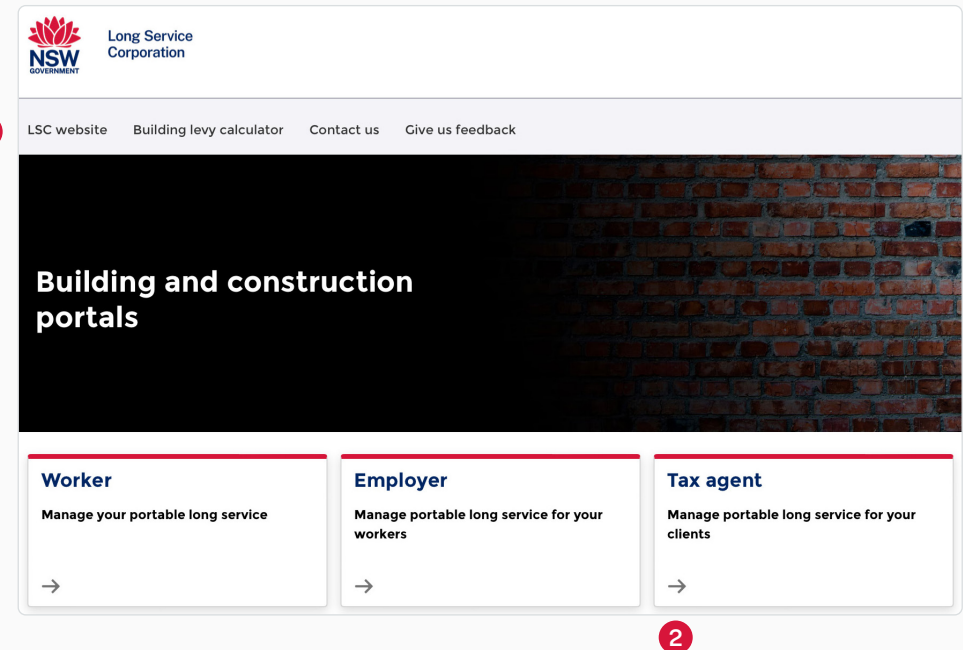


Building and Construction Industry TERMINATE WORKER – TAX AGENT GUIDE

How to terminate (remove) a worker on behalf of an employer

Log in to the tax agent portal

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

Log in as the employer

6. Select the Linked Employers tab.



Long Service
Corporation



Tax Agent Name

[Home](#)[Business Details](#)[Linked Employers](#)[Linked Workers](#)[Support Tickets](#)[Feedback](#)

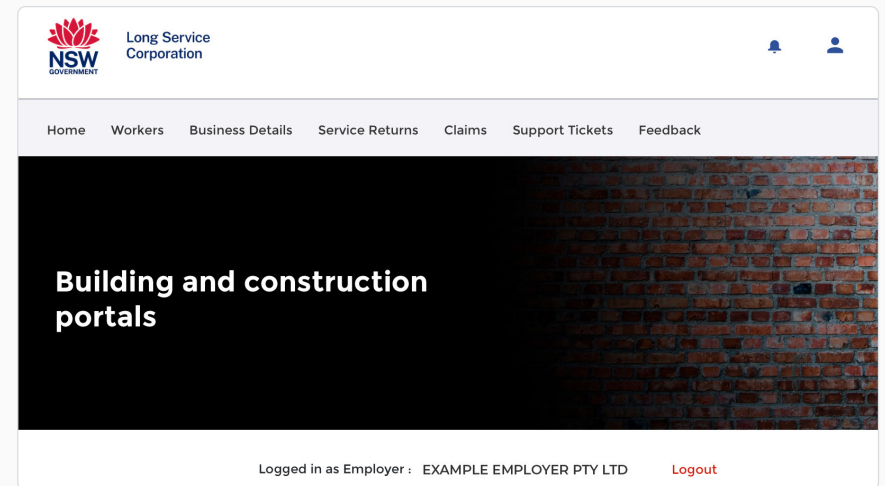
7. Select the Login button next to the relevant employer.

Linked Employers

Name	ABN	Linked Date	Main Contact
Example Employer Pty Ltd	01234567891	23/01/2024	Employer Name

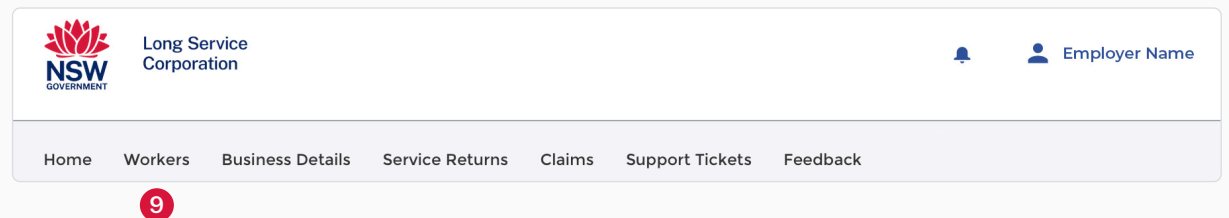
The page will refresh and you'll be logged in as the employer.

8. Select the **Logout** link when finished.



Search for worker

9. Select the **Workers** tab.



10. Select the **Current Workers** tab

11. Under **Currently Employed Workers**, type in the search bar either their worker number, name or date of birth

12. Select the relevant worker number to access the **Worker Details** page.

10

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

Currently Employed Workers [Download Workers List](#)

11

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'.

12

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

13. Scroll to the **Worker Employment Details** section

14. Select the **End Employment** button.

13

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

14

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

15. Enter the Termination Date

16. Select the Submit button.

15

Worker Employment Details Cancel Submit 16

Employment Start Date: 1/1/2021

Termination Date: DD/MM/YYYY

Work Type: CARPENTER

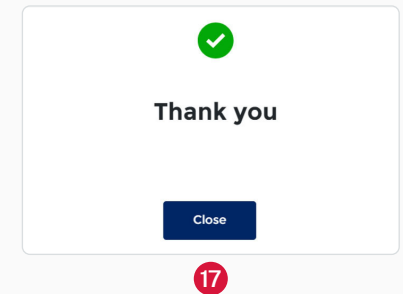
Full-Time or Part-Time: Full Time

Service confirmed till date: 22/2/2024

Confirmation

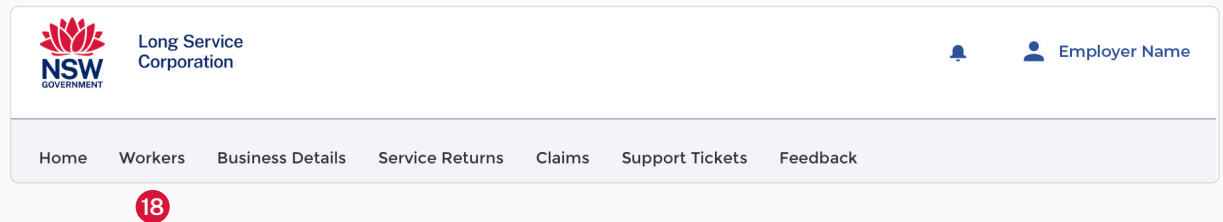
A success message will display on the screen.

17. Select the Close button.



Verify changes

18. Select the Workers tab.



19. Select the Restart Previous Workers tab.

19

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

20. 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

20

Need support

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

NSW GOVERNMENT Long Service Corporation

[Home](#) [Business Details](#) [Linked Employers](#) [Linked Workers](#) [Support Tickets](#) [Feedback](#)

[Tax Agent Name](#)

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