



# **NT Build**

## **Portable Long Service Leave**

**Employer Electronic Return guide**

**WebReturns Process Manual**

June 2016

NT Build Portable Long Service Leave

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## Introduction

LeaveTrack WebReturns is NT Build's Return submission facility.

The purpose of this document is to provide a guideline for employers in using LeaveTrack WebReturns to facilitate their Return.

WebReturns is a secure and reliable upload facility for employers to submit payroll data into LeaveTrack and reduce the human interaction required by employers which utilise corporate systems to track and manage payroll data.

The key objectives are to:

1. Enable employers to perform a bulk upload of employee activity data into LeaveTrack.
2. Reduce duplication of effort and removal of possible transcription errors.
3. Maintain strong validation, submission and data management processes.
4. Maintain security, authentication and data integrity.

## Return Lodgement Options

There are 2 methods of Return lodgement that an employer may use. Each method must be accessed via our Returns online facility. The following information will assist you to determine which method may be most suitable for you.

If you would like to discuss your lodgement options please contact NT Build on 1300 795 855.

### OPTION 1 - MANUAL DATA ENTRY

This option is best suited for employers with less than 20 employees. You will need to manually enter each worker's details onto an electronic worker application form provided on the Return.

### OPTION 2 – DOWNLOAD, EDIT AND UPLOAD YOUR RETURN DATA

This option is best suited for employers with more than 20 employees, who use software packages such as MYOB or Quicken etc. This option allows you to download from NT Build a Microsoft Excel template, copy and paste your worker's data from your payroll software, save it as a CSV file and upload the template back to NT Build. Worker data can also be manually entered onto the template using this option.

## Step 1: Accessing WebReturns

Go on to our website <http://www.ntbuild.com.au/>.

Click on **Employer Login**. The link for employers to log onto the WebReturns from site on NT Build Website.

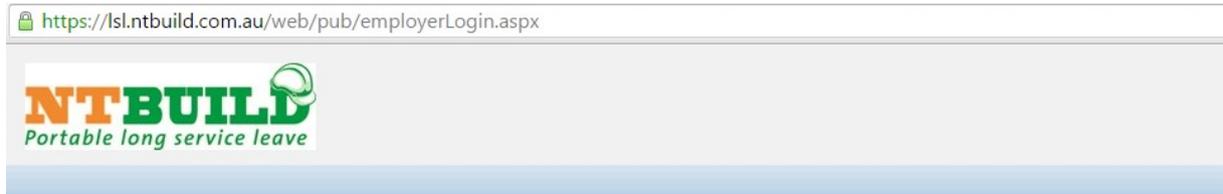
The screenshot shows the NT Build website homepage. At the top left is the NT BUILD logo with the tagline "Portable long service leave". To the right is the phone number "Call Us! 1300 795 855". Below the logo is a dark navigation bar with links for HOME, FAQs, WORKERS, EMPLOYERS, LEVY PAYERS, ABOUT, PUBLICATIONS, and CONTACT. A search icon is on the right. The main content area features a large banner image of a construction worker in a high-visibility vest holding a document, and another worker using a circular saw. Below the banner are four columns of content:

- WORKER INFO**: Includes a "Worker Login" link and a list of links: "Get registered", "Make a claim", "Track down missing service", "Other forms", "General info for Workers", and "Annual service statements".
- EMPLOYER INFO**: Includes an "Employer Login" link and a list of links: "Get registered", "Other forms", and "General info for Employers". A blue arrow points from this column to the "LEVY PAYER INFO" column.
- LEVY PAYER INFO**: Includes a "Levy Payer Login" link and a list of links: "Information and forms" and "General info for Levy Payers".
- LATEST NEWS**: Includes a "2016-17 Annual Report" link with the text "Latest report now available" and a "Read More" link. Below it is a "New Benefit Rate" link with the text "The NT Build benefit rate increased on 1 July 2017." and a "Read More" link.

## Step 2: Logging into WebReturns

You will be prompted to the next page, employer login. Log on using this screen.

- Enter in your **Employer ID** or your registered email address.
- Then proceed to entering your **Password**, in Password.
  - Eg. Employer ID or Email: 819360 or roger@smithchips.com  
Password: smc123



**Employer Login**

Employer ID or Email: \*

Password: \*

Remember me on this computer:

[Forgot your password?](#)

If you require assistance or are unable to retrieve your account details / temporary password, please contact the NT Build Board on 1300 795 855.

