

# Annual Statement Worker Fact Sheet

## Building and Construction Industry

Log in to the portal\* to view your annual statement (\*released 28 August 2023)



### Accessed the portal\*

Log in to view your annual statement



### Have not accessed the portal\*

Verify your details (follow the steps on page 2)

### When can I claim a long service payment?

- If you're still working in the industry – you can claim a long service payment if you have 10 years or more of unclaimed service.
- If you're leaving the industry – you can claim a long service payment if you have five (5) years or more of unclaimed service.
- If you're over 55 years of age and retiring or medically unfit to return to the industry – you can claim a long service payment if you have 55 days or more of unclaimed service.

### Why is it important to check the details on my statement?

Your ability to make a claim for long service depends on the number of days on your record, so any missing work periods will impact your access to these entitlements.

### How many days will give me a year of service?

One (1) year of recorded service is equivalent to a maximum of 220 days. This is calculated by deducting weekends, annual leave, sick leave, public holidays and industry picnic days.

### What if I'm a director of a Pty Ltd company?

If you're a director of a Pty Ltd company you're responsible for advising us about your work. The company is required to register with the Long Service Corporation (LSC) as an employer. Each year the company is required to lodge a return for you and any other employees who perform eligible building and construction work. You can register as an employer on the [portal](#).

### What does it mean if late is next to an entry on my statement?

This means your employer notified LSC of your work dates later than required. As you didn't let us know about the missing service, the days can only be added to your record if you're able to provide acceptable reasons why you didn't advise us earlier and supply suitable evidence.

### What if I received more than one annual statement notification?

It means that you're registered with LSC more than once. You only need one registration. If you do have more than one registration number, contact us [online](#) or via the [portal](#).

### What if I've been working interstate during the last financial year?

All state and territories in Australia have portable long service schemes for the building and construction industry. If you've worked interstate in the last financial year you should create a **preservation of service lodgement** via the [portal](#). This service will be noted on your record to prevent your registration from being cancelled.

### Can my registration be cancelled?

If service isn't recorded for four (4) consecutive years and you have less than five (5) years of service, LSC may cancel your registration. This means you could lose your entitlements. If you haven't recorded service for a number of years, it's time to update your record.

## Access portal

1. Go to the [portal](#).
2. Select the **Worker** tile.
3. On the **Existing worker** tile, select the **Sign up to new portal** button.
4. Enter your worker number, surname and date of birth, then select the **Verify** button.
5. You'll receive an **email with a link** to complete the setup of your account.
6. Select the **Setup Account** button within the email.
7. Create a **password** that meets the criteria, then select the **Change Password** button.
8. Once verified, **log in** to the portal using your email and password.

**Note:** Your old login details will no longer work.

## View your annual statement

1. Select the **Home** tab on the portal.
2. Scroll down to the **Service Details** section.
3. Select the **Download Statement** button.
4. Check your downloads folder for the PDF file.

