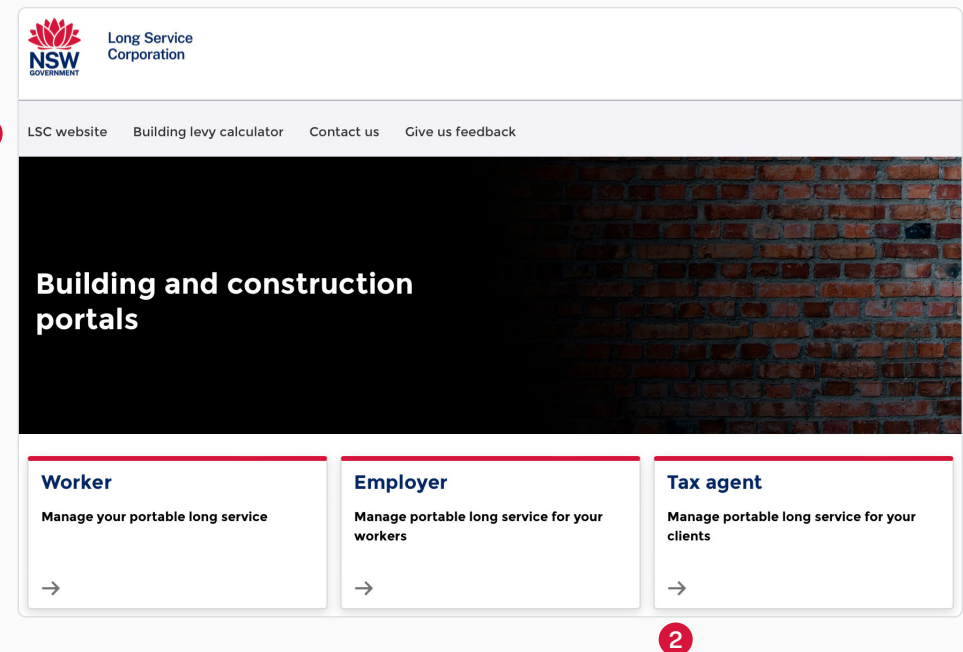


Building and Construction Industry RESTART WORKER – TAX AGENT GUIDE

How to restart a previously employed worker on behalf of an employer

Log in to the tax agent portal

1. Go to the [Building and Construction portal](#)
2. On the Tax agent tile, select the grey arrow.



3. Enter the registered email address
4. Enter the password of the account
5. Select the Log in button.

Log in / Register

Log in with LSC account

Email

Enter your registered email

Password

Enter your password

☐ Show password

Log in

[Forgot password](#)

