



Portable Long Service Leave

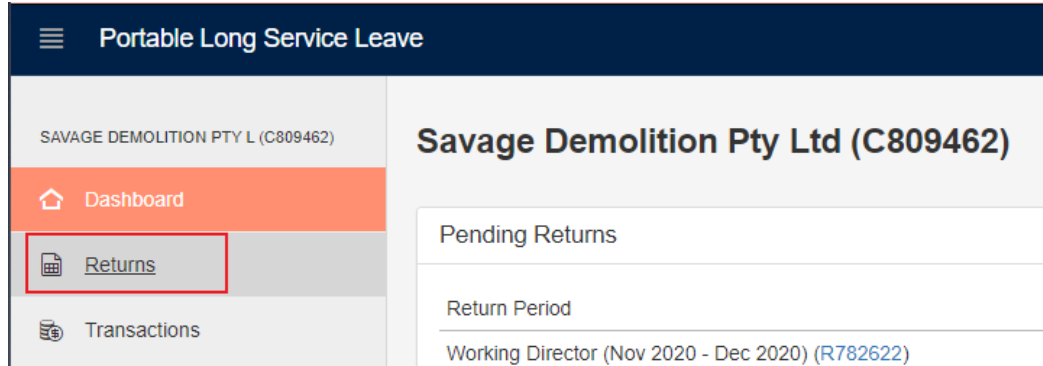
How to adjust a submitted return

If there's a problem with the Employer Return that has been submitted and you need to adjust something, you can login and make those changes through the Employer Portal. Returns can be adjusted for up to 6 months.

The following guide provides step-by-step instructions for adjusting submitted Employer Returns.

Step 1 – Open The Employer Return

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



The screenshot shows the 'Portable Long Service Leave' portal interface. The top navigation bar is dark blue with a white hamburger menu icon and the text 'Portable Long Service Leave'. Below this, the user's company name 'SAVAGE DEMOLITION PTY L (C809462)' is displayed on the left, and 'Savage Demolition Pty Ltd (C809462)' is displayed on the right. A sidebar menu on the left contains 'Dashboard', 'Returns', and 'Transactions'. The 'Returns' item is highlighted with a red box. The main content area shows 'Pending Returns' with a sub-section for 'Return Period' listing 'Working Director (Nov 2020 - Dec 2020) (R782622)'.

All your returns will be displayed in a list on the screen. Click on the ID number for the return that you need to adjust.



The screenshot shows a list of returns in the portal. The left sidebar has 'Workers' and 'Nomination Requests' visible. The main content area displays a table of returns:

PLSL	R779589.2	Periodic (Sep 2020 - Oct 2020)
PLSL	R920507	Working Director (Jul 2020 - Aug 2020)
PLSL	R776534	Periodic (Jul 2020 - Aug 2020)

The ID number 'R776534' in the third row is highlighted with a red box.

Step 2 – Open For Adjustments

Click on the Open For Adjustments button in the top right corner, then click OK to confirm you want to open for adjustments.

Returns: Periodic (Jul 2020 - Aug 2020) (R776534)

Open for Adjustments

Periodic Return Information

Click on the Edit Return button to open the return to make your adjustments.

Returns: Periodic (Jul 2020 - Aug 2020) (R776534.2)

Discard Adjustments Edit Return Commit Adjustments

Periodic Return Information

Return Status	ADJUSTING	Workers	4
Return Period (ID)	Periodic (Jul 2020 - Aug 2020) (R776534.2)	Total Remuneration	\$8,175.00
Due Date	20/09/2020	Levy Rate	2.00%
Working Days	44	Levy	\$163.50
Maximum Days	60		

Step 3 – Changing Declared Hours, Service Days or Period Remuneration

If your return was completed using information populated from the Worker Card, you'll need to use the Declaration Method drop-down box to change the setting from Auto-Populate to Manual before you can make changes.

Worker (#)	Start Date	Declaration Type	Hours	Service Days	Period Remuneration	Previous Remuneration	Remuneration Discrepancy Reason	More
BANNER, Bruce (M506964)		Auto Populate	334.4	44	\$7,945.00	\$7,787.00	✓ Pay is within threshold	
CAGE, Nick (M522717)		Auto Populate	334.4	44	\$0.00	-	✓ Pay is within threshold	

Click in the Hours, Service Days or Period Remuneration fields and make the changes as necessary.

