Portable Long Service Leave

How to add new workers
Import via spreadsheet

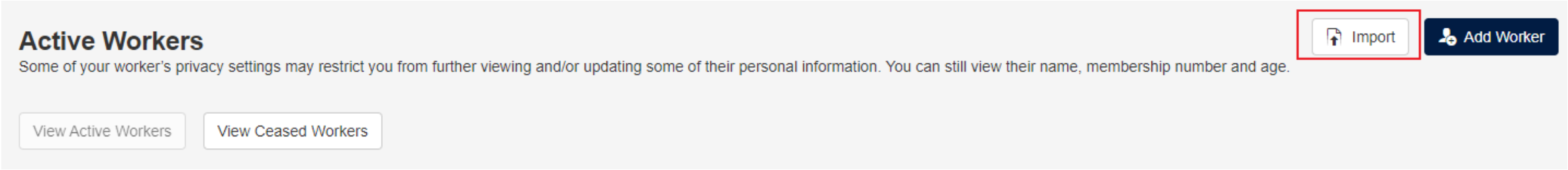
New workers can be added to your account any time through the Workers page in your portal. You can add workers one at a time or use a spreadsheet to upload multiple new workers in bulk.

The following guide provides step-by-step instructions if you'd like to upload multiple workers using a spreadsheet.

Step 1 – Open The Worker Page In The Portal

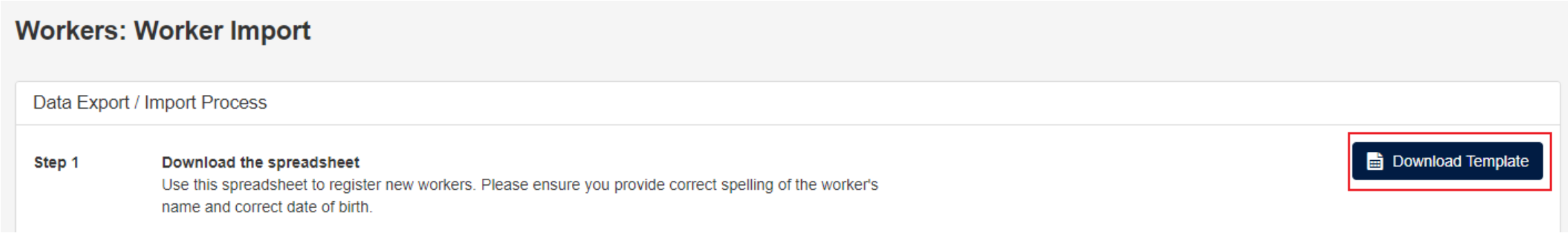
After you've logged into the portal, click on Workers in the menu.

Click on the Import button in the top right corner.

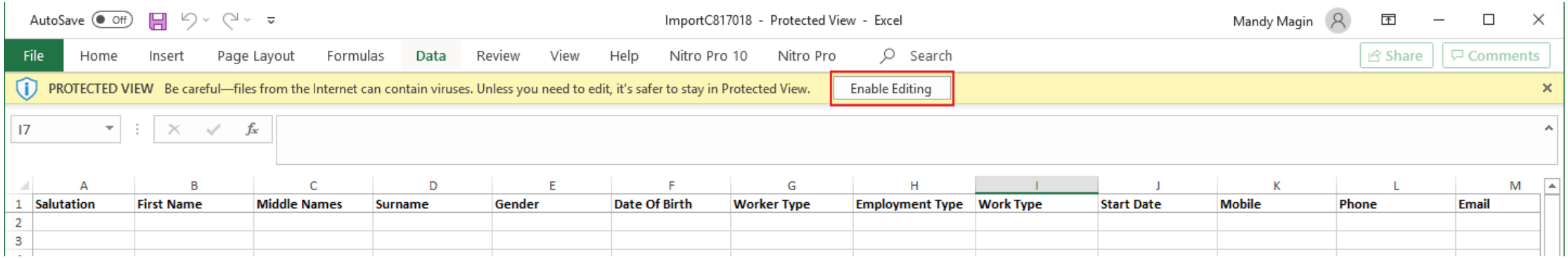


Step 2 – Download The Spreadsheet Template

You will need to download a spreadsheet template to add your new workers. Click on the Download Template button to download the spreadsheet.



After the spreadsheet template has been downloaded, open it in Excel. You may need to click on Enable Editing to enter your information.



