



Long Service Corporation

Employer Returns Guide

Download, Edit & Upload

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)

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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
 CLEANSTVILLE NSW 9999

User Guides

[Download the WebReturns User Guide](#)

[Download the WebReturns FAQ](#)



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

Click Download-Upload Data to proceed

↓

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S CLEANING COMPANY (50679686)

Home Administration Support
Log out

Home > Return Summary

Pending

Download-Upload Data
[\[Learn More \]](#)

Update Quarterly Return Data

Submit

Return Summary

Return ID #:	209488	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

Via Post

Billing Code: 187153

Customer Reference #: 6150679686

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.

Download, edit and upload your return data

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

Step One:

1. Download your return to spreadsheet (CSV):

Download Return to Spreadsheet (CSV)

Note: You must allow "pop-ups" for this site.

2. Choose "Save As".
3. Save it to "My Documents" or another convenient location.

Step Two:

1. 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).
2. Save the file (and accept the warnings).

Step Three:

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

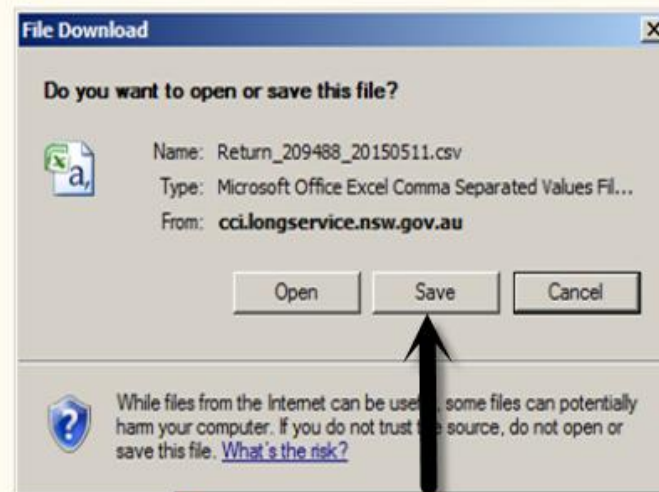
Click here to download
data to MS Excel



Browse...

Upload

Cancel



**Select SAVE then save to 'My Documents'
or another appropriate location**



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CITIZENS CLEANING COMPANY (50679686)

HomeAdministrationSupportLog out

Home > Return Summary > CSV Import

Download, edit and upload your return data

Follow these instructions or [click here](#) to download your return data.

Step One:

- Download your return to spreadsheet format.

Download Return to Spreadsheet

Note: You must allow "pop-ups" from Long Service Corporation.
- Choose "Save As".
- Save it to "My Documents".

Step Two:

- Open CSV file with Microsoft Excel.
 - Update period pay;
 - Cease employee (i.e. enter employee data).
 - 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.

Download complete



Download Complete

...Return_209488_20150511.csv from cd.longservice.nsw.gov.au

Downloaded: 211 bytes in 1 sec

Download to: H:\Senior C...\Return_209488_20150511.csv

Transfer rate: 211 bytes/Sec

☐ Close this dialog box when download completes

OpenOpen FolderClose

Step 2: Employer Updates Return in MS Excel

Browse...UploadCancel

Once the Download is Complete select Open

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Long Service Corporation
Employer Returns Guide – Download/Upload (option 2)

Return_211161_20150807[1].csv - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Foxit PDF

