comple I will be take mport Res	eted. You must en to the return sults - Worke	st click [Commin edit page when edit page when end to be a commin to be a commin to be a commin to be a commin to be a commin to be a commi	it Import File] re you will nee	to comple to resolv	ete the data imported any validation e	ort process. errors and submit you	return.			Commit Import File
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will be take mport Res Worker ID 121416 121417	eted. You mus on to the return sults - Worke Surname Cochran Donnelly	ers Count: 7 First Name Jett Cyrus	it Import File] re you will nee Start Date -	Hours 532 524.4	ete the data impere e any validation e Ordinary Pay \$11,411.96 \$10,871.90	ort process. errors and submit your Termination Date	return. Termination Reason -	LSL	Emp Work Worker Type Full-time Housing and Homelessness Service Casual Housing and Homelessness Services	Commit Import File Comment ces Worker s Worker
will be take mport Res Worker ID 121416 121417 121416	eted. You mus on to the return sults - Worke Surname Cochran Donnelly Hunt	ers Count: 7 First Name Jett Oliver	it Import File] re you will nee Start Date - -	Hours 532 524.4 172.5	ete the data impere any validation e Ordinary Pay \$11,411.96 \$10,871.90 \$3,772.41	ort process. errors and submit your Termination Date - -	return. Termination Reason - -		Emp Work Worker Type Full-time Housing and Homelessness Services Casual Housing and Homelessness Services	Commit Import File
will be take mport Res Worker ID 121416 121417 121416 121416	eted. You mus en to the return sults - Worke Surname Cochran Donnelly Hunt Kane	ers Count: 7 First Name Jett Cyrus Oliver Esme-Rose	it Import File] re you will nee Start Date - - -	to completed to resolv Hours 532 524.4 172.5 386.88	ete the data impore e any validation e Ordinary Pay \$11,411.96 \$10,871.90 \$3,772.41 \$8,018.98	ort process. errors and submit your Termination Date - - -	return. Termination Reason - - -		Emp Work Worker Type Full-time Housing and Homelessness Services Casual Housing and Homelessness Services Casual Housing and Homelessness Services Full-time Housing and Homelessness Services	Commit Import File Comment Comment s Worker s Worker s Worker es Worker

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Step 11 – Click 'OK' to proceed

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

Download the Return	n as a spreadsheet.		
	Confirm	×	
Update/save the spr Payroll ID and Salutat Start date is not requi Contact details canno Codes are displayed I Insert new Workers at Insert ' (apostrophe) t	You will be taken to the return edit page where you will need to resolve any wand submit your return.	validation errors	
Upload the complete If your spreadsheet ha	d spreadsheet. as validation errors, update it and re-upload the spreadsheet.	No	file selected
d. You must click [Comn	nit Import File] to complete the data import process.		

Step 12 – 'Commit Return' to proceed or 'Edit Return' if there are errors present

Releas	e Ownership				On Hold	Edit Return Commit Return
Periodic Return Information	ו				L	
Return Status	OPEN			Workers	7	
Return Period (ID)	Periodic (Apr 2020 - Jur	n 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

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Step 13 – Edit changes as required

Warning Messages

Ordinary Pay not specified - Discrepancy reason is required.

Worker (#)	Start Date	Hours Ordin	ary Pay	Previous Pay	Pay Discrepancy Reason		LSL Taken?	More
Ordinary Pay not specified - Discrepancy reason	n is required							
COCHRAN, Jett (M1214168)		456	\$0.00	1 \$11,411.96	[Choose Discrepancy Reason]	~] 🗆	:

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 - Disc	crepancy reason is required						
COCHRAN, Jett (M1214168)		456	\$16,001.87	311,411.96	[Choose Discrepancy Reason]	 ✓ 	:

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.

I	Hours	Ordinary Pay	Previous Pay	Pay Discrepancy Reason
is required	456	\$16,001.87	311,411.96	[Choose Discrepancy Reason]

If the variation is correct add a discrepancy reason.

