SA Portable Long Service Leave
Construction Industry

18 June 2026

Online Worker Portal Cessation of Employment guide



How to submit an online Cessation of Employment claim in the Worker Portal

This guide explains how to submit your Cessation of Employment claim online through the Worker portal. It explains each step of the process, from logging in to submitting your claim, uploading documents, and what happens after the claim is submitted.

Before you start

Important notes about Cessation Claims:

Use this claim if you will not be working as an employee in the Construction Industry for a period of 12 months and wish to claim all of your entitlements.

A minimum of 1,820 service days (equivalent to 7 years of Full Time Service) is required to entitle you to claim a Cessation of Employment payment.

If you have not reached 2,600 service days (equivalent to 10 years of Full Time Service) prior to claiming a Cessation of Employment payment you will need to accrue an additional 1,820 service days before you qualify for another Portable Long Service Leave entitlement.

Before you begin your claim, make sure you have:

- Your Worker Portal login details.
- Your tax file number, if you wish to provide it.
- Your bank account details.
- Any supporting documents you may need to upload.

Please note:

If this service is split across multiple states, you will need to have this Interstate Service registered on your South Australian account before you will be able to submit your claim.

If you do not provide your TFN, tax may be withheld at the maximum rate of 47%.

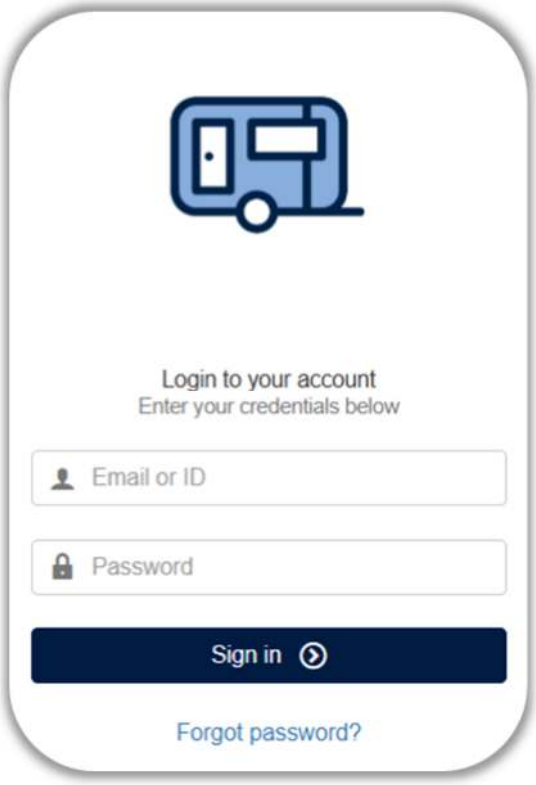
Helpful tips

- If you are unsure about any question, pause and review the information before continuing.
- If you need help, refer to the video walkthrough or contact the support team.
- If you are planning to claim your Cessation of Employment payment during busy periods, such as Christmas, the recommendation is to submit your Claim as early as possible to avoid any delays in processing.

SA Portable Long Service Leave
Construction Industry

Step 1: Log in to the Worker Portal

Go to the Worker Portal and log in using your usual details. You may need to complete a verification step before you can continue. If you have not logged onto the Worker Portal before, you will need to *'Register for Online Access'.*



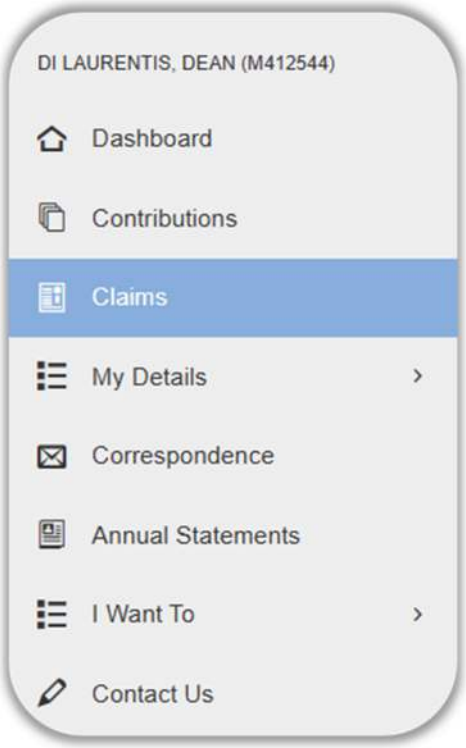
Once logged in, you will see your Portable Long Service Leave Progress. This shows your South Australian service history. Any service performed Interstate or with an employer under the Long Service Leave Act may not yet be displayed. If you believe service is missing from your progress, please contact the Support Team before continuing.



