



Portable
Long Service
Authority

Guide to: Terminating a Worker

October 2020 | D20/165849

Terminating a Worker

Step 1 Log onto Portal and Navigate to Returns page

Step 2. Click on current Return

Step 3 Click on 'Edit Return'

Step 4 Click on three dots'

Step 5 Click on 'Terminate'

Step 6 Enter Termination Date and Termination Reason'

Step 7 Click on 'Save & Close'

Step 8 Click on 'Commit Return' if data is correct

Step 9 Click OK to submit Return

Step 10 Payment Summary appears

Step 1 – Log onto Portal and Navigate to Returns page

WILD DOG VALLEY YOUTH R (C322470)

Dashboard

Returns

Transactions

Workers

Employer Details

Contacts

Addresses

Contact Us

Export To Excel

Fund	ID	Return Period	Workers	Due Date	Balance	Return Status
COM	R512828	Periodic (Oct 2020 - Dec 2020)	7	30 Nov 2020	-	OPEN
COM	R512827	Periodic (Apr 2020 - Jun 2020)	7	30 Nov 2020	\$832.01	COMMITTED
COM	R512297	Periodic (Jan 2020 - Mar 2020)	7	30 Apr 2020	\$866.91	COMMITTED
COM	R512234	Periodic (Oct 2019 - Dec 2019)	2	31 Dec 2019	\$232.13	COMMITTED
COM	R512233	Periodic (Jul 2019 - Sep 2019)	2	30 Sep 2019	\$196.95	COMMITTED

Step 2 – Click on current Return

WILD DOG VALLEY YOUTH R (C322470)

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[Export To Excel](#)

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Step 3 – Click on ‘Edit Return’

The screenshot shows the 'Returns: Periodic (Oct 2020 - Dec 2020) (R512828)' page. The left sidebar contains navigation options: Dashboard, Returns (highlighted), Transactions, Workers, Employer Details, Contacts, Addresses, and Contact Us. The main content area includes an 'Export / Import' button and two buttons: 'Edit Return' (highlighted with a yellow box) and 'Submit Return'. Below these is a 'Periodic Return Information' section with the following data:

Return Status	Workers
OPEN	7

Return Period (ID)	Total Pay
Periodic (Oct 2020 - Dec 2020) (R512828)	\$0.00

Due Date	Return Rate
30/11/2020	1.65%

	Contribution
	\$0.00

Below the information section is a 'Workers' table with an 'Export' dropdown:







Worker	Dates (Term Reason)	LSL Taken	Hours	Hourly Rate	Ordinary Pay (Discrepancy)	Contribution
COCHRAN, Jett (M1214168)	Oct 2020 - Dec 2020		0	\$0.00	\$0.00	\$0.00
DONNELLY, Cyrus (M1214171)	Oct 2020 - Dec 2020		0	\$0.00	\$0.00	\$0.00
HUNT, Oliver (M1214166)	Oct 2020 - Dec 2020		0	\$0.00	\$0.00	\$0.00
KANE, Esme-Rose (M1214169)	Oct 2020 - Dec 2020		0	\$0.00	\$0.00	\$0.00
SHARMA, Della (M1214170)	Oct 2020 - Dec 2020		0	\$0.00	\$0.00	\$0.00
WEST, Serena (M1214167)	Oct 2020 - Dec 2020		0	\$0.00	\$0.00	\$0.00

Step 4 – Click on three dots

Returns / Periodic (Oct 2020 - Dec 2020) (R512828): Return Edit

 Add Worker

Due Date	Workers	Total Pay	Levy	Contribution
30/11/2020	7	\$0.00	1.65%	\$0.00

Worker (#)	Start Date	Hours	Ordinary Pay	Previous Pay	Pay Discrepancy Reason	LSL Taken?	More
COCHRAN, Jett (M1214168)		<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	 \$11,411.96	✓ Pay is within threshold	<input type="checkbox"/>	
DONNELLY, Cyrus (M1214171)		<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	 \$10,871.90	✓ Pay is within threshold	<input type="checkbox"/>	
HUNT, Oliver (M1214166)		<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	 \$3,772.41	✓ Pay is within threshold	<input type="checkbox"/>	

Step 5 – Click on ‘Terminate’

Due Date	Workers	Total Pay	Levy	Contribution
30/11/2020	7	\$55,014.47	1.65%	\$907.74