Clipboard Font Alignment Number Styles Cells Editing

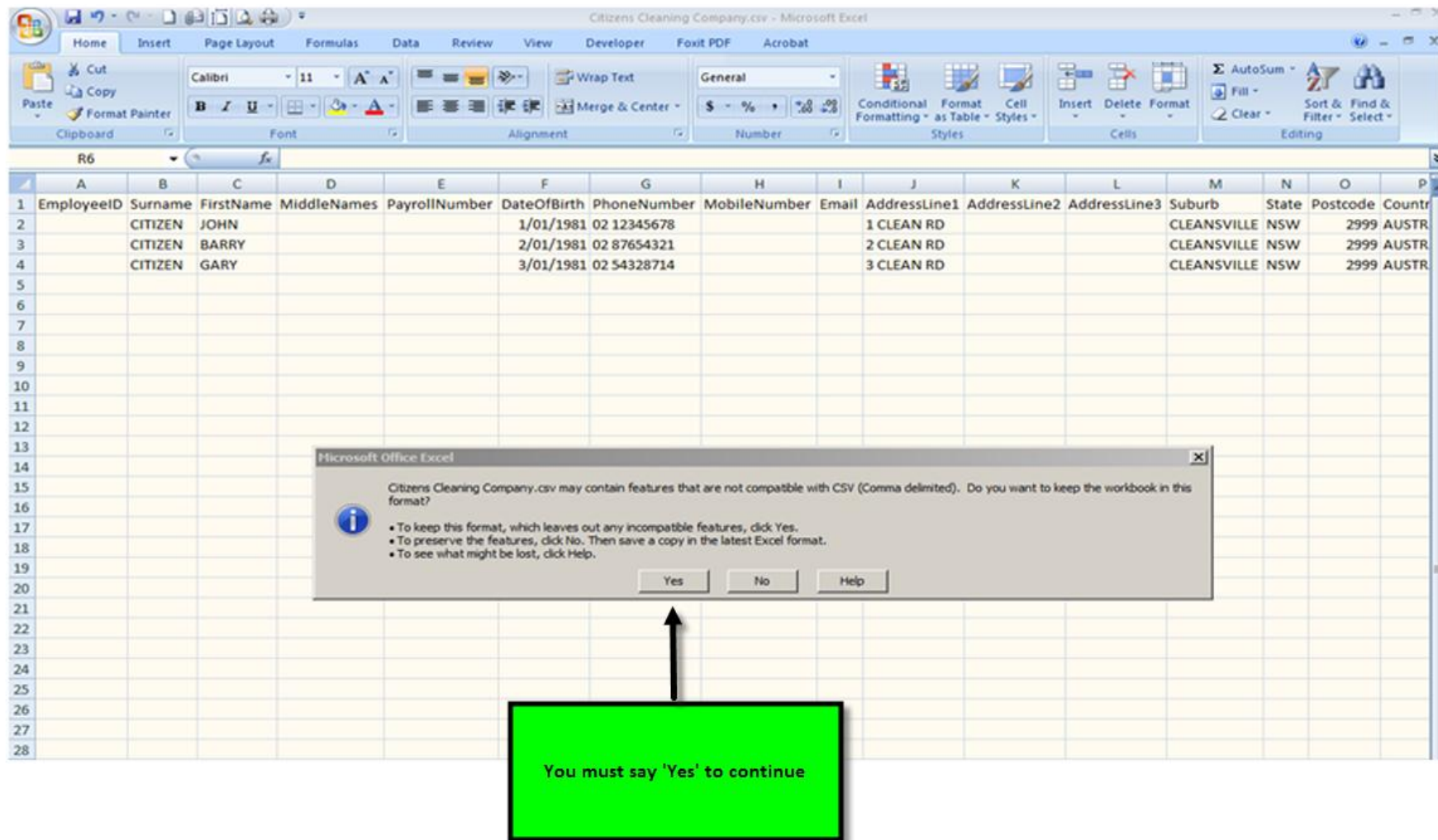
Calibri 11 A A B I U Wrap Text Merge & Center General \$ % .00 .00 Conditional Formatting as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select

	A1		EmployeeID																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Employee	Surname	FirstName	MiddleNa	PayrollNu	DateOfBir	PhoneNur	MobileNu	Email	AddressLi	AddressLi	AddressLi	Suburb	State	Postcode	Country	StartDate	Terminati	GrossOrdinary
2																			
3																			
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The first return will be blank and you will need to manually enter the Employees details onto the template, or copy and paste the details from your payroll system.

Once you have entered all information click on 'File' or the 'Office Button' then 'Save As' and save the file as a .CSV file to a file location of your choice

Please note:
As the scheme commenced on 1 July 2011 the earliest acceptable Start Date for an Employee is 01/07/2011





Home > Return Summary > CSV Import

Download, edit and upload your return data

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

Step One:

1. Download your return to spreadsheet (CSV):

Download Return to Spreadsheet (CSV)

Note: You must allow "pop-ups" for this site.

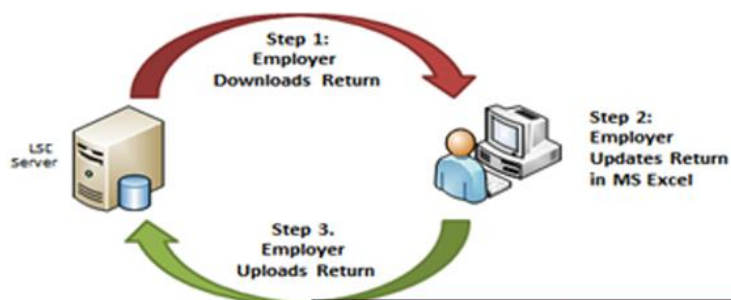
2. Choose "Save As".
3. Save it to "My Documents" or another convenient location.

Step Two:

1. 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).
2. Save the file (and accept the warnings).

Step Three:

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



Click 'Browse' and select the .CSV file from the file location that it was saved to earlier, then 'upload'

Browse...

Upload

Cancel



Home > Return Summary > CSV Import

Import Data File (Confirmation)

Error Messages:

Row 4: Employee must be at least 16 years old.

