



# Portable Long Service Leave

## How to complete a working director return

Working Director Returns need to be lodged separately to the periodic Employer Returns for employees.

The following guide provides step-by-step instructions for lodging a Working Director Return.

## Step 1 – Open the return

After you've logged into the employer portal, click on the Return ID in your Dashboard to open the return that is due to be completed. Alternatively, you can click on Returns in the menu and then click on the Return ID from the returns list.

INCREDIBLE HOMES CO PTY (C801903)

### Incredible Homes Co Pty Ltd (C801903)

Pending Returns

Return Period	Workers	Due Date
Working Director (Mar 2021 - Apr 2021) (R1047541)	1	30 Jun 2021
Working Director (May 2021 - Jun 2021) (R1047542)	1	30 Jun 2021

### Returns

[Certificate of Currency](#) [Export To Excel](#)

Fund	ID	Return Period	Workers	Due Date	Balance	Return Status
PLSL	R1047542	Working Director (May 2021 - Jun 2021)	1 (Peter Quill)	30 Jun 2021	-	OPEN
PLSL	R1047541	Working Director (Mar 2021 - Apr 2021)	1 (Natasha Romanov)	30 Jun 2021	-	OPEN
PLSL	R1047160	Working Director (Jan 2021 - Feb 2021)	1 (Peter Quill)	30 Jun 2021	\$255.00	COMMITTED



## Step 2 – Commit The Return

If you wish to make a contribution for this Working Director for this return period, simply click on the Commit Return button, then click OK to lodge the return and generate an invoice.

### Returns: Working Director (Mar 2021 - Apr 2021) (R1047541)

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

#### Working Director Return Information

Return Status	<b>OPEN</b>	Workers	1
Return Period (ID)	Working Director (Mar 2021 - Apr 2021) (R1047541)	Levy	\$255.00
Due Date	30/06/2021		
Working Days	45		

If you want to cease the Working Director registration and cease making contributions for this Working Director, click on the Edit Return button to open the return.

### Returns: Working Director (May 2021 - Jun 2021) (R1047542)

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

#### Working Director Return Information

## Step 2 – Commit The Return (continued)

To Terminate the Working Director and cease making contributions, click on the More button at the end of the row next to the Working Director name and select Terminate from the drop-down menu. Use the calendar or type in the termination date and then use the drop-down box to select the reason for the termination. Click on the Close button at the bottom of the screen when you've finished making changes to the return.

**Returns / Working Director (May 2021 - Jun 2021) (R1047542): Return Edit**  
Maximum Days: 60, Working Days: 43

Due Date	Workers	Total Remuneration	Levy Rate	Levy
30/06/2021	1	\$0.00	0.00%	\$255.00

Worker (#)	Start Date	Declaration Type	Hours	Service Days	Period Remuneration	Previous Remuneration	Remuneration Discrepancy Reason	More
QUILL, Peter (M472533)		Manual	0	43	\$0.00	\$6,880.00	✓ Pay is within threshold	⋮

Termination Date: 30/06/2021

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

Close

Click on the Commit Return button to lodge the Working Director return.

**Returns: Working Director (May 2021 - Jun 2021) (R1047542)**

Working Director Return Information

Edit Return Commit Return

## Step 3 – Download The Invoice

After the Working Director Return has been lodged you'll be able to see the balance payable and download an invoice for your contribution by clicking the Print PDF link.


### Returns: Working Director (May 2021 - Jun 2021) (R1047542)

Working Director Return Information				
Return Status	<b>COMMITTED</b>	Workers	1	
Return Period (ID)	Working Director (May 2021 - Jun 2021) (R1047542)	Levy	\$255.00	
Due Date	30/06/2021	Balance Payable	<b>\$255.00</b>	
Working Days	43			

Financial Details				
Date	Reference	Description	Debit	Credit
18 Jan 21	Invoice <a href="#">Print PDF</a>	Return #1047542	\$255.00	

Payment Information	
<div><p>EFT</p><p>BPAY</p><p>Credit Card</p></div>	<div><p>Pay with EFT</p><p>Account Name: CILSLB BSB: 065126 Account Number: 10064035 Reference: 801903</p></div>

Workers <span style="float: right;">Export ▾</span>				
Worker	Dates (Term Reason)	Service Days	Period Remuneration	Levy
QUILL, Peter (M472533)	Term 30 Jun 2021 (Retired)	43	\$0.00	\$255.00