Worker (#)	Start Date	Hours	Ordinary Pay	Previous Pay	Pay Discrepancy Reason	LSL Taken?	More
COCHRAN, Jett (M1214168)		456	\$16,001.87	i \$11,411.96	Wage Increase	<input type="checkbox"/>	
DONNELLY, Cyrus (M1214171)		524.4	\$10,871.90	i \$10,871.90	✓ Pay is within threshold	<input type="checkbox"/>	
HUNT, Oliver (M1214166)		172.5	\$3,772.41	i \$3,772.41	✓ Pay is within threshold	<input type="checkbox"/>	
KANE, Esme-Rose (M1214169)		386.88	\$8,018.98	i \$8,018.98	✓ Pay is within threshold	<input type="checkbox"/>	
SHARMA, Della (M1214170)		47.07	\$979.99	i \$979.99	✓ Pay is within threshold	<input type="checkbox"/>	

A dropdown menu is open for the 'COCHRAN, Jett' row, showing 'Terminate' and 'Add Note' options. The 'Terminate' option is highlighted with an orange box.

Step 6 – Enter Termination Date and Termination Reason

Worker (#)	Start Date	Hours	Ordinary Pay	Previous Pay	Pay Discre
Termination Reason Required					
COCHRAN, Jett (M1214168)		456	\$16,001.87	\$11,411.96	Wage Incre
Termination Date	Termination Reason				
<input type="text" value="12/11/2020"/>	[Choose Termination Reason]				
DONNELLY, Cyrus (M1214171)	[Choose Termination Reason]				
HUNT, Oliver (M1214166)	Resignation				
KANE, Esme-Rose (M1214169)	Retrenchment				
SHARMA, Della (M1214170)	Project Completed				
WEST, Serena (M1214167)	Ill Health/Incapacity				
WOODS, Chantelle (M1214172)	Retirement				
	Death				

Step 7 – Click on ‘Close’

Worker (#)	Start Date	Hours	Ordinary Pay	Previous Pay	Pay Discrepancy Reason	LSL Taken?	More	
COCHRAN, Jett (M1214168)		456	\$16,001.87	❗ \$11,411.96	Wage Increase	<input type="checkbox"/>	⋮	
Termination Date		Termination Reason						
<input type="text" value="12/11/2020"/>	<input type="text" value="Resignation"/>						<input type="checkbox"/>	✕
DONNELLY, Cyrus (M1214171)		524.4	\$10,871.90	❗ \$10,871.90	✓ Pay is within threshold	<input type="checkbox"/>	⋮	
HUNT, Oliver (M1214166)		172.5	\$3,772.41	❗ \$3,772.41	✓ Pay is within threshold	<input type="checkbox"/>	⋮	
KANE, Esme-Rose (M1214169)		386.88	\$8,018.98	❗ \$8,018.98	✓ Pay is within threshold	<input type="checkbox"/>	⋮	
SHARMA, Della (M1214170)		47.07	\$979.99	❗ \$979.99	✓ Pay is within threshold	<input type="checkbox"/>	⋮	
WEST, Serena (M1214167)		296.8	\$6,191.86	❗ \$6,191.86	✓ Pay is within threshold	<input type="checkbox"/>	⋮	
WOODS, Chantelle (M1214172)		440.8	\$9,177.46	❗ \$9,177.46	✓ Pay is within threshold	<input type="checkbox"/>	⋮	

Step 8 – Click on ‘Submit Return’ if data is correct

Returns: Periodic (Oct 2020 - Dec 2020) (R512828)

✓ To finalise this return you must click Submit Return.

