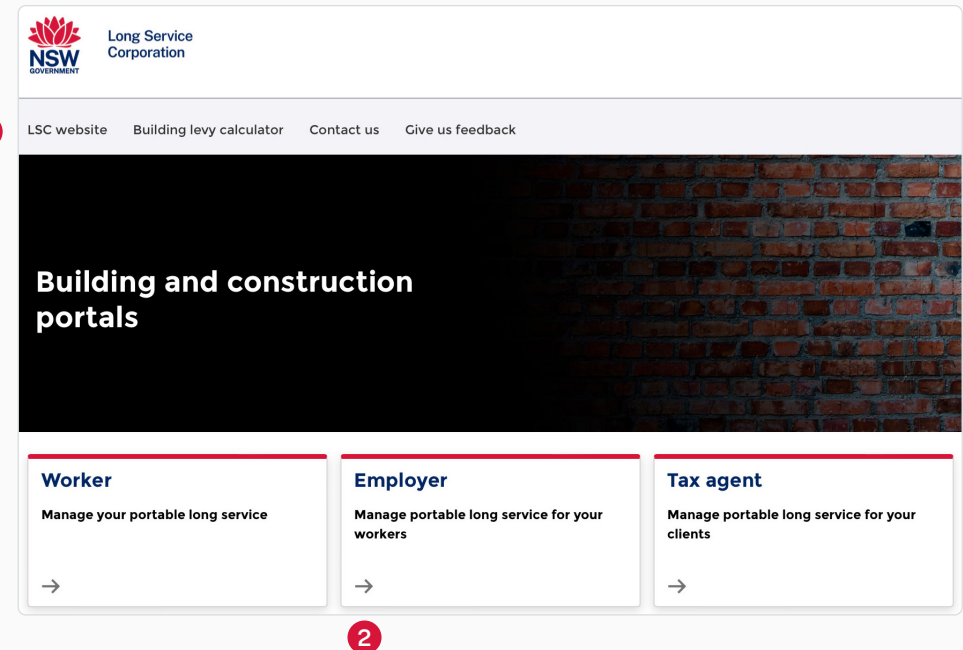


Building and Construction Industry BULK TRANSFER WORKERS – EMPLOYER GUIDE

How to bulk transfer your workers

Log in to the employer portal

1. Go to the [Building and Construction portal](#)
2. On the Employer 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



Password

☐ Show password[Forgot password](#)

Transfer workers

6. Select the Workers tab.

 Long Service Corporation

  Employer Name

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7. Select the Bulk Transfer of Workers tab.

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

Currently Employed Workers

Information and new entity details

8. Read the information provided to assist with transferring your workers
9. Enter the ABN of the new entity you're transferring your worker/s to
10. Enter the Employer Registration Number of the new entity
11. Select the box next to the worker/s you're transferring
12. Select the **Submit** button.

Note: When the request is approved, the worker/s will no longer be listed under the **Workers** section with this entity.

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

Bulk Transfer of Workers

- Bulk transfer of worker enables you to transfer workers from your old entity to a new entity. You must be logged into the old entity you wish to transfer workers from.

Before you can start the transfer

- If you have not yet registered the new entity, go to [employer registration](#). Make sure you have the ABN number of the new entity.
- You must be logged into the old entity to end employment for the relevant workers
- Go to the "Current workers" tab. Select the worker you wish to end employment for by selecting their worker number
- Scroll down to the section titled "Worker employment details" and select "End employment"
- Provide the termination date (i.e. the date the entity ceased, or if the worker terminated prior to ceased date enter that date) and select the "Submit" button
- Repeat the above steps for every worker you wish to transfer.

Steps to transfer workers

- Enter the ABN number and Employer registration number of the new entity you wish to transfer to.
- Only select the workers who are currently employed under the new entity and select "Submit". The transfer may take some time to complete.
- Support tickets are created for action by Long Service Corporation. You will be notified of the next steps once the transfer is complete.

ABN of new entity*
The number must be 11 digit long and not include spaces.


Employer Registration Number of new entity*
You have received the employer registration number in your registration email.



<input type="checkbox"/> Worker Number	First Name	DOB	Start Date	Termination Date
<input type="checkbox"/> W14496151	WORKER 1	11/4/1984	1/1/2021	
<input type="checkbox"/> W01205794	WORKER 2	1/9/1987	1/8/2023	

Submit

Need support

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

 Long Service Corporation

  Employer Name

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