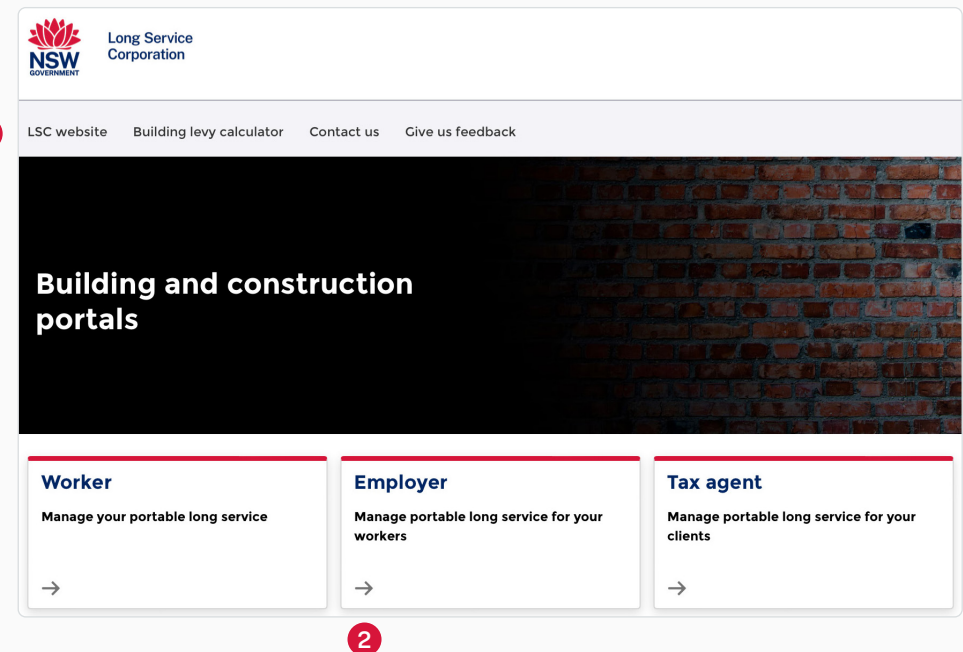


Building and Construction Industry CLAIM LONG SERVICE – EMPLOYER GUIDE

How to claim long service for a worker

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

Enter your registered email

Password

Enter your password

☐ Show password

Log in

[Forgot password](#)

Search for worker

6. Select the Workers tab.



Long Service
Corporation



Employer Name

Home

Workers

Business Details

Service Returns

Claims

Support Tickets

Feedback

6

7. Select the **Current Workers** tab
8. Under **Currently Employed Workers**, type in the search bar either their worker number, name or date of birth
9. Select the relevant worker number to access the **Worker Details** page.

7

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

Currently Employed Workers [Download Workers List](#)

8

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'.

9

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

Note: If the worker was previously terminated, search in **Restart Previous Workers**.

Review details

Check the information is correct under:

10. Worker Details, and

11. Worker Employment Details.

10

Worker Details

Edit

Please keep your details upto date.

Name:

Worker Name

Date of Birth:

11/2/1986

Worker Number:

W01234567

Email:

worker.name@email.com

Phone:

Mobile:

0123 456 789

Address:

123 EXAMPLE ST, SUBURBVILLE NSW 2000

11

Worker Employment Details

Confirm Service

End Employment

Update Worker Details

Employment Start Date:

11/2/1986

Termination Date:

DD/MM/YYYY

Work Type:

BOILERMAKER

Work Description:

Cut/fabricate/assemble/weld steel on construction s...

Full-Time or Part-Time:

Full Time

Service confirmed till date:

14/1/2024

Create claim

12. Scroll to the **Worker Service Details** section
13. Check the service is correct
14. Select the **Claim Now** button.

12

Worker Service Details

Under NSW legislation, building and construction workers are covered by the [Building and Construction Industry Long Service Payments Act 1986](#) (BCILSP Act 1986) as well as the [Long Service Leave Act 1955](#) (LSL Act 1955). More information can be found [here](#).

As a registered building and construction employer under the (BCILSP Act 1986) you may be entitled to compensation for a payment you make to a worker under the (LSL Act 1955).

The information below is intended to help you identify any periods of service which have already been claimed under the BCILSP Act 1986 directly by the worker or by the business through an employer claim.

13

Reported period	Reported days ^①	Recognised days ^①	Claimed days by employer	Claimed days by worker	Available to claim subject to eligibility ^①
01/07/2023 - 30/06/2024	17	17	0	0	17
01/07/2023 - 30/06/2024	26	26	0	0	26

If you are intending to make a payment to a worker under the provisions of the LSL Act 1955 you have a legal obligation under both of the above Acts to notify Long Service Corporation before doing so. More information can be found [here](#).

To do this select the "Notify Intention to Pay" button below.

Notify Intention To Pay

If you have made a payment to a worker under the provisions of the LSL Act 1955 you should lodge a claim immediately by selecting the "Claim Now" button below.

14

Claim Now

Note: If there's any missing service you'll need to submit a **Support Ticket**.

Complete form

15. Fill in the required information
16. Select the **Next** button to continue.

15

Step 1 of 6

Employer Details

Employer Number

E17631513

Employer Name

Employer Name

Employee Details

Worker Number

W01234567

Worker Name

Worker Name

Date of Birth

11/04/1984

Previous Long Service Details

Has any long service been taken by this worker prior to the current payment? *

Information about previous long service is required to determine the accrual period applicable to the current period of leave

☐ Yes

☐ No

Employment Details

Workers most recent start date with this entity? ⓘ

dd/mm/yyyy

Have you recognised any long service accrued with another entity in this payment? *

Select yes if the current entity is responsible for long service accrued with another business

☐ Yes

☐ No

Has the worker's employment been terminated? *

☐ Yes

☐ No

16

Next

Summary

17. When the form is completed, check the **Summary** to ensure the information entered is correct.

Declaration

18. Verify you've read and understood the declaration by checking the box
19. Select the **Submit** button.

17

Summary

Worker Details

Worker Number

W14496151

Worker Name

Worker Name

Worker Date of Birth

11/04/1984

Previous Long Service Leave Details

Has any long service been taken by this worker prior to the current payment?

☐ Yes

☒ No

Employment Details

Workers most recent start date with this entity?

Have you recognised any long service accrued with another entity in this payment?

☐ Yes

☒ No

Has the worker's employment been terminated?

☐ Yes

☒ No

DECLARATION

Providing false or misleading information may result in prosecution and a penalty of up to \$5,500 under the Building and Construction Industry Long Service Payments Act 1986.

☐ I hereby declare that the information I've given in this application and in accompanying documents is true and correct and that all copies of supporting documents supplied are true copies to the best of my knowledge. *

18

19

Submit

Confirmation

20. After the claim is successfully submitted, you'll receive confirmation and a **claim number** as a reference
21. Select the **Finish** button.

Claim Application Submitted

Your claim number is: CLM-00402542.

We may contact you if further information is required.

Need assistance?

Contact us on 13 14 41 (Monday to Friday, 8:30am to 5:00pm) or if outside of business hours, please complete an online contact form.

Finish

Need support

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

