

# Employer checklist – How to prepare for the scheme

## Community Services Industry

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### 1. Confirm employer eligibility

- Undertake your [self-assessment](#) and determine your organisation's predominant purpose.
- Check which of your workers are [eligible](#) for the scheme.

### 2. Complete employer registration

- [Register](#) your organisation through Service NSW.
- Ensure the principal authority listed on the [Australian Business Register](#) (ABR) provides authorisation.
- Use your [Service NSW Business Profile](#) to allocate access for admin staff.

### 3. Prepare worker service records

- Set up your [worker service record](#) using the Long Service Corporation (LSC) template or your own system.
- Prepare service returns for Q1, Q2 and Q3 FY 25/26.
- Record worker/s start and/or end dates and gross ordinary wages earned for each quarter.

### 4. Prepare levy contribution

- You'll need to pay a quarterly [levy contribution](#) calculated at 1.3% of each worker's gross ordinary wages.
- Use the [LSC template](#) to estimate how much you'll need to contribute.
- Make sure your organisation has enough funds available before each levy deadline.

### 5. Set up employer portal access

- Watch the [Submitting your service return](#) webinar recording.
- Log in through Service NSW to access the employer portal (from 29 April 2026).

### 6. Enrol your workers

- Add your worker records individually or upload a bulk csv file.
- Your workers will receive an invitation to register and confirm you as their employer.
- Remind your workers they'll be receiving this notification, and will need a MyServiceNSW account to complete the same proof of identity as employers, to access the worker portal.

**Note:** Workers may be invited by more than one employer to join the scheme, but you can only view the records that relate to your organisation.

### 7. Lodging service returns

- Locate the Q1 entry in the employer portal.
- Enter your workers service records or upload your Q1 return.
- Confirm the summary and levy calculation.
- Download your levy notice.

### 8. Make levy contributions

- Visit the levies tab on the portal to make levy contributions via credit/debit card, PayID, PayPal, BPAY or GPay.
- You can download your service return submission, levy notice, and payment confirmation for your own record keeping.
- Complete these steps for Q2 and Q3 service returns.

## Additional information

### Foundation worker bonus

- Workers included on your Q1 and Q2 service returns will automatically receive the [Foundation worker bonus](#).
- The bonus gives each worker 365 days of service credits towards their future portable long service leave claim.
- The bonus doesn't apply to any long service leave entitlements under the [Long Service Leave Act 1955](#) (1955 Act).

### Worker annual statements

- After 30 June 2026, LSC will email your workers to let them know their annual statements are available.
- Workers should check their contributions, balance, and make sure their contact details are up to date.

### Employer claims

If you've paid a worker long service leave under the 1955 Act for any service after 1 July 2025, you can claim a reimbursement once the levy contributions have been received. You'll need to [contact us](#) to start the reimbursement process.