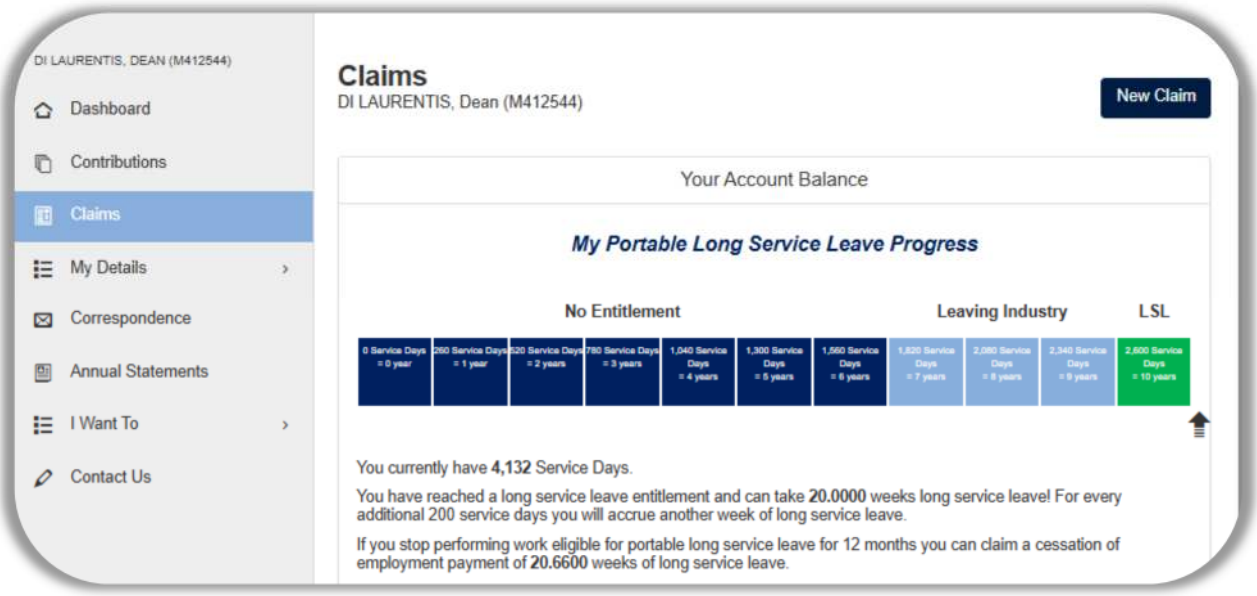
SA Portable Long Service Leave
Construction Industry

Step 2: Open Claims

From the menu select Claims. This will open your claims history, including any previous claims, cancelled claims, and saved drafts.



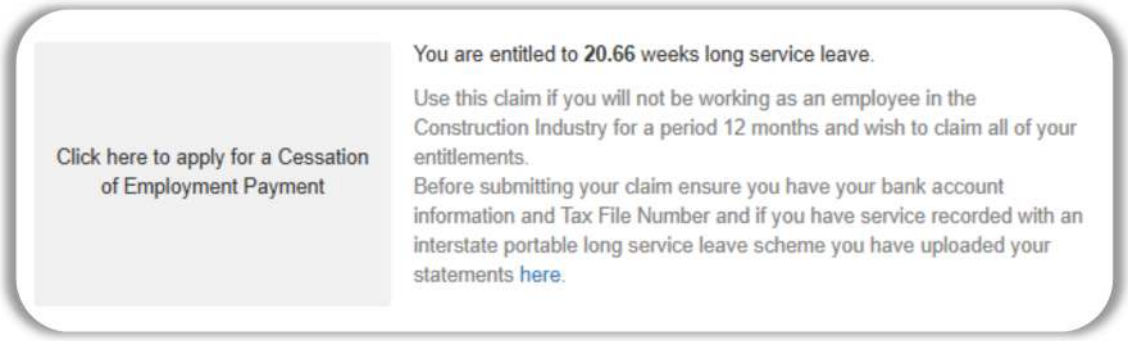
Select *'New Claim'* and check that your personal details are correct.