Worker (#)	Start Date	Declaration Type	Hours	Service Days	Period Remuneration	Previous Remuneration	Remuneration Discrepancy Reason	More
BANNER, Bruce (M506964)		Manual	334.4	44	\$8,000.00	\$7,787.00	✓ Pay is within threshold	

If the changes you've made to the Hours, Service Days or Period Remuneration have changed the worker's rate of pay considerably, you may need to provide a Discrepancy Reason to explain this. Use the Discrepancy Reason drop-down box to select the reason that most closely matches your situation or use the Other option and explain it in your own words.

Worker (#)	Start Date	Declaration Type	Hours	Service Days	Period Remuneration	Previous Remuneration	Remuneration Discrepancy Reason	More
Service Days / Period Remuneration not within threshold - Discrepancy reason is required								
BANNER, Bruce (M506964)		Manual	334.4	44	\$10,000.00	\$7,787.00	[Choose Discrepancy Reason]	
CAGE, Nick (M522717)		Auto Populate	334.4	44	\$0.00	-		
WALTERS, Jennifer (M533319)		Auto Populate	334.4	44	\$0.00	-		
WILSON, Samuel (M505002) NEW	01/07/2020	Auto Populate	7.6	1	\$230.00	-		

Step 4 – Other Changes To Your Employer Return

If you need to add a New Worker, click the New Worker button and fill in the information as required. Please remember you can only add a New Worker when adjusting your most recently submitted return.

Returns / Periodic (Jul 2020 - Aug 2020) (R776534.2): Return Edit
Maximum Days: 60, Working Days: 44

[Add Worker](#)

If you need to terminate a worker on your return, click on the More button at the end of the row next to their name and select Terminate from the drop-down menu. Use the calendar or type in their termination date and use the drop-down box to select a reason for the termination.

Termination Reason Required

BANNER, Bruce (M506964) Manual 334.4 44 \$10,000.00 \$7,787.00 ✓ Pay is within threshold

Termination Date: 28/02/2021

Termination Reason: [Choose Termination Reason]

- [Choose Termination Reason]
- Retired
- Deceased
- Resignation
- Transferred to role ineligible for PLSL
- Other
- Shortage of Work / Project Completed
- Genuine Redundancy
- Ill Health / Invalidity

Terminate

Add Note

✓ Pay is within threshold

✓ Pay is within threshold

Close

Step 4 –Submit The Adjusted Employer Return

When you've finished making the adjustments to the Employer Return, click the Close button at the bottom of the screen.

If you want to discard the adjustments, click the Discard Adjustments button. If you want to lodge the adjusted Employer Return, click the Commit Adjustments button, then click OK to confirm.

Returns: Periodic (Jul 2020 - Aug 2020) (R776534.2)

[Discard Adjustments](#)[Edit Return](#)[Commit Adjustments](#)

Periodic Return Information

After the adjustments have been committed you may be issued with a new invoice or credit note, depending on the adjustments that you made. You can download a PDF copy by clicking on the Print PDF link next to the invoice or credit note. The balance payable will also be displayed on the screen. The Portable Long Service Leave team will review your adjustments before finalising the changes and if we have any questions, we'll contact you.

Returns: Periodic (Jul 2020 - Aug 2020) (R776534.2)

Thank you. Your return has been submitted and may require review by Portable Long Service Leave.

[Open for Adjustments](#)

Periodic Return Information

Return Status	SUBMITTED	Workers	4
Return Period (ID)	Periodic (Jul 2020 - Aug 2020) (R776534.2)	Total Remuneration	\$10,230.00
Due Date	20/09/2020	Levy Rate	2.00%
Working Days	44	Levy	\$204.60
Maximum Days	60	Balance Payable	\$41.10

Financial Details

Date	Reference	Description	Debit	Credit
21 Sep 20	Receipt BPAY	Receipt #271398		\$163.50
21 Sep 20	Invoice [Print PDF]	Return #776534	\$163.50	
18 Jan 21	Invoice [Print PDF]	Return #776534	\$41.10	

