Portable Long Service Leave

How to add new workers
Manual / individual add

New workers can be added to your account any time through the Workers page in your portal. You can add workers one at a time or use a spreadsheet to upload multiple new workers in bulk.

The following guide provides step-by-step instructions if you'd like to add a worker manually or individually.

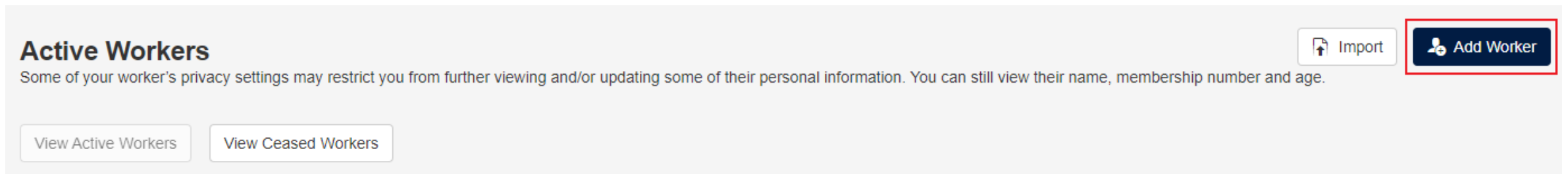# Step 1 – Open The Worker Page In The Portal

After you've logged into the portal, click on Workers in the menu.

Click on the Add Worker button in the top right corner.

Step 2 – Add Worker

There are 3 options for adding a new worker – adding a worker that has been registered before with another employer, adding a worker that has been registered on your account before, or adding a brand-new worker. If you're not sure if a worker has been registered before, you can still use the new worker option and we'll match the worker up with their existing account.

Add a Registered Worker

To add a worker who has been registered before, you'll need their Worker Registration Number and date of birth. Click on the Continue button next to Registered Worker.
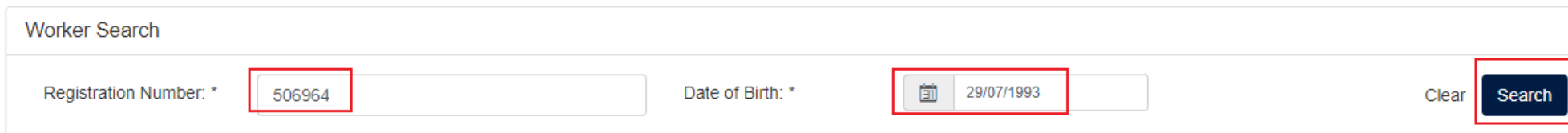

Type in the Worker Registration Number in the field as indicated. Use the calendar or type in the worker's date of birth, then click the Search button.

Step 2 – Add Worker (continued)

Add a Registered Worker (continued)

If a matching worker is found, their name and date of birth will be displayed with fields to complete for their mobile number, email address and postal address. Enter the postcode in the Suburb field to bring up a list of matching suburbs, then select the right one from the list.

Step 2 – Add Worker (continued)

Add a Registered Worker (continued)

Scroll down and use the calendar or type in the worker's start date. Use the drop-down boxes to select the Worker Type, Employment Type and Work Type. Click the Continue button to add the new worker.

Step 2 – Add Worker (continued)

Add a Returning Worker

To add a worker who was previously registered with your account, click on the Continue button next to Returning Worker.

A list of previously registered workers will be displayed for you to choose the worker you want to add. If there are a lot of workers, you may want to use the search functionality at the top to narrow it down. When you find the worker you want to add, click on the radio button next to their name then click the Continue button. If the worker you want to add does not appear in the list, you can add them as a New Worker.

Step 2 – Add Worker (continued)

Add a Returning Worker (continued)

The worker's name and date of birth will be displayed with fields to complete for their mobile number, email address and postal address. Enter the postcode in the Suburb field to bring up a list of matching suburbs, then select the right one from the list.

User Details

Name	ALDRIDGE, Killian
Date of Birth	14/03/1978
Mobile	0491 570 006
Email	killian@aimcorporation.com.au
Address:	
Overseas Address	☐
Line 1	302 Stella Lane
Line 2	
Line 3	
Suburb/City	SEMAPHORE SOUTH

Tip: Input postcode to select suburb/state/postcode.

State/Province	SA
Postal/Zip Code	5019
Country	AUSTRALIA

Step 2 – Add Worker (continued)

Add a Returning Worker (continued)

Scroll down and use the calendar or type in the worker's start date. Use the drop-down boxes to select the Worker Type, Employment Type and Work Type. Click the Continue button to add the new worker.

Employment Information

Registration Date *	📅 04/01/2021
Worker Type *	Apprentice
Employment Type *	Full-time
Work Type *	Carpentry/Joinery

Continue

Step 2 – Add Worker (continued)

Add a New Worker

To add a new worker, click the Continue button next to New Worker. You can also use this option to add a registered or returning worker. If the new worker has an existing account with Portable long Service Leave, we'll match them up.

Step 2 – Add Worker (continued)

Add a New Worker (continued)

To add a new worker, click the Continue button next to New Worker. You can also use this option to add a registered or returning worker. If the new worker has an existing account with Portable long Service Leave, we'll match them up.

Fill in the personal details for the new worker as shown. Fields with an asterisk * are required to be completed.

Workers: Add New Worker

> If the Start Date of the worker(s) falls within an uncommitted return, the worker(s) will be added to that return. If the Start Date falls within a committed return period you will need to record the retrospective service on the worker's first return. If the Start Date is greater than the last return period, the worker(s) will be added to the future return.

| Profile | Contributions | Benefits |

Personal Details

Salutation	Mr
First Name *	Steven
Middle Names	Vincent
Surname *	Strange
Date of Birth *	09/12/1968
Gender *	Male

Contact Details

| Mobile | 0491 570 159 | or Phone | |
| Email | doctor@avengers.com.au | | |

Step 2 – Add Worker (continued)

Add a New Worker (continued)

Add Contact Details for the new worker, including Mobile or Phone Number, Email Address and Postal Address.

Contact Details

| Mobile | 0491 570 159 | or Phone | |
| Email | doctor@avengers.com.au | | |

Contact Address

Line 1 *	24 Kelso Court	
Line 2		
Line 3		
Overseas Address	☐	
Suburb/City *	NOARLUNGA DOWNS	Tip: Input postcode to select suburb/state/postcode.
State/Province *	SA	
Postal/Zip Code *	5168	
Country *	AUSTRALIA	

Step 2 – Add Worker (continued)

Add a New Worker (continued)

Scroll down and enter the employment information for the new worker, including their start date, Worker Type, Employment Type and Work Type.
When you have finished entering all the information, click Save & Close to add the new worker.

Employment Details

| Registration Date * | 📅 | 10/01/2021 |

Worker Type *   Construction Worker ⌄

Employment Type *   Casual ⌄

Work Type *   Glazing ⌄

Save & Close   Cancel