[Employees login here.](#)

[Click here](#) to return to NT Build Board

If you have forgotten your Password, click Forgotten Password, and a temporary Password will be issued to your email address.

### NOTE:

- If you are a new employer, please read and agree to the term and conditions.
- If you are a new employer or your password has been reset, you will be prompted to update your password.

## Step 3: Navigating the WebReturn portal

Once you have logged in, you will see the home screen which includes 4 menu links to Home, Administration, Support and Contact Us.



https://lsl.ntbuild.com.au/web/employer/default.aspx

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Portable long service leave

John Smith (702446)

Home Administration Support Contact Us Log out

Home

**Pending/Open Returns**

Return ID #	Return Period	Status
<a href="#">236123</a>	01 Jan 2014 - 30 Jun 2014	Pending
<a href="#">236124</a>	01 Jul 2014 - 31 Dec 2014	Pending
<a href="#">236125</a>	01 Jan 2015 - 30 Jun 2015	Pending
<a href="#">236126</a>	01 Jul 2015 - 31 Dec 2015	Pending

**Employer Details**

Employer No: 702446  
Employer Name: John Smith  
Registered Email: siewyong@formation.com.au  
Correspondence Address: 1 JOHN SMITH STREET  
DARWIN NT 0000

To update your Employer details, please contact NT Build Board on 08 8936 4070 during business hours.

- Home:
  - This page will be used to navigate to and complete your web return. If you have more than one pending return, you must process the oldest return first.
  - You will also see your Employer Details, which you will be able to update your contact details.
- Administration Tab:
  - This tab gives you the option to view employee details or to change your password. It also gives employers information on how to reset their Password, and configure their CSV file.
- Support Tab
  - This tab directs employers to contact the NT Build if they are experiencing difficulties, it will also have this guide attached. It directs employers to contact NT Build if they are experiencing difficulties.
- Contact Us:
  - This tab allows employers to contact NT Build via this portal.

## Step 4: Lodging your returns

Pending/Open returns will be displayed on the home screen.  
Click on the Return ID # eg 236124 for the Jul-Dec 2014 period.



https://lsl.ntbuild.com.au/web/employer/default.aspx

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Portable long service leave

John Smith (702446)

Home Administration Support Contact Us Log out

Home

**Pending/Open Returns**

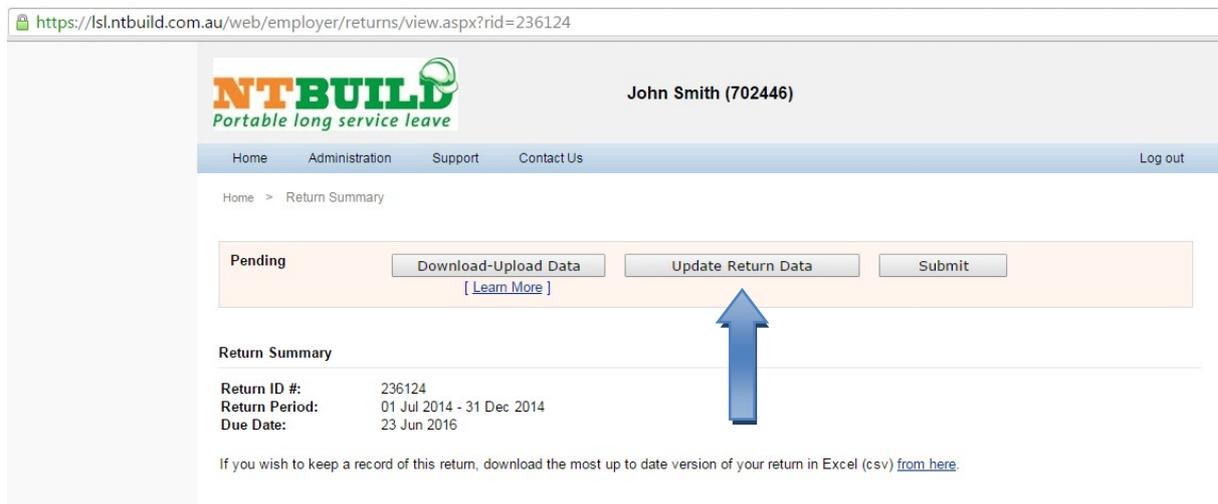
Return ID #	Return Period	Status
<a href="#">236124</a>	01 Jul 2014 - 31 Dec 2014	Pending
<a href="#">236125</a>	01 Jan 2015 - 30 Jun 2015	Pending
<a href="#">236126</a>	01 Jul 2015 - 31 Dec 2015	Pending