SA Portable Long Service Leave
Construction Industry

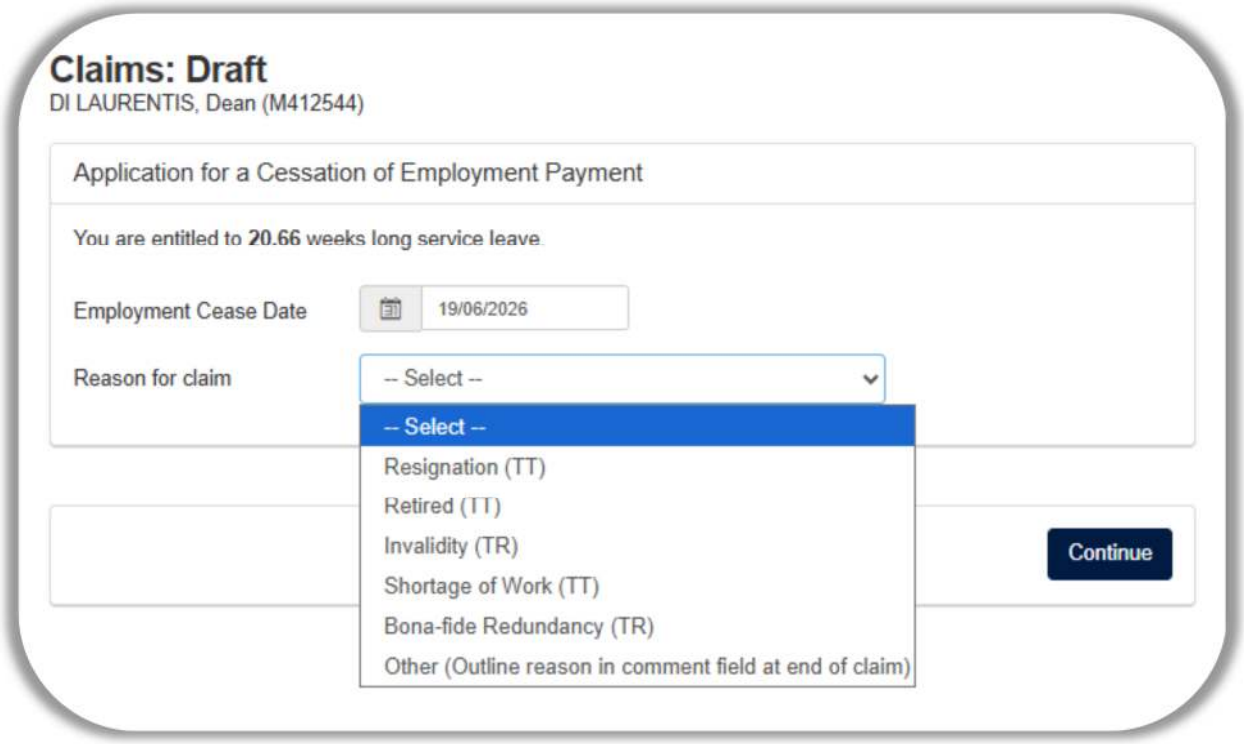
Step 3: Choose your claim type

Select the type of claim you want to submit.



Step 4: Provide your Cease Date

Provide your Cease Date and Reason for claim. Your cease date is your final day of work. Select the most relevant claim reason for your situation, certain reasons will require additional evidence to be uploaded at the end of the claim form.