Row No.	Employee ID	Payroll No.	First Name	Middle Name	Surname	Date Of Birth	Telephone	Mobile	Email	Address Line 1	Address Line 2	Address Line 3	Suburb	Postcode	Stat
2	New		JOHN		CITIZEN	01/01/1981	02 1234 5678			1 CLEAN RD			CLEANSVILLE	2999	NSW
3	New		BARRY		CITIZEN	02/01/1981	02 8765 4321			2 CLEAN RD			CLEANSVILLE	2999	NSW
4			GARY		CITIZEN		02 5432 8714			3 CLEAN RD			CLEANSVILLE	2999	NSW



! denotes the start date provided is outside of the return period date range. No levy will be charged for these employees until the Long Service Corporation is able to review each record (unless the employee(s) appears on your previous return).

You may not use the data file to update your return. Please address any issues and try to upload your data file again.

Update My Return

Cancel

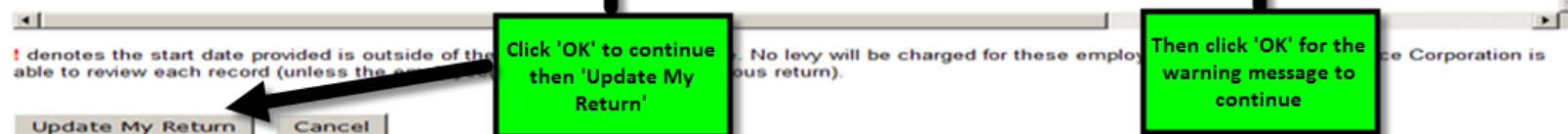
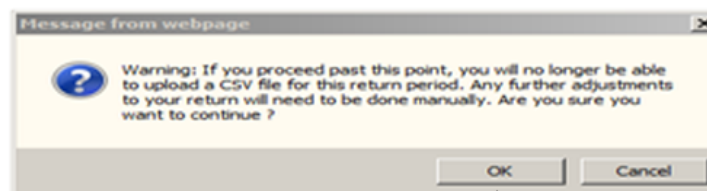
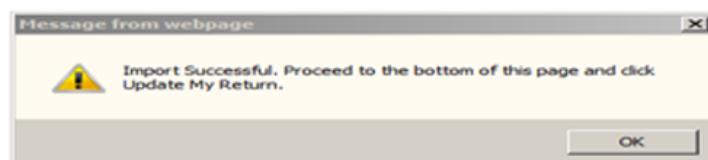
If you receive an error you must correct any discrepancies before continuing. Amendments to the Employee data can be made and saved on the original Excel data file. Next select 'Home'. Click on the return ID #. Then click on Download-Upload Data and follow the instructions from Step 3 on the previous page



Import Data File (Confirmation)

To proceed to the next page, click "Update My Return". Your Return will be updated and displayed in a webpage where you will be able to cease an employee, adjust the contribution data and finalise the return. Note, any existing employees which were on your previous return but were not included in your data upload will also appear on your return.

Row No.	Employee ID	Payroll No.	First Name	Middle Names	Surname	Date Of Birth	Telephone	Mobile	Email	Address Line 1	Address Line 2	Address Line 3	Suburb	Postcode	State
2	New		JOHN		CITIZEN	01/01/1981	02 1234 5678			1 CLEAN RD			CLEANSVILLE	2999	NSW
3	New		BARRY		CITIZEN	02/01/1981	02 8765 4321			2 CLEAN RD			CLEANSVILLE	2999	NSW
4	New		GARY		CITIZEN	03/01/1981	02 5432								



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

Return Period - 01 Jul 2011 - 30 Sep 2011

Add Employee

From this screen you can add an Employee (click 'Add Employee') or make adjustments to a termination date or delete an Employee. ie: Click on ☐ to delete an Employee's record from the return

Reg'n	Employee Name	Start Date	Termination Date	Gross Ord Wages	Delete	Validation Messages
50679708	CITIZEN, BARRY	1/07/2011 	2/09/2011 	1000	☒	
50679716	CITIZEN, GARY	15/07/2011 		1500	☒	
50679694	CITIZEN, JOHN	1/07/2011 		1500	☒	

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 changes are complete click on 'Save and Close' to continue

Long Service CORPORATION CITIZENS CENTRE

Home Administration Support Log out

Home > Return Summary

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

Return Summary

Return ID #: 209488	Total Gross Ordinary Wages: \$4,000.00
Return Period: 01 Jul 2011 - 30 Sep 2011	Contribution Levy Rate: 1.70%
Due Date: 14 Oct 2011	Return Total Payable: \$68.00 (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

iBPAY

Billing Code: 187153
Customer Reference #: 6150679686
Contact your participating financial institution

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.

Warning: By proceeding past this point, your Return will be committed and you will not be able to make further changes to your WebReturn. Are you sure you want to finalise this WebReturn?

OK Cancel


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CITIZENS CLEANING COMPANY (50679686)

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Committed

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[Submit](#)

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Please pay \$68.00 by 14 Oct 2011

Return Summary

Return ID #:	209488	Total Gross Ordinary Wages:	\$4,000.00
Return Period:	01 Jul 2011 - 30 Sep 2011	Contribution Levy Rate:	1.70%
Due Date:	14 Oct 2011	Return Total Payable:	\$68.00

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 #: 6150679686
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.

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'