Log in as the employer

6. Select the Linked Employers tab.



Long Service
Corporation



Tax Agent Name

Home

Business Details

Linked Employers

Linked Workers

Support Tickets

Feedback

7. Select the Login button next to the relevant employer.

Linked Employers



Name



ABN



Linked Date



Main Contact



Example Employer Pty Ltd

01234567891

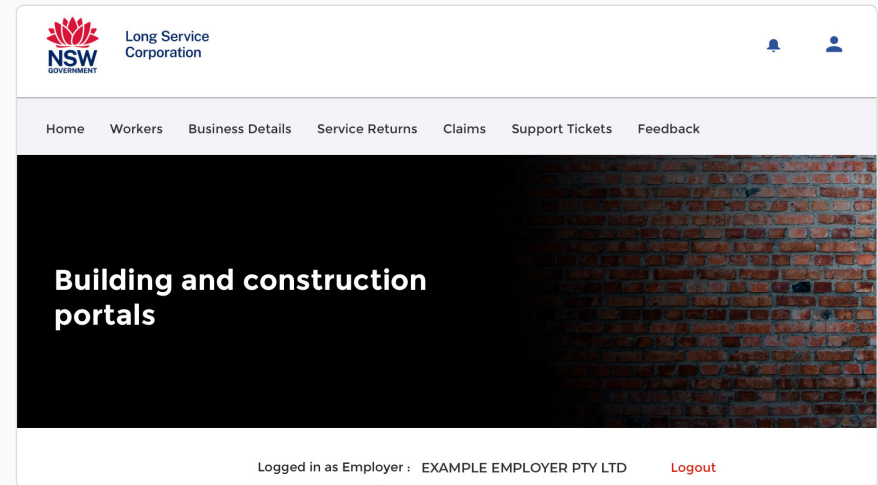
23/01/2024

Employer Name

Login

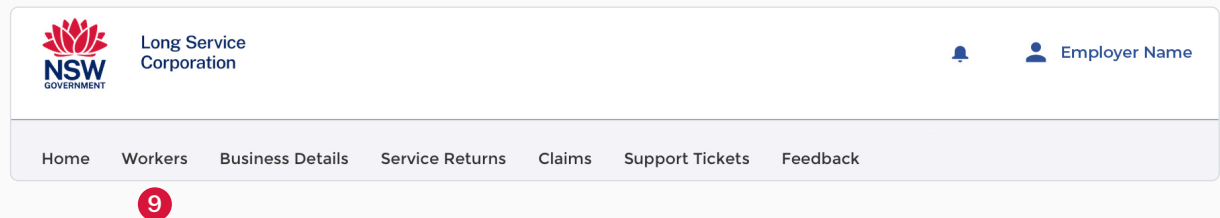
The page will refresh and you'll be logged in as the employer.

8. Select the **Logout** link when finished.

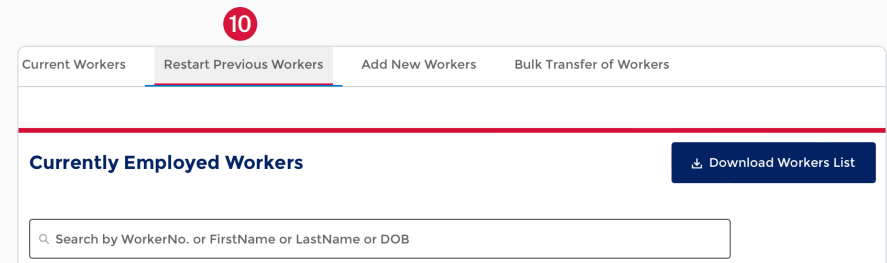


Search for worker

9. Select the **Workers** tab.



10. Select the **Restart Previous Workers** tab.



11. Under **Previously Employed Workers**, type in the search bar either their worker number, name or date of birth
12. Select the relevant **Worker Number**.

Current Workers **Restart Previous Workers** Add New Workers Bulk Transfer of Workers

Previously Employed Workers [Download Workers List](#)

11

Click the worker number to update the worker details and restart a previously employed worker.

12

Worker Nu...	First Name	Last Name	Full-time ...	Start Date	Terminati...	Status
W01205797	Workername	Lastname	Full Time	1/7/2023	1/7/2023	Duplicate

13. Scroll to the **Worker Employment Details** section
14. Select the **Restart Worker** button.

13 **Worker Employment Details** [Restart Worker](#) 14

Employment Start Date:

Termination Date:

Work Type:

Full-Time or Part-Time:

Service confirmed till date:

Complete form

15. Fill in the required information

16. Select the **Submit** button.

15

Worker Employment Details

Cancel

Submit

16

Employment Start Date:

DD/MM/YYYY



Termination Date:

DD/MM/YYYY



Work Type:

Choose Work Type



Full-Time or Part-Time:

Select an Option



A success message will display on the screen.

17. Select the **Close** button.



Thank you

Close

17

Verify changes

18. Select the **Workers** tab.



Long Service
Corporation



Employer Name

Home

Workers

Business Details

Service Returns

Claims

Support Tickets

Feedback

18

19. Under **Currently Employed Workers** check the worker is listed.

Current Workers Restart Previous Workers Add New Workers Bulk Transfer of Workers

Currently Employed Workers [Download Workers List](#)


Search by WorkerNo. or FirstName or LastName or DOB



Click the worker number to update the worker details and to restart a previously employed worker click 'Restart Previous Workers'.

Worker Nu...	First Name	Last Name	Full-time ...	Start Date	DOB	Status
W14496151	WorkerName1	LastName1	Full Time	1/1/2021	11/4/1984	Approved

Need support

20. Raise a **Support Ticket** on the portal or call Service NSW on 13 14 41.

 Long Service Corporation

  Tax Agent Name

Home Business Details Linked Employers Linked Workers **Support Tickets** Feedback