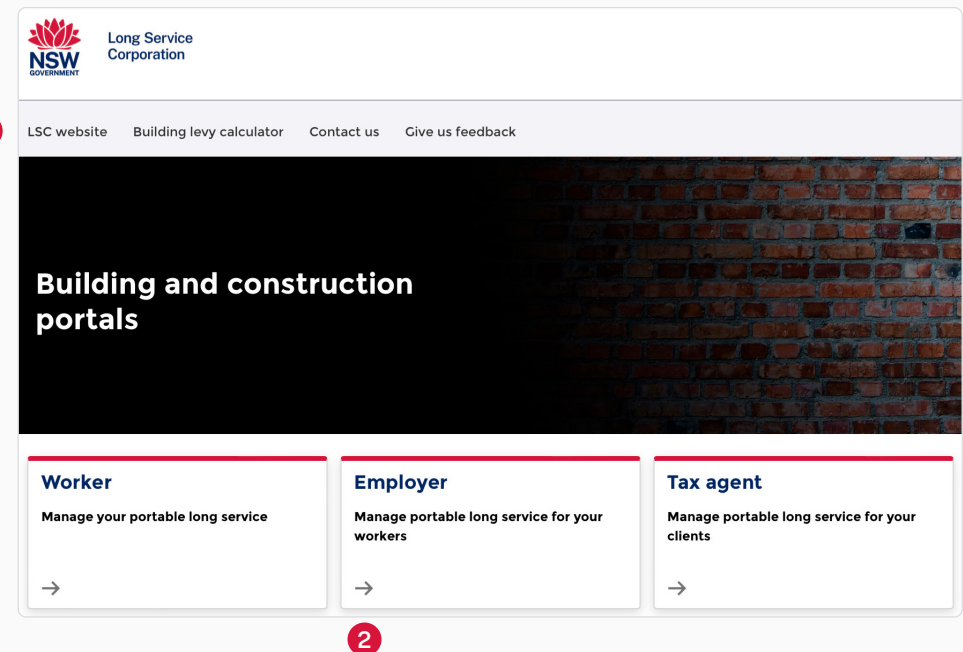


Building and Construction Industry RESTART WORKER – EMPLOYER GUIDE

How to restart a previously employed 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

7. Select the Restart Previous Workers tab.

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

8. Under **Previously Employed Workers**, type in the search bar either their worker number, name or date of birth
9. Select the relevant **Worker Number**.

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

Previously Employed Workers [Download Workers List](#)

8

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

9

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

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

10 **Worker Employment Details** [Restart Worker](#) 11

Employment Start Date:

Termination Date:

Work Type:

Full-Time or Part-Time:

Service confirmed till date:

Complete form

12. Fill in the required information

13. Select the **Submit** button.

12

Worker Employment Details

Cancel

Submit

13

Employment Start Date:

DD/MM/YYYY



Termination Date:

DD/MM/YYYY



Work Type:

Choose Work Type



Full-Time or Part-Time:

Select an Option



Confirmation

A success message will display on the screen.

14. Select the **Close** button.



Thank you

Close

14

Verify changes

15. Select the **Workers** tab.



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Corporation



Employer Name

Home

Workers

Business Details

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15

16. Under **Currently Employed Workers** check the worker is listed.

[Current Workers](#) [Restart Previous Workers](#) [Add New Workers](#) [Bulk Transfer of Workers](#)


Currently Employed Workers [Download Workers List](#)



Click the worker number to update the worker details and to restart a previously employed worker click 'Restart Previous Workers'.

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

Need support

17. 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](#)