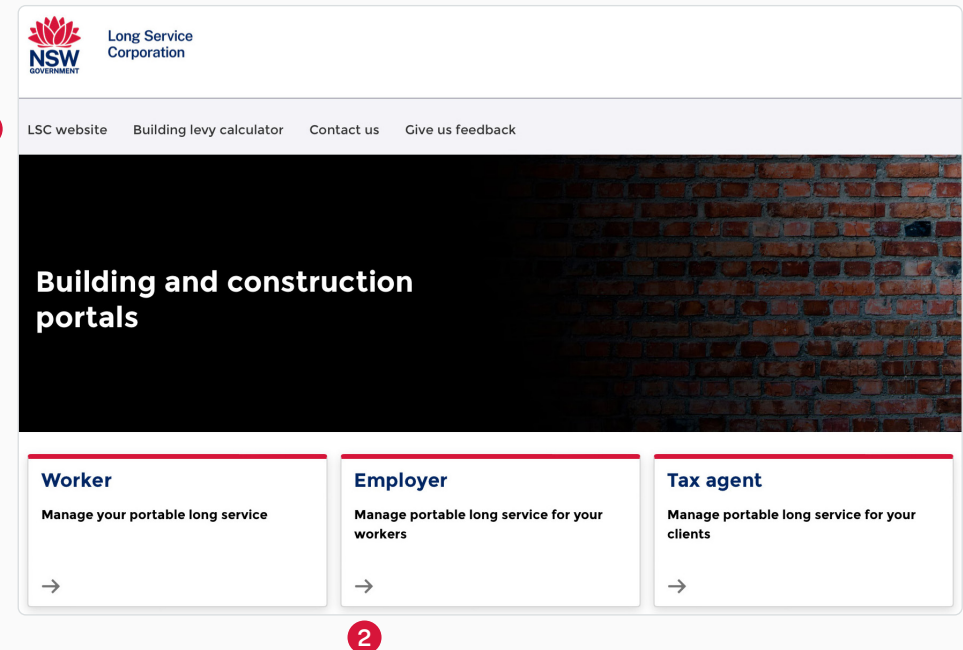


Building and Construction Industry CONFIRM WORKER SERVICE – EMPLOYER GUIDE

How to confirm 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

Confirm service

10. Scroll to the **Worker Employment Details** section
11. Select the **Confirm Service** button.

11

10

Worker Employment Details [Confirm Service](#) [End Employment](#) [Update Worker Details](#)

Employment Start Date: 1/1/2021

Termination Date: DD/MM/YYYY

Work Type: CARPENTER

Full-Time or Part-Time: Full Time

Service confirmed till date: 22/2/2024

Employment details

12. Select either **Full-Time** or **Part-Time**.

Option 1 – Full-Time

13. If full-time, check the **Confirm Service for claim** box

14. Select the **Submit** button.

Worker Employment Details Cancel Submit **14**

Employment Start Date:

Termination Date:

Period Start date for service confirmation:

Work Type:

Full-Time or Part-Time:

Confirm Service for claim: ☒

Service confirmed till date:

12

13

Option 2 – Part-Time

15. If part-time, enter the **Days worked**

16. Check the **Confirm Service for claim** box

17. Select the **Submit** button.

Worker Employment Details Cancel Submit **17**

Employment Start Date:

Termination Date:

Period Start date for service confirmation:

Work Type:

Full-Time or Part-Time:

Days worked:

Confirm Service for claim: ☒

Service confirmed till date:

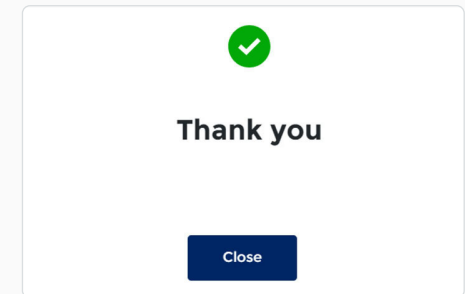
15

16

Confirmation

A success message will display on the screen.

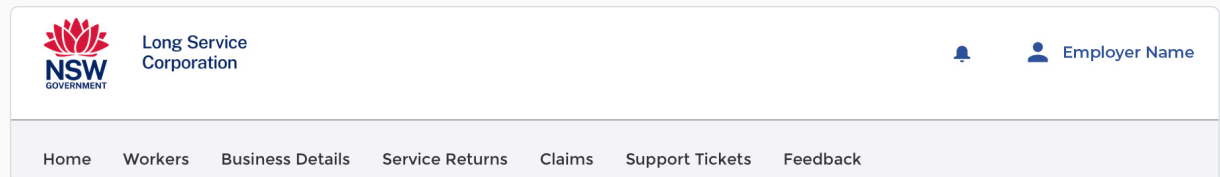
18. Select the **Close** button.



18

Need support

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



19