

# STEP BY STEP GUIDE TO COMPLETE AN EMPLOYER RETURN ONLINE

## WHAT YOU NEED TO DO TO:

- STEP 1** GO TO Long Service Corporation website
- STEP 2** LOGIN Employer number & password
- STEP 3** CHECK Your contact details
- STEP 4** UPDATE Worker service
- STEP 5** SUBMIT Employer Return



### STEP 1 GO TO Long Service Corporation website

- Enter our website address  
[www.longservice.nsw.gov.au/bci](http://www.longservice.nsw.gov.au/bci)
- Click on **Login** under **For Employers** which directs you to our online services

### STEP 2 LOGIN Employer number & password

- Enter your employer number and password to access your employer record.
- Your employer number is printed above your address details on correspondence you receive from the Corporation. Alternatively, you can contact our **Helpline on 13 14 41** for assistance.
- If you do not have a password OR if you have forgotten your password, you will need to enter your Employer Number into the **Forgot/Create Password** field and click **Send Password Reset Email**. An email will be sent to the recorded email address, including a link which will direct you to reset/create your password. If no email is recorded, you will be directed to contact our Helpline to record one. Without an email you will be unable to use the online services.
- Once submitted, you will be directed back to the **Employer Login** screen to enter your Employer Number and newly created password.
- Click on **Login** to proceed.

### STEP 3 CHECK Your contact details

- Once logged on, you will see your **Employer Information** page. This is where you can update your business details so before proceeding, ensure all of your business details are correct and up to date.
- The menu on the left hand side of the page allows you to navigate the online services. Using the menu options available, select **Employer Return**.

### STEP 4 UPDATE Worker service

Your **Employer Return** shows a list of workers that the Corporation's records show were employed by you at 30 June 2019. Your **Employer Return** is due to be submitted by 31 July 2019.

- Your **Outstanding** list will show all workers that need to have service confirmed for the 2018-2019 year. Make sure that the **Main Work Performed** reflects the type of work that each of the workers do.
- Ensure that the **Start Date** is correct for each worker. This date will not always reflect the date they started working for you. If you have recorded/confirmed service for a worker previously, it will show their start date from when you need to record ongoing service from.

If either of these are incorrect, or if you have found a spelling error or that one of your workers is showing twice, please contact our Helpline on 13 14 41. You can continue to submit the return for the remaining workers.

- Indicate if the worker was Full Time or Part Time.
- If part time is selected, you will need to enter the amount of days worked in the 2018-2019 year in the **Days Worked** field.
- If a worker is either no longer working for you **OR** they are no longer conducting eligible work, you will need to enter the date they finished in the **End Date** field.

If they have finished **AFTER** the 30th June 2019, complete the **Employer Return** without entering an end date and then you will need to end their employment via the **Current Workers** tab.

- When you have completed the details for each worker, you must tick the **Ready to Submit** box at the end of each line.
- Click **Submit**.

### GENERAL INFORMATION

- You do not have to submit all workers at the same time and if you have multiple pages of workers, you can submit one page at a time
- Your return must be finalised by 31 July 2019
- Whether the workers status is full time, part time or casual, please record if they were working hours equivalent to full time (5 days per week) or part time (less than 5 days per week)
- If a worker that you employed in the 2018-2019 year is not showing on your return, you must complete a **Start Notice**. You can do this by selecting **Start New Worker** OR **Restart Previous Worker** if you have employed them before, from the menu. If you need any assistance, please contact our **Helpline on 13 14 41**.

### STEP 5 SUBMIT Employer Return