Step 3 – Add New Worker Information To The Spreadsheet

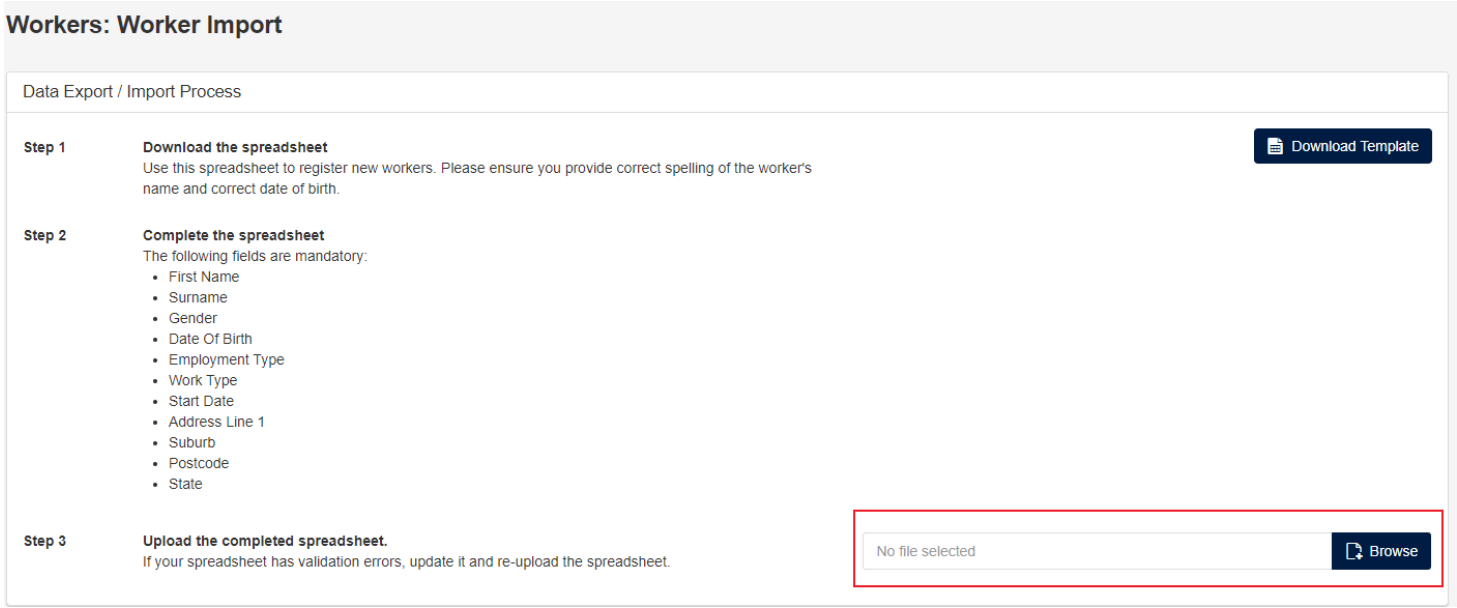
Enter the information for your new workers to the spreadsheet. Some information, such as Worker Type, Employment Type and Work Type require Import Worker Codes to be used. A list of the Import Worker Codes and mandatory information for worker import is on the import screen and is also available at the end of this guide.
Save your spreadsheet when you have finished entering the information.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Salutation	First Name	Middle Names	Surname	Gender	Date Of Birth	Worker Type	Employment Type	Work Type	Start Date	Mobile	Phone	Email
2	Mr	Homer	Jay	Simpson	M	27/12/1985	CON	CAS	LAB	1/11/2020	0491 573 770		homer@comp
3	Mr	Bartholomew	JoJo	Simpson	M	5/10/1996	CON	CAS	DE	1/11/2020	0491 479 212		bartholomew
4	Ms	Ruth		Powers	F	18/04/1987	CON	FULL	CAR	1/11/2020	0491 576 801		ruth@shotkic
5													

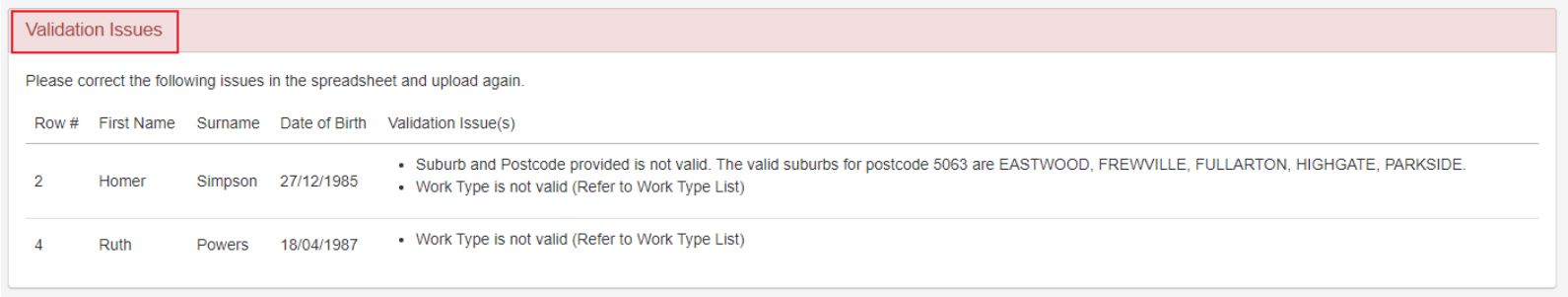
	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Employment Type	Work Type	Start Date	Mobile	Phone	Email	Address Line 1	Address Line 2	Address Line 3	Suburb	State	Postcode	
2	CAS	LAB	1/11/2020	0491 573 770		homer@compuglob	742 Evergreen Terrace			Springfield	SA	5063	
3	CAS	DE	1/11/2020	0491 479 212		bartholomew@eatn	742 Evergreen Terrace			Springfield	SA	5062	
4	FULL	CAR	1/11/2020	0491 576 801		ruth@shotkickers.c	746 Evergreen Terrace			Springfield	SA	5062	
5													