**Employer Details**

Employer No: 702446  
Employer Name: John Smith  
Registered Email: siewyong@formation.com.au  
Correspondence Address: 1 JOHN SMITH STREET  
DARWIN NT 0000

To update your Employer details, please contact NT Build Board on 08 8936 4070 during business hours.

When you click on the return ID #, the following page will appear.  
To update your employee days, click on **Update Return Data**.



https://lsl.ntbuild.com.au/web/employer/returns/view.aspx?rid=236124

**NTBUILD**  
Portable long service leave

John Smith (702446)

Home Administration Support Contact Us Log out

Home > Return Summary

Pending

Download-Upload Data [ Learn More ] Update Return Data Submit

**Return Summary**

Return ID #: 236124  
Return Period: 01 Jul 2014 - 31 Dec 2014  
Due Date: 23 Jun 2016

If you wish to keep a record of this return, download the most up to date version of your return in Excel (csv) [from here](#).

## Step 5: Adding employees to the returns

To add employees to your return, click on **Add Employee**.

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JOHN SMITH (700216)

Home Administration Support Contact Us Log out

Home > Return Summary > Return Data

Return Period - 01 Jul 2018 - 31 Dec 2018

Add New Employee Add Previously Registered Employee

Total Days cannot exceed 158 days.

Reg'n	Employee Name	Start Date	Termination Date	Service Days	Delete	Validation Messages
314826	MATHESON, PETER NORMAN	-	<input type="text"/>	10		

Add New Employee Add Previously Registered Employee Cancel Save Save and Close

Proceed to enter their employee's information as per the image below.

All details marked with \* must be completed.

	<b>JOHN SMITH (700216)</b>
<a href="#">Home</a> <a href="#">Administration</a> <a href="#">Support</a> <a href="#">Contact Us</a>	<a href="#">Log out</a>
Home > Return Summary > Return Data > Add New Employee	
<b>Return Period - 01 Jul 2018 - 31 Dec 2018</b>	
<b>Employee Identifiers</b>	
Employee Number	<input type="text"/> If known
Your Payroll Number	<input type="text"/> Optional
<b>Employee Details</b>	
First Name	<input type="text"/> *
Middle Names	<input type="text"/>
Surname	<input type="text"/> *
Date Of Birth	<input type="text"/> / / <input type="text"/>  *
Telephone	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>
Address Line 1	<input type="text"/> *
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Suburb	<input type="text"/> *
State	<input type="text" value="NORTHERN TERRITORY"/> ▼ *
Post Code	<input type="text"/> *
Country	<input type="text" value="AUSTRALIA"/> ▼ *
<b>Employment Details</b>	
A worker must perform one of the following work types to be eligible to register.	
Work Type	<input type="text" value="Select..."/> ▼
<b>Return Details</b>	
Start Date	<input type="text"/> / / <input type="text"/>  *
Termination Date	<input type="text"/> / / <input type="text"/> 
Days	<input type="text"/> *
<input type="button" value="Save and Close"/> <input type="button" value="Save and Add Another Employee"/> <input type="button" value="Cancel"/>	

## Step 6: Processing your return

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JOHN SMITH (700216)

Home Administration Support Contact Us Log out

Home > Return Summary > Return Data

Return Period - 01 Jul 2018 - 31 Dec 2018

Add New Employee Add Previously Registered Employee

Total Days cannot exceed 158 days.

Reg'n	Employee Name	Start Date	Termination Date	Service Days	Delete	Validation Messages
314826	MATHESON, PETER NORMAN	-	<input type="text"/>	-1		Days cannot be empty or a negative value. If the Employee has not worked enter zero.

Add New Employee Add Previously Registered Employee Cancel Save Save and Close

You will need to advise NT Build with how many days worked in the period.

