



Long Service Corporation

Employer Returns Guide

Manual Data Entry

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 the Corporation on 13 14 41.

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 to employers with more than 20 employees, who use software packages such as MYOB or Quicken etc. This option allows you to download from the Corporation 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 the Corporation. Worker data can also be manually entered onto the template using this option.


Long Service CORPORATION

CITIZENS CLEANING COMPANY (50679686)

[Home](#)
[Administration](#)
[Support](#)
[Log out](#)

Home

Total Amount Payable: \$0.00
 To see how we arrived at this balance, [download this excel file](#).

Pending/Open Returns

Return ID #	Return Period	Status	Total Gross Ordinary Wages	Calculation Levy	Amount Payable
209488	01 Jul 2011 - 30 Sep 2011	Pending	-	1.70%	-
209489	01 Oct 2011 - 31 Dec 2011	Pending	-	1.70%	-
209490	01 Jan 2012 - 31 Mar 2012	Pending	-	1.70%	-
209491	01 Apr 2012 - 30 Jun 2012	Pending	-	1.70%	-
209492	01 Jul 2012 - 30 Sep 2012	Pending	-	1.70%	-
209493	01 Oct 2012 - 31 Dec 2012	Pending	-	1.70%	-
209494	01 Jan 2013 - 31 Mar 2013	Pending	-	-	-
209495	01 Apr 2013 - 30 Jun 2013	Pending	-	-	-
209496	01 Jul 2013 - 30 Sep 2013	Pending	-	-	-
209497	01 Oct 2013 - 31 Dec 2013	Pending	-	-	-
209498	01 Jan 2014 - 31 Mar 2014	Pending	-	-	-
209499	01 Apr 2014 - 30 Jun 2014	Pending	-	-	-
209500	01 Jul 2014 - 30 Sep 2014	Pending	-	-	-
209501	01 Oct 2014 - 31 Dec 2014	Pending	-	-	-

Employer Details

Employer No:	50679686
Employer Name:	CITIZENS CLEANING COMPANY
Registered Email:	info@longservice.nsw.gov.au
Correspondence Address:	PO BOX 1 CLEANSVILLE NSW 9999

User Guides

[Download the WebReturns User Guide](#)

[Download the WebReturns FAQ](#)



Long Service Corporation
WebReturns Employer Guide

Starting with the oldest return first click on the 'Return ID #' to begin

This is the Home Screen

Administration

- Update your details
- Reset your password

Support

- Provides a link to the WebReturns User Guide
- Contact details for Long Service Corporation


Long Service CORPORATION

CITIZEN CLEANING COMPANY PTY LTD

[Home](#)
[Administration](#)
[Support](#)
[Log out](#)

[Home](#) > [Return Summary](#)

Pending

[Download-Upload Data](#)
[Update Quarterly Return Data](#)
[Submit](#)

[\[Learn More \]](#)

Return Summary

Return ID #:	209472	Total Gross Ordinary Wages:	-
Return Period:	01 Jul 2011 - 30 Sep 2011	Contribution Levy Rate:	1.70%
Due Date:	14 Oct 2011	Return Total Payable:	\$0.00 (Return pending. Please submit.)

Pay Your Return By 14 Oct 2011



Billing Code: 187153
Customer Reference #: 6150679643
 Contact your participating financial institution to make a BPAY payment.



Please print this page and return it together with your cheque. Cheques to be made payable to:
 Long Service Corporation
 Locked Bag 3000
 Central Coast NSW 2252

Extension of Time

If you will have difficulty in lodging your return by the due date you should send an email to info@longservice.nsw.gov.au and request an extension of time by the due date of the return.

The email must outline:

- What the extension is required for, i.e the return and payment or payment only
- The reason the extension is being requested and
- The date the extension is required to.



Long Service
CORPORATION

CITIZEN CLEANING COMPANY PTY LTD
(50679643)

Home

Administration

Support

Log out

Home > Return Summary > Return Data

Return Period - 01 Jul 2011 - 30 Sep 2011

Add Employee

**For New Employees
click 'Add Employee'**

Your Return has no employees. To add an employee, click on the "Add Employee" button.

**If this is your first return you will need to
enter your Employee data manually via
'Add Employee'**

Please note:

**Existing Employee data will be populated
automatically on future returns. You will
then only need to add new Employees.**

Alternatively, click "Close WebReturn" to return to the summary screen where you can submit this return.

Close WebReturn

Please Note: If you are a large organisation with many employees and wish to use the "Download/Upload" or "Import Payroll (CSV)" feature, please contact the Long Service Corporation to have this feature enabled. [Click here](#) for more information.