Step 14 – 'Close' to save changes

						🎝 Ado	d
	Due Date 30/11/2020	Worker 7	s Total Pay \$50,424.56	Levy 1.65%	Contribution \$832.01		
Worker (#)	Start Date	Hours Ordinary Pay	Previous Pay Pay Discrepancy Reason			LSL Taken	?
COCHRAN, Jett M12141		532 \$11,411.96	● \$5,432.93 ✓ Pay is within threshold				
DONNELLY, Cyrus M12141		524.4 \$10,871.90	● \$9,493.87 ✓ Pay is within threshold				
HUNT, Oliver M12141		172.5 \$3,772.41	● \$11,566.62 ✓ Pay is within threshold				
KANE, Esme-Rose M12141		386.88 \$8,018.98	● \$719.75 ✓ Pay is within threshold				
SHARMA, Della M12141		47.07 \$979.99	● \$9,368.36 ✓ Pay is within threshold				
WEST, Serena M121416		296.8 \$6,191.86	● \$4,975.93 ✓ Pay is within threshold				
WOODS, Chantelle M12141		440.8 \$9,177.46	€ \$10,982.23 ✓ Pay is within threshold				
							Ī

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Step 15 – Click 'Edit Return' or 'Commit Return' as required

Clicking the 'Commit Return' button submits the completed Return for processing.







Step 16 – 'Return Submission alert'

Click 'OK' to submit Return

	Return Submission Alert	×
Apr 2	Click OK to confirm and submit your return or CANCEL to continue to edit your re-	eturn.
e Owner	ОК	Cancel



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.

	Sexport To Excel
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	Einalised 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.



Guide to: Quarterly return process using the upload spreadsheet

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October 2020

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

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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 one of: Mr, Mrs, Miss, Dr, Ms, Prof
First Name	Yes		
Middle Names	No		
Surname	Yes		
Gender	Yes	Appropriate code (M, F, or O)	Enter <u>one</u> of: M (Male), F (Female), O (Other)
Date of Birth	Yes	dd/mm/yyyy	
Employment Type	Yes	Appropriate code (e.g. Full, Part or Cas)	Enter one of: Self (self employed), Full (full time), Part (part time), Cas (casual)



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



Column Name	Mandatory	Expected Value	Instructions
Worker Type	Yes	Appropriate Code	Enter one of: WORK (worker), APPR (apprentice), CONT (contractor, self employed), WDIR (working director) If left blank, will be set to default value of WORK
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 one code of: Yes or No
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 one of: TERM - Termination, RES - Resignation, RTRNCH - Retrenchment PC - Project Completed, ILL - III Health/Incapacity, RET - Retirement DTH - Death



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)		

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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								
						🤱 Ado	d Worker	
3	Due Date 0/11/2020	Workers 7	Total Pay \$55,014.47	Levy 1.65%	Contribution \$907.74			
Worker (#)	Start Date	Hours Ordinary F	Pay Previous Pay Pay Discre	epancy Reason		LSL Taken	2 More	
COCHRAN, Jett (M1214168)		456 \$16,001.8	7 3 \$11,411.96 Wage Inc.	rease		~	:	
DONNELLY, Cyrus (M121417	71)	524.4 \$10,871.9	00 €\$10,871.90 ✓ Pay is v	vithin threshold			:	
HUNT, Oliver (M1214166)		172.5 \$3,772.4	1 € \$3,772.41 ✓ Pay is v	vithin threshold			:	



Terminating a Worker

Click on 'Terminate'

Returns / Periodic (Oct 2020 - Dec 2020) (R512828): Return Edit 🔈 Add Worker								
	Due Date 30/11/2020	Workers 7		Total Pay \$55,014.47	Levy 1.65%	Contribution \$907.74		
Worker (#)	Start Date	Hours	Ordinary Pay	Previous Pay Pay Disc	repancy Reason	LSL Taken? More		
COCHRAN, Jett (M121416	8)	456	\$16,001.87	11,411.96 Wage In	crease			
DONNELLY, Cyrus (M1214171)		524.4	\$10,871.90	1 \$10,871.90 ✓ Pay is	within threshold	La Terminate		
HUNT, Oliver (M1214166)		172.5	\$3,772.41	● \$3,772.41 ✓ Pay is	within threshold	Add Note		
KANE, Esme-Rose (M1214169)		386.88	\$8,018.98	€ \$8,018.98 ✓ Pay is	within threshold	□ :		

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	311,411.96	Wage Incre		
	Termination Date	Termination Reason						
	Image: 12/11/2020 [Choose Termination Reason]							
DOM		[Choose Termination Reason]						
	DONNELLY, Cyrus (M1214171)	Termination						
L	HUNT, Oliver (M1214166)	Resignation						
	KANE, Esme-Rose (M1214169)	Retrenchment						
		Project Completed						
	SHARMA, Della (M1214170)	III Health/Incapacity						
	WEST, Serena (M1214167)	Retirement						
	WOODS, Chantelle (M1214172)	Death			•••;			

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For further information about portable long service visit <u>www.plsa.vic.gov.au</u>, call 1800 517 158 or email <u>enquiries@plsa.vic.gov.au</u>