- Validation message will appear in red text alongside each worker.
- Combined maximum days should not exceed the number of days displayed on screen.
- Further information on eligibility, how to calculate service days including workers on a rotating roster can be found on the last page of this guide.

If an employee has been ceased/terminated/retired, enter the last working day with the company under the Termination Date.

Once all the days have been entered and you are happy to save the return, **click Save and Close.**

Note:

- Any validation messages must be corrected before the return is able to be submitted.
- Dates shown on this screen can be edited.
- If you have made an error entering data for a new employee and the delete sign exists against the new employee's record, delete the Employee and re-add the data again by clicking on **Add Employee.**
- Once all data is entered and any corrections made click **Save and Close.** This will not commit the return it will save and close your return.

Once you have completed this return, existing employee data will be populated automatically on future returns. You will then only need to add new Employees.

## Step 7: Committing and finalising the returns

Press **Submit** to finalise the return.

You will be prompted to confirm that the details are correct before proceeding to commit their Return. Click on **OK** on this warning message in order to proceed. An image of the message is displayed below.

https://isl.ntbuild.com.au/web/employer/returns/view.aspx?rid=236124

**NTBUILD**  
Portable long service leave

John Smith (702446)

Home Administration Support Contact Us Log out

Home > Return Summary

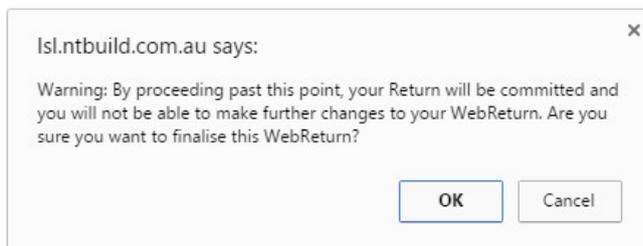
Saved (Not Submitted) Download-Upload Data Update Return Data Submit  
[ Learn More ]

**Return Summary**

Return ID #: 236124  
Return Period: 01 Jul 2014 - 31 Dec 2014  
Due Date: 23 Jun 2016

If you wish to keep a record of this return, download the most up to date version of your return in Excel (csv) [from here](#).

A warning prompt will be displayed before you submit your return.



Once submitted, you will not be able to make any further changes to the return online. Please contact NT Build if you wish to make any changes to submitted data.

If you wish to keep a copy of your return data, you can click 'from here'.

## Appendix – Download/Upload Return Method.

You will need to place a request with NT Build to enable this feature. Once enabled, you will see the **Download-Upload Data** link. Click on it to proceed.

The screenshot shows the NTBUILD web portal for John Smith (702446). The page title is 'Return Summary'. A blue arrow points to the 'Download-Upload Data' button in the 'Pending' section. Below this, the 'Return Summary' table is visible:

Return ID #:	236125
Return Period:	01 Jan 2015 - 30 Jun 2015
Due Date:	23 Jun 2016

Below the table, there is a link: 'If you wish to keep a record of this return, download the most up to date version of your return in Excel (csv) [from here](#).'

Follow the steps and download the CSV file.

The screenshot shows the 'CSV Import' page. A diagram illustrates the process:

- Step 1: Employer Downloads Return (from LSL Authority Server)
- Step 2: Employer Updates Return in MS Excel
- Step 3: Employer Uploads Return

The instructions on the page are:

**Download, edit and upload your return data**

Follow these instructions or [click here](#) to download the user guide.

**Step One:**

- Download your return to spreadsheet (CSV):  
  
Note: You must allow "pop-ups" for this site.
- Choose "Save As".
- Save it to "My Documents" or another convenient location.