Adding a new Employee

Long Service CORPORATION CITIZEN CLEANING COMPANY PTY LTD (50679643)

Home Administration Support Log out

Home > Return Summary > Return Data > Add New Employee

Return Period : 01 Jul 2011 - 30 Sep 2011

Employee Identifiers

Employee Number If known

Your Payroll Number Optional

Employee Details

First Name *

Middle Names

Surname *

Date Of Birth *

Telephone

Mobile

Email

Address Line 1 *

Address Line 2

Address Line 3

Suburb *

State *

Post Code *

Country *

Return Details

Start Date *

Termination Date

Gross Ordinary Wages (\$) *

Save and Close Save and Add Another Employee Cancel

Callouts:

- All details marked with * must be completed
- Please note: As the scheme commenced on 1 July 2011, the earliest acceptable start date for an Employee is 01/07/2011
- Click 'Save and Close' once all of the information has been entered
- Or if there are still more Employees to enter click here on 'Save and Add Another Employee'



CITIZEN CLEANING COMPANY PTY LTD
(50679643)

Home Administration Support

Log out

This screen displays a summary of information entered for each Employee

Home > Return Summary > Return Data

Return Period - 01 Jul 2011 - 30 Sep 2011

Add Employee

Reg'n	Employee Name	Start Date	Termination Date	Gross Ord Wages	Delete	Validation Messages
50679678	CITIZEN, MARY	1/07/2011		36000	X	The amount entered for Gross ordinary pay exceeds the maximum of \$35,000.00 for a single period.
50679651	CITIZEN, PETER JOHN	1/07/2011		1500	X	

Save

Save and Close

Cancel

"Save and Close" will not submit your return. You will be given an option to Submit your return on the Return Summary Page.

Any Validation Messages must be corrected before the return is able to be saved

Quarterly wage amounts have been capped at \$35,000 in the WebReturn system
If your Employee earned more than \$35,000 in any quarter please contact Long Service Corporation to seek assistance to enter the wages information on 13 14 41 option 2



Home > Return Summary > Return Data

Return Period - 01 Jul 2011 - 30 Sep 2011

Add Employee

Reg'n	Employee Name	Start Date	Termination Date	Gross Ord Wages	Delete	Validation Messages
50679678	CITIZEN, MARY	1/07/2011		3600	X	
50679651	CITIZEN, PETER JOHN	1/07/2011		1500	X	

Save

Save and Close

Cancel

"Save and Close" will not submit your return. You will be given an option to Submit your return on the Return Summary page.

Once all data is entered and any corrections made click 'Save and Close'

Data shown on this screen can be edited. If you have made an error entering data not shown on this screen then delete the Employee and re-add the data again by clicking on 'Add Employee'

Please note:
If an Employee has changed address you are unable to update this information. The Employee will need to contact Long Service Corporation themselves.



CITIZEN CLEANING COMPANY PTY LTD
(50679643)

Home Administration Support

Home > Return Summary

Saved (Not Submitted)

Download-Upload Data

Update Quarterly Return Data

Submit

[\[Learn More \]](#)

Return Summary

Return ID #:	209472	Total Gross Ordinary Wages:	\$5,100.00
Return Period:	01 Jul 2011 - 30 Sep 2011	Contribution Levy Rate:	1.70%
Due Date:	14 Oct 2011	Return Total Payable:	\$86.70 (Return pending. Please submit)

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](#).

Pay Your Return By 14 Oct 2011



Billing Code: 187153
Customer Reference #: 6150679643
Contact your participating financial institution to

☐ Via Post

Please print this page and return it together with
Long Service Corporation
Locked Bag 3000
Central Coast NSW 2252

Extension of Time

If you will have difficulty in lodging your return by the due date you should send an email to info@longservice.nsw.gov.au and request an extension of time by the due date of the return.

The email must outline:

- What the extension is required for, i.e the return and payment or payment only
- The reason the extension is being requested and
- The date the extension is required to.

Return Summary Page

This page displays the Return Period Details. The return is not yet finalised.

It is recommended that you check that the Total Gross Ordinary Wages matches your records before finalising the return.

Once all information is completed and correct please click 'Submit'

Once you have clicked on 'Finalise' then you will need to click 'OK' on this warning message in order to proceed

Page | 9
Long Service Corporation
Employer Returns Guide – Manual Data Entry (option 1)


Long Service CORPORATION

CITIZEN CLEANING COMPANY PTY LTD
(50679643)

[Home](#)
[Administration](#)
[Support](#)
[Log out](#)

[Home](#) > [Return Summary](#)

Committed
[Download/Upload Data](#)
[Update Quarterly Return Data](#)
[Submit](#)

[\[Learn More \]](#)

Please pay \$86.70 by 14 Oct 2011

Return Summary

Return ID #:	209472	Total Gross Ordinary Wages:	\$5,100.00
Return Period:	01 Jul 2011 - 30 Sep 2011	Contribution Levy Rate:	1.70%
Due Date:	14 Oct 2011	Return Total Payable:	\$86.70

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](#).

Pay Your Return By 14 Oct 2011



Billing Code: 187153
 Customer Reference #: 6150679643
 Contact your participating financial institution to make a BPAY payment.

☐ **Via Post**

Please print this page and return it together with your cheque. Cheques to be made payable to:
 Long Service Corporation
 Locked Bag 3000
 Central Coast NSW 2252

Extension of Time

If you will have difficulty in lodging your return by the due date you should send an email to info@longservice.nsw.gov.au and request an extension of time by the due date of the return.

The email must outline:

- What the extension is required for, i.e the return and payment or payment only
- The reason the extension is being requested and
- The date the extension is required to.

Once the return is submitted the levy payable will be displayed here.

If you wish to keep a copy of the return you can click 'from here'