How to complete an employer return
Option 3: return upload

There are a number of ways you can fill in the data on your employer return – you can set up Worker Profiles to auto-populate the return for you, you can upload the data using an excel spreadsheet, or you can simply type in the required information.

The following guide provides step-by-step instructions if you'd like to use a spreadsheet template to upload data into your return.

Step 1 – Open The Return

To populate your Employer Return using a spreadsheet template, you'll need to open the return and download the template first. This will need to be done for each return. After you've logged into your portal, click on the Return ID in your Dashboard or access from the Returns page.

After you've opened the return, click on the Export / Import button at the top left of the page.

Step 2 – Download The Template

Click on the Export to Excel button to download the template for your return as an Excel spreadsheet.

After the template has been downloaded, open it in Excel. You may need to click on the Enable Editing button to make your changes.

Step 3 – Enter Data Into The Spreadsheet Template

Service Days can be declared by entering Hours or Service Days on the spreadsheet. If you enter Hours, the service days declared for the worker will be calculated using 7.6 ordinary hours per day, so if your worker's regular week is different to that, you'll need to record their hours worked per day on their Worker Card, which you can access from the Workers page in the Portal.

Remuneration is entered in the Period Remuneration column. For information on calculating remuneration, please refer to the information on our website or at the end of this guide.

If a worker has ceased employment, you will need to enter in a Termination Date and Termination Reason on the spreadsheet. For Return Import Codes for the Termination Reason, refer to the upload page or see the information at the end of this guide.

	Member ID	Payroll ID	Salutation	First Name	Middle Names	Surname	Gender	Date Of Birth	Worker Type	Employment Type	Work Type	Start Date	Hours	Service Days	Period Remuneration	Termination Date	Terminati
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
2	475035		Ms	Kamala		Khan	M	10/01/1982	CON	NG	CJ	-	334.00	0.00	11,088.00		
3	529544		Mr	Peter		Parker	M	26/08/1994	APPR	NG	CJ	-	334.00	0.00	10,912.00		
4	520826		Mr	Lang		Scott	M	07/07/1997	CON	NG	CJ	-	0.00	44.00	0.00		
5	542484		Mr	Wade		Wilson	M	13/09/1972	CON	CAS	LA	-	250.00	0.00	6,250.00		

Step 4 – Adding A New Worker

If you need to add a new worker to your return, you can add them to the bottom of your spreadsheet template. You'll need to ensure you include all the information required to set them up as a new worker, or link them with an existing account, such as date of birth, mobile number, email address etc. Some information, such as Worker Type, Employer Type and Work Type require a Return Import Code to be used. You can find this information on the template download page, or at the end of this guide.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	Member ID	Payroll ID	Salutation	First Name	Middle Names	Surname	Gender	Date Of Birth	Worker Type	Employment Type	Work Type	Start Date	Hours	Service Days	Period Remuneration	Termination Date	Terminati
2	475035		Ms	Kamala		Khan	M	10/01/1982	CON	NG	CJ	-	334.00	0.00	11,088.00		
3	529544		Mr	Peter		Parker	M	26/08/1994	APPR	NG	CJ	-	334.00	0.00	10,912.00		
4	520826		Mr	Lang		Scott	M	07/07/1997	CON	NG	CJ	-	0.00	44.00	0.00		
5	542484		Mr	Wade		Wilson	M	13/09/1972	CON	CAS	LA	-	250.00	0.00	6,250.00		

	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	Service Days	Period Remuneration	Termination Date	Termination Reason	Comment	Mobile	Phone	Email	Address Line 1	Address Line 2	Address Line 3	Suburb	State	Postcode
2	0.00	11,088.00												
3	0.00	10,912.00												
4	44.00	0.00												
5	0.00	6,250.00												
6														
7	0.00	10,354.00				0491 578 888		humantorch@avengers.com.au	20 Terama Court			Gepps Cross	SA	5094

Step 5 – Upload The Spreadsheet

When you've finished updating the data, save your spreadsheet. To upload the information into your return, click on the Browse button and navigate to your spreadsheet, or simply drag and drop the spreadsheet over the Upload field.
Any issues with the information on your spreadsheet will be displayed as Validation Errors. You'll need to correct these before you can upload the information on the spreadsheet.
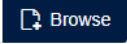
Returns / Periodic (Jan 2021 - Feb 2021) (R1047534): Export / Import

Back to Return Summary

Data Export / Import Process

Step 1 **Download the Return as a spreadsheet.**
For instructions on completing the spreadsheet, click here.

[Export to Excel]

Step 2 **Update/save the spreadsheet.**
Payroll ID and Salutation is NOT mandatory. Payroll ID is provided for your reference only.
Start date is not required for existing Workers.
Contact details cannot be amended for existing Workers using export/import process.
Codes are displayed below for work, employment, worker, gender, salutation and termination reason. Click here.
Insert new Workers at the bottom of the spreadsheet.
Insert ' (apostrophe) before a mobile or phone number (or reformat column as text) to retain leading zeros.

Step 3 **Upload the completed spreadsheet.**
If your spreadsheet has validation errors, update it and re-upload the spreadsheet.

No file selected   [Browse]

Validation Issues

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

| Row #	Worker ID	Validation Issue(s)
3	529544	• Period Remuneration for an Apprentice must be blank or 0.00.