**Step Two:**

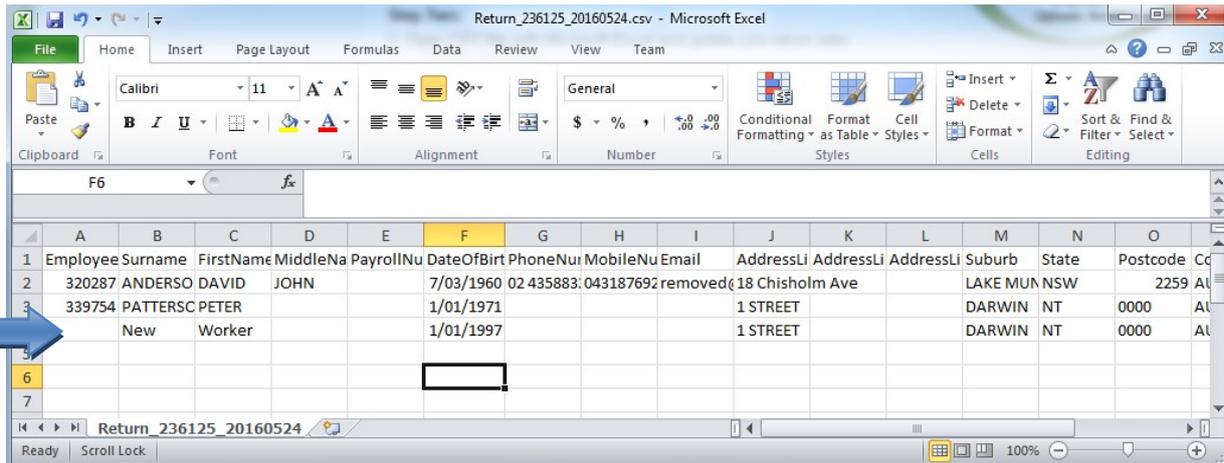
- Open CSV file with Microsoft Excel and update your return data:
  - Update period pay;
  - Cease employee (i.e. enter a cease date); or
  - Add new employees (i.e. enter employee data).
- Save the file (and accept the warnings).

**Step Three:**

- Click Browse and select your CSV file.
- Click Upload and address any validation errors if necessary. If upload is successful, click Update My Return.

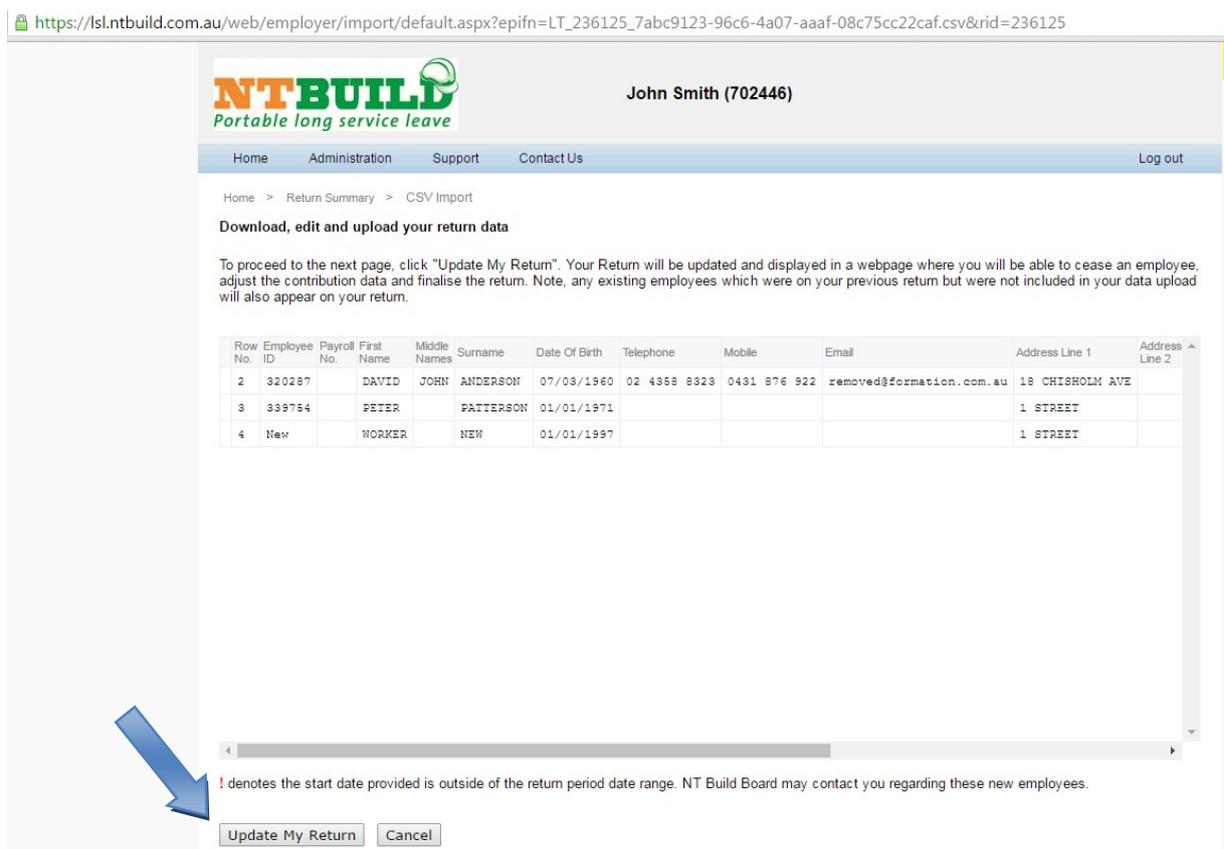
At the bottom, there is a file selection interface with a 'Choose File' button (No file chosen), an 'Upload' button, and a 'Cancel' button. Blue arrows point to the 'Choose File' and 'Upload' buttons.