Step 4 –Upload The Spreadsheet

When the spreadsheet is complete, use the Browse button to locate and upload your spreadsheet.



If Validation Issues are displayed it means that there was a problem with the way the information was entered on your spreadsheet. Open your spreadsheet, fix the errors listed and try to upload it again.



Validation Issues

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

Row #	First Name	Surname	Date of Birth	Validation Issue(s)
2	Homer	Simpson	27/12/1985	• Suburb and Postcode provided is not valid. The valid suburbs for postcode 5063 are EASTWOOD, FREWVILLE, FULLARTON, HIGHGATE, PARKSIDE. • Work Type is not valid (Refer to Work Type List)
4	Ruth	Powers	18/04/1987	• Work Type is not valid (Refer to Work Type List)

Step 4 –Upload The Spreadsheet (continued)

If there are no issues with the information on the spreadsheet, you will see a list of information that will be uploaded. Click on the Commit Import File button then click OK to upload the new worker information.

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

Commit Import File

Import Results - Workers Count: 3

Surname	First Name	Start Date	Worker | Emp | Work Type	
Simpson	Homer	01 Nov 2020	Construction Worker | Casual | Labouring	*M542481 found. Worker status will be set to active*
Simpson	Bartholomew	01 Nov 2020	Construction Worker | Casual | Demolition	*M542482 found. Worker status will be set to active*
Powers	Ruth	01 Nov 2020	Construction Worker | Full-time | Carpentry/Joinery	*M542483 found. Worker status will be set to active*

You'll find your new workers appear in the Active Workers list on your Workers page.

Portable Long Service Leave — Marge Simpson

SIMPSON CARPENTRY PTY L (C817018)

- Dashboard
- Returns
- Transactions
- Correspondence
- Workers
- Nomination Requests
- Employer Details
- Contacts
- Addresses

Active Workers

Some of your worker's privacy settings may restrict you from further viewing and/or updating some of their personal information. You can still view their name, membership number and age.

Import | Add Worker

View Active Workers | View Ceased Workers

New Registration Form | Export To Excel

Search:

Reg No.	Name	Age	Worker Type	Emp Type	Work Type	Start Date	Service History
M542483	POWERS, Ruth	33	Construction Worker	Full-time	Carpentry/Joinery	1/11/2020 - Current	View Contributions
M542482	SIMPSON, Bartholomew	24	Construction Worker	Casual	Demolition	1/11/2020 - Current	View Contributions
M542481	SIMPSON, Homer	35	Construction Worker	Casual	Labouring	1/11/2020 - Current	View Contributions
M498223	SIMPSON, Marjorie	37	Working Director	Full-time	Carpentry/Joinery	1/07/2019 - Current	View Contributions

Note: Worker Import Codes

The following Return Import Codes are required for some fields in the spreadsheet.

Work Types:
AC – Air Conditioning
AS – Alarm/Security/Testing
BS – Bricklaying/Stonemasonry
CJ – Carpentry/Joinery
CO – Concreting
DC – Data/Communication Cabling
DE – Demolition
EL – Electrical
FX – Fixing
GL – Glazing
LA – Labouring
LI – Lifts
MT – Metal Trades
MC – Mobile Cranes
PA – Painting
PI – Panel Installation
PO – Plant Operator
PL – Plastering
PB – Plumbing
PR – Plumbing – Roof
RE – Refrigeration
RS – Rigging/Scaffolding
SM – Sheet Metal Work
SP – Sprinkler Pipe Fitting
TR – Tiling – Roof
TI – Tiling – Wall/Floor
TA – Trades Assistant
UN – Unknown
WB – Welding/Boilermaking

Employment Types:
FULL – Full-time
PART – Part-time
CAS – Casual

Worker Types:
CON – Construction Worker
APPR – Apprentice

Gender Types:
N – Not Provided
M – Male
F – Female
O - Other

Salutation Types:
Mr
Ms
Miss
Dr
Ms
Prof