Step 6 – Upload The Spreadsheet (continued)

If there are no issues with your spreadsheet, a summary of the information will be displayed on the screen. You'll just need to click the Commit Import File button, then click OK to upload the information into your return.

Step 3	Upload the completed spreadsheet.									
	If your spreadsheet has validation errors, update it and re-upload the spreadsheet.					No file selected				⬇ Browse

Import completed. You must click [Commit Import File] to complete the data import process.
You will be taken to the return edit page where you will need to resolve any validation errors and submit your return.

💾 Commit Import File

Import Results - Workers Count: 5

Worker ID	Surname	First Name	Start Date	Hours	Service Days	Period Remuneration	Termination Date	Termination Reason	Worker | Emp | Work Type	Comment
475035	Khan	Kamala	-	334	0	$11,088.00	-	-	Construction Worker | Not Provided | Carpentry/Joinery	
529544	Parker	Peter	-	334	0	$0.00	-	-	Apprentice | Not Provided | Carpentry/Joinery	
520826	Scott	Lang	-	0	44	$10,912.00	-	-	Construction Worker | Not Provided | Carpentry/Joinery	
542484	Wilson	Wade	-	250	0	$6,250.00	-	-	Construction Worker | Casual | Labouring	
512992	Hammond	Jim	01 Jan 2021	334	0	$10,354.00	-	-	Construction Worker | Full-time | Labouring	

Portable Long Service Leave
Take it with you.

Step 7 – Review Your Return

Once the information has been uploaded from your spreadsheet into your return, you'll be taken to the return page to review and lodge the return. A summary of the information will be displayed on the screen. If you need to make changes to the information, or add discrepancy reasons, click the Edit Return button. If you're happy that the information is complete and correct and no discrepancy reasons are required, click the Submit Return or Commit Return button, then click OK to lodge your return.

Returns: Periodic (Jan 2021 - Feb 2021) (R1047534)

Export / Import   Edit Return   Commit Return

Periodic Return Information

Return Status	OPEN	Workers	5
Return Period (ID)	Periodic (Jan 2021 - Feb 2021) (R1047534)	Total Remuneration	$38,604.00
Due Date	22/03/2021	Levy Rate	2.00%
Working Days	41	Levy	$772.08
Maximum Days	60		

Workers

Export ⌄

Worker	Dates (Term Reason)	Service Days	Period Remuneration (Discrepancy)	Levy
HAMMOND, Jim (M512992) NEW	Jan 2021 - Feb 2021	44	$10,354.00	$207.08
KHAN, Kamala (M475035)	Jan 2021 - Feb 2021	44	$11,088.00	$221.76
PARKER, Peter (M529544)	Jan 2021 - Feb 2021	44	$0.00	$0.00
SCOTT, Lang (M520826)	Jan 2021 - Feb 2021	44	$10,912.00	$218.24
WILSON, Wade (M542484)	Jan 2021 - Feb 2021	33	$6,250.00	$125.00

Portable Long Service Leave
Take it with you.

Step 8 – Downloading Your Invoice and Payment Information

Once your return has been lodged, you'll see a summary of the information, including the levy and balance payable. To download an invoice for the levy, click on the PDF invoice link.

Returns: Periodic (Jan 2021 - Feb 2021) (R1047534)

<div style="text-align:right">

Open for Adjustments

</div>

Periodic Return Information

Return Status	COMMITTED		Workers	5
Return Period (ID)	Periodic (Jan 2021 - Feb 2021) (R1047534)		Total Remuneration	$38,604.00
Due Date	22/03/2021		Levy Rate	2.00%
Working Days	41		Levy	$772.08
Maximum Days	60		Balance Payable	**$772.08**

Financial Details

Date	Reference	Description	Debit	Credit
18 Jan 21	Invoice [Print PDF]	Return #1047534	$772.08	

Payment Information

EFT	
BPAY	**Pay with EFT**
Credit Card	Account Name: CILSLB BSB: 065126 Account Number: 10064035 Reference: 804070

Note: Calculating Service Days

You can use the following guide to determine what to include and exclude when calculating information for your return.

Include

- Days worked 5 hours and over
- Paid annual leave
- Paid personal / sick leave
- Paid public holidays
- Paid rostered days off
- Apprentice trade school days

Exclude

- Days when less than 5 hours worked
- Unpaid leave
- Long service leave
- Days worked outside of South Australia

Note: Calculating Remuneration

You can use the following guide to determine what to include and exclude when calculating information for your return.

Include

- Days worked 5 hours and over
- Annual leave (except when paid in lieu of time off)
- Personal / sick leave
- Public holidays
- Rostered days off
- Industry allowance
- Tool allowance
- Leading hand allowance
- First aid allowance
- Workers compensation income maintenance (up to 2 years)
- Casual loading

Exclude

- Days when less than 5 hours worked
- Annual leave loading
- Overtime
- Bonuses
- Site allowance
- Retirement, retrenchment or redundancy payments
- Fares, travel or car allowance
- Special rates paid irregularly to compensate for occasional disabilities when working (except where the rate is included during periods of leave)
- Payment in lieu of taking annual leave or rostered days off
- Living away from home allowance
- Remuneration earned by apprentices
- Remuneration for days worked outside of South Australia

Note: Return 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

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