Edit the file and add new workers (as another row in the file). Once you have completed editing the file, save it and return to LeaveTrack.



Upload the return. If it is your first time uploading a file you will be prompted to review and confirm the configuration mapping page.

Once you have uploaded your return the following page will be displayed.

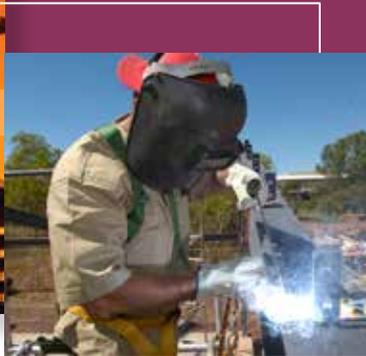


Click on **Update My Return** to finalise with the upload.

You will see another confirmation page where you will need to specify the work type (for new employees). Select the work type and **Continue**.

Click OK when the warning prompt appears. The return edit page will be displayed as per the image below.

Refer to step 6. Review any validation errors and proceed to submit your return.



# Employer Information

## How to calculate a worker's service days

### Who is an eligible worker

An eligible worker under the scheme:

- is employed to carry-out construction work in the Northern Territory;
- is employed full-time, part-time, as a casual or as an apprentice;
- works in the private sector, i.e. not for the government;
- is not working in an administrative, clerical, managerial or professional capacity.

### What is construction work?

- For the purpose of this scheme, the construction work includes commercial, domestic, industrial and civil construction work.
- Construction work covers workers performing repair, maintenance, extension and demolition work.

### Qualifying service

- A worker is entitled to be credited with one day of service if the worker carried out at least 6 hours of construction work during any work shift.
- If you employ a worker on a rotating roster please refer to the "**Calculation of service days for workers employed on a FIFO / Rotating roster.**" for service days calculation.
- A day of service also includes a public holiday or a day of paid absence for the worker (other than a day that is part of a long service leave).
- Service days can only be reported for work completed in the NT. Any work completed outside the NT should be reported to the relevant Interstate LSL scheme.
- A registered worker is entitled to be credited with a maximum of 6 days of qualifying service per week and accrue a maximum of 220 service days per financial year.

### Subcontractors

Employers do not report on subcontractors working under their own ABN. Labour only subcontractors should contact the NT Build office for further details on registration and reporting service days.

### Service days

The maximum days of service for the Return periods are outlined below.

- A worker who works 5 days a week should be credited with 130 days for the January to June period.
- A worker who works 6 days a week should be credited with 158 days for the July to December period.

### Service days table

Return Period	5 day week	6 day week
Jan to June	130	156
July to Dec	131	158
<b>Total qualifying service recognised</b>	<b>220</b>	<b>220</b>

### Calculation of service days for workers employed on a FIFO / Rotating roster.

In circumstances where workers are employed on a Fly In Fly Out / Rotating roster basis. An average number of days worked over the Return period should be used to calculate the workers service days.

An average number of working days can be calculated using the following formula below:

$$\frac{\text{Total number of hours worked in return period}}{8} = \text{service days for return period}$$

(ie. standard working day)

\* Final service days to be rounded to the nearest whole number.

**For more information, please visit our website [www.ntbuild.com.au](http://www.ntbuild.com.au) or call NT Build on 1300 795 855.**