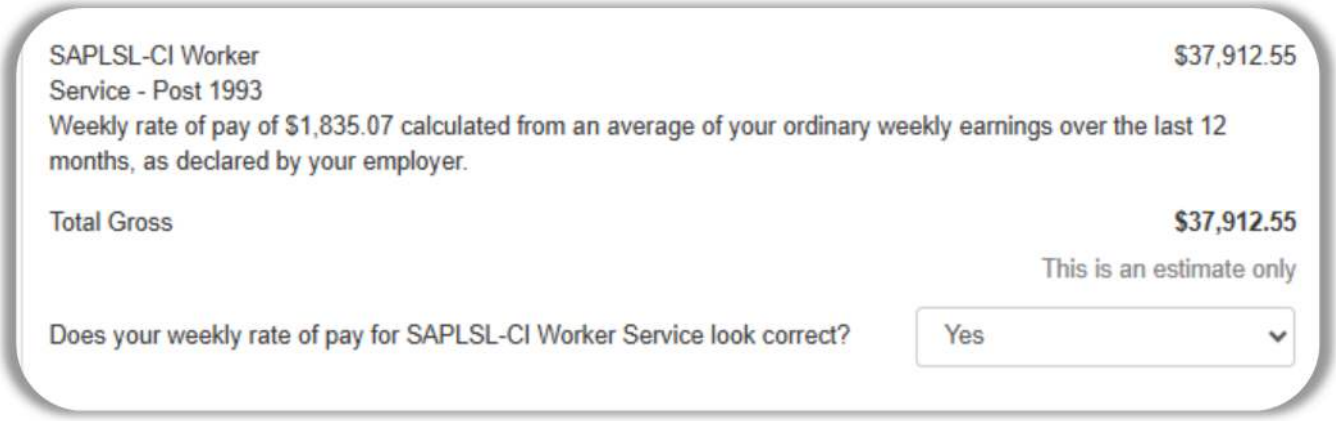


SA Portable Long Service Leave
Construction Industry

Step 5: Review your estimate

Review the estimated gross payment shown in the claim form. The estimate is based on the current pay information held by the scheme. You will need to confirm if this weekly rate of pay looks correct.

Not all remuneration counts towards your Cessation of Employment payment. Items such as overtime, annual leave loading, bonuses and site allowance are excluded from the calculation. Other allowances are also excluded under the scheme. A more comprehensive list can be found on our website.



If your rate of pay does not look correct, you will be asked to upload pay slips to verify your rate of pay at the end of the form. Your Employer will also be required to confirm pay details when *No* is selected.

Step 6: Enter your Tax details

Enter your tax details if you wish to provide them.



Providing your TFN is optional, but if you do not provide it, tax will be withheld at the maximum rate of 47%

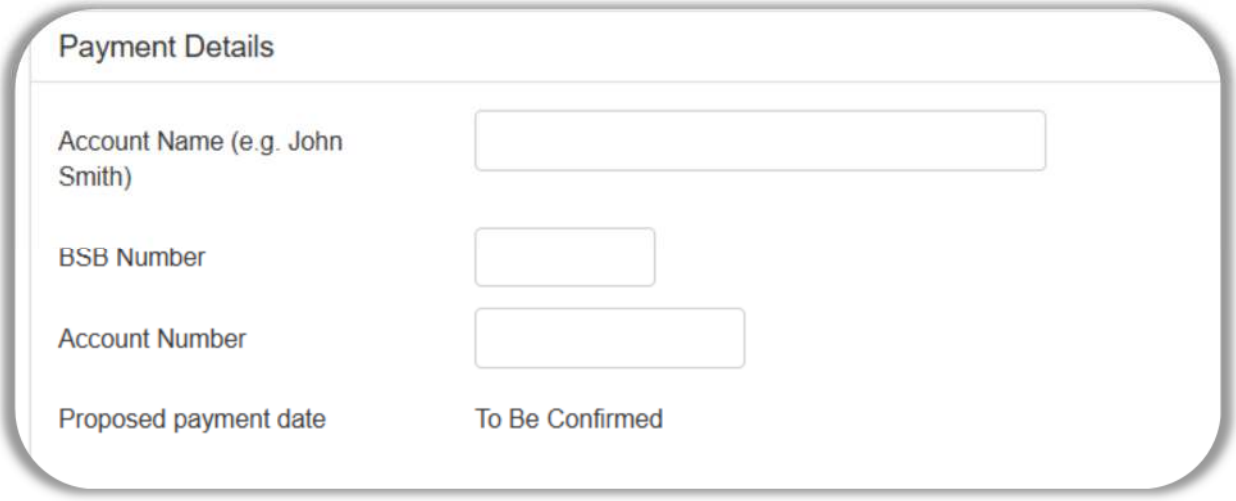
SA Portable Long Service Leave
Construction Industry

Step 7: Enter your bank details

Provide your bank account details so payment can be made to you.