Export / Import

Edit Return

Submit Return

Periodic Return Information

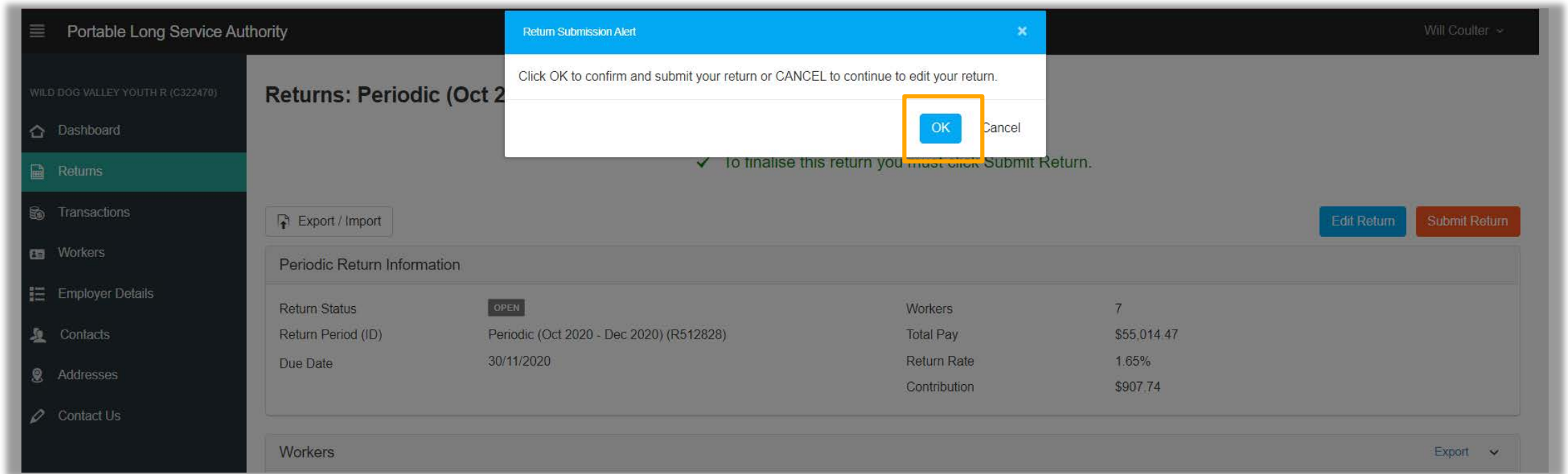
Return Status	OPEN	Workers	7
Return Period (ID)	Periodic (Oct 2020 - Dec 2020) (R512828)	Total Pay	\$55,014.47
Due Date	30/11/2020	Return Rate	1.65%
		Contribution	\$907.74

Workers

Export 

Worker	Dates (Term Reason)	LSL Taken	Hours	Hourly Rate	Ordinary Pay (Discrepancy)	Contribution
COCHRAN, Jett (M1214168)	Term 12 Nov 2020 (Project Completed)		456	\$35.09	\$16,001.87 (Wage Increase)	\$264.03

Step 9 – Click OK to submit Return



Portable Long Service Authority

WILD DOG VALLEY YOUTH R (C322470)

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Will Coulter

Returns: Periodic (Oct 2020 - Dec 2020)

Export / Import

Edit Return Submit Return

Return Status: OPEN

Return Period (ID): Periodic (Oct 2020 - Dec 2020) (R512828)

Due Date: 30/11/2020

Workers	7
Total Pay	\$55,014.47
Return Rate	1.65%
Contribution	\$907.74

Workers

Export

Return Submission Alert

Click OK to confirm and submit your return or CANCEL to continue to edit your return.

OK Cancel

To finalise this return you must click Submit Return.



Step 10 – Payment Summary appears

The screenshot displays the PLSA (Portable Long Service Authority) portal interface. On the left is a dark sidebar with navigation options: Dashboard, Returns (highlighted), Workers, Employer Details, Contacts, Add Workers, and Contact Us. The main content area is titled 'Return Apr 2019 - Jun 2019' and is divided into three sections: Periodic Return Information, Financial Details, and Payment Information.

Periodic Return Information

Return issued	Issued 17/05/2019
Return Period (RR)	Apr 2019 - Jun 2019 (RR11002)
Due Date	31/07/2019

Financial Details

Date	Description
28 Mar 19	Invoice - Return #011002

Payment Information

Options for payment: DPay, EFT, Credit Card, Cheque. The BPAY logo is prominently displayed.

INVOICE

Mr. John Smith
VIC Construction PTY LTD
110 Stone Street
MELBOURNE VIC 3000

Invoice No.: 1002
Employer No.: 020003
Date: 14-Aug-2019

Detail	GST	Amount
RR11002 for period: 01 Apr 2019 to 30 Jun 2019	0.00	\$1000.00
		Total: \$1000.00

For further information about portable long service visit www.plsa.vic.gov.au, call 1800 517 158 or email enquiries@plsa.vic.gov.au