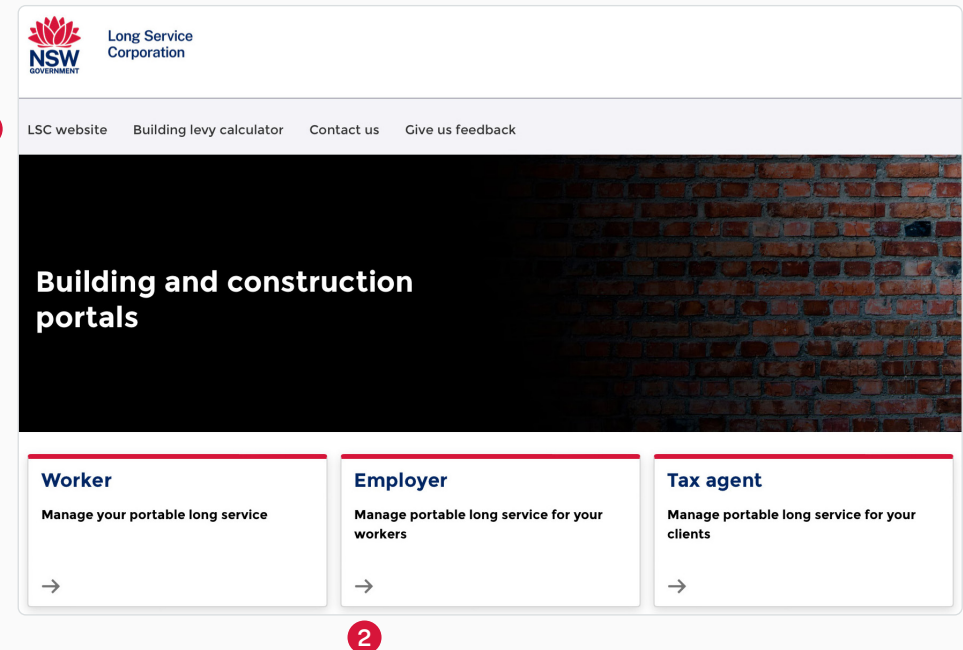


Building and Construction Industry TERMINATE WORKER – EMPLOYER GUIDE

How to terminate (remove) 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

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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

End employment

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

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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

Complete form

12. Enter the Termination Date

13. Select the Submit button.

12

Worker Employment Details Cancel Submit 13

Employment Start Date: 1/1/2021

Termination Date: DD/MM/YYYY

Work Type: CARPENTER

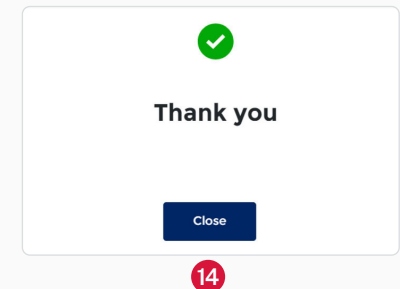
Full-Time or Part-Time: Full Time

Service confirmed till date: 22/2/2024

Confirmation

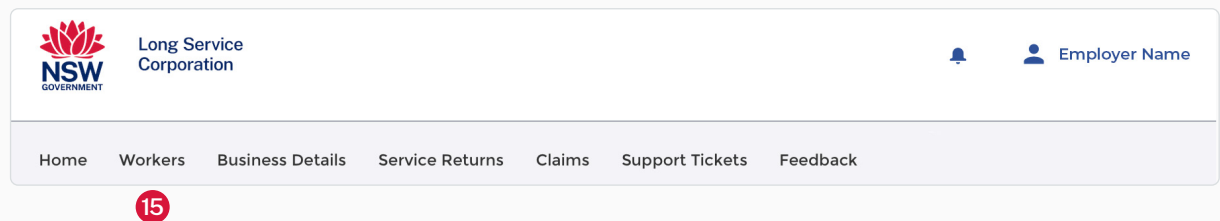
A success message will display on the screen.

14. Select the Close button.



Verify changes

15. Select the Workers tab.



16. Select the Restart Previous Workers tab.

16

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

17. Under Previously Employed Workers, check the worker is listed.

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

Previously Employed Workers [Download Workers List](#)

Search by WorkerNo. or FirstName or LastName or DOB


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



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

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Need support

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

 Long Service Corporation

  Employer Name

Home Workers Business Details Service Returns Claims Support Tickets Feedback

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