Important:

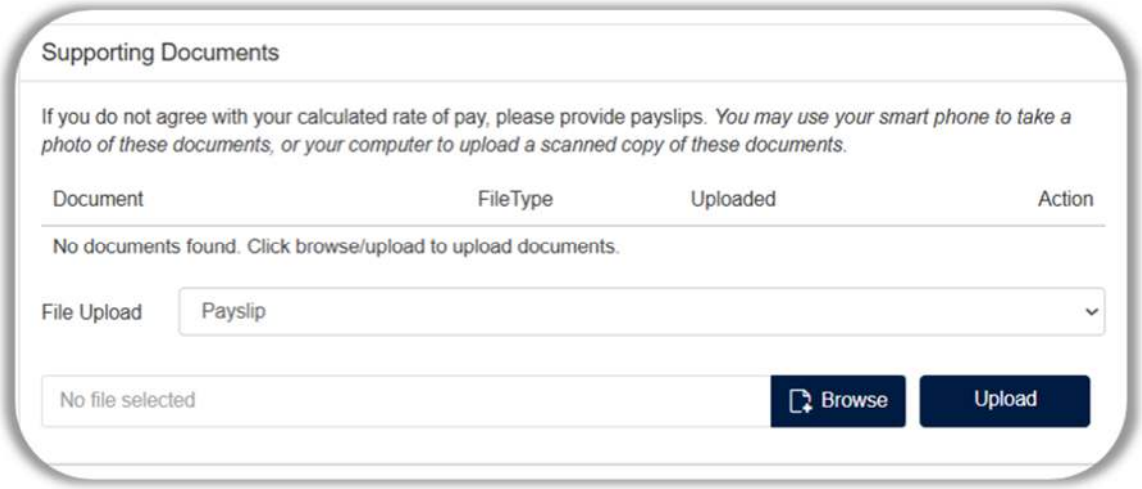
In the Account Name, enter your name exactly as it appears on your bank account (not account types like “Super Saver”, “Cheque Account”, or nicknames).



Review the bank details that have been entered and confirm they are correct before continuing.

Step 8: Supporting Documents

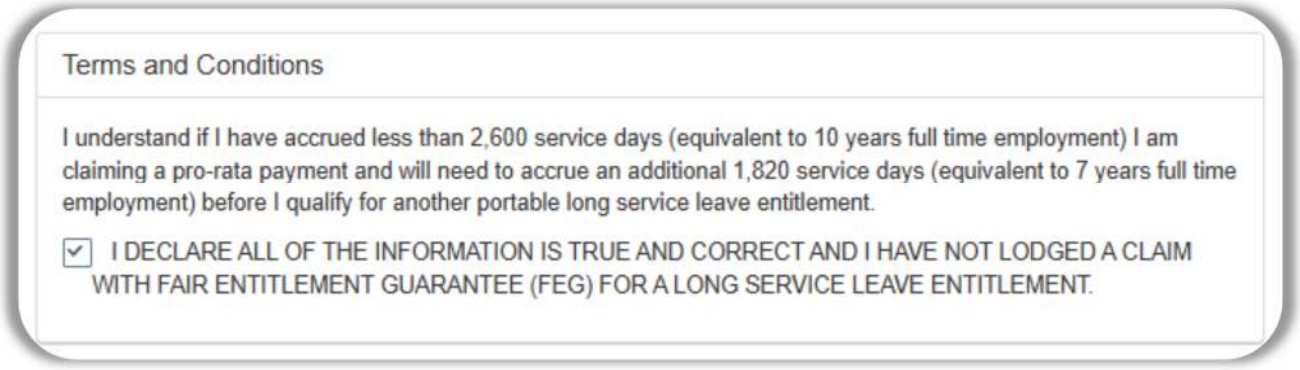
You will be prompted to upload any relevant documents next. Make sure you upload all required documents so your claim can be processed without delay.



SA Portable Long Service Leave
Construction Industry

Step 9: Submit your claim

To submit your claim the Terms and Conditions will need to be accepted before selecting the Submit button.



Step 10: Processing time

Processing of your Cessation Claim will begin after the Employment Cease Date that has been provided. Please allow up to three (3) weeks from your Employment Cease Date for your claim to be processed.

If any additional information is needed, our team may contact you.

Timeline / Steps:

1. Notice to Terminate Employment provided to Worker or Employer.
2. Worker submits Claim form via Worker Portal with Employment Cessation Date.
3. After Employment Cessation Date passes SAPLSL will review Claim.
4. SAPLSL will contact Employer and request final Service be reported early and Worker be marked as terminated on the Employer account. If Rate of Pay was disputed, SAPLSL will request Employer provide documentation to review and calculate correct Rate of Pay. Adjustment will be made to the Claim if needed, and confirmation email sent to Worker of outcome.
5. SAPLSL schedules Claim for Payment.
6. Payment is made.

