



Employer Information

Completing the Online Employer Return

An employer return is an essential element for the correct functioning of the scheme. It provides the data necessary for NT Build to calculate LSL credits for registered workers who are employees of the business.

Employer returns are undertaken twice yearly.

- Period 1 is from 1 Jan to 30 June and Period 2 from 1 July to 31 December.

Employer returns are issued by NT Build to Employers at the end of each reporting period. The return is required to be completed within 1 month of the date of issue.

Setting up your Online Return

Contact NT Build on 1300 795 855 to obtain a user name and password

- Logon to the following web site <https://www.cbserve.com.au/home/ntreturns/Login.aspx>
- The following login screen will appear

- Once you have logged in, your outstanding return will display with a list of your currently registered employees.

No.	Name	Start date for this return period	Date worker ceased employment	Days	Rate

- Confirm that you are entering data for the correct period by checking the date next to "Return Period".
- Contact the NT Build office if the return period is incorrect.

- Provide the number of days worked for all workers before going to the next screen.
- Data will be saved when the **Next** button is selected. (This will enable you to close the form and log back in at a later time to complete your return.)
- If a worker ceased in the current return period enter a cease date.
- Note; a cease date cannot be entered after the return period.

Contact NT Build via email in situations where a worker has ceased work prior to the current reporting period and provide the actual cease date.

The system will not allow further screens to be opened where input data is incomplete.

- Enter 0 days and the return start date if necessary, but **notify** NT Build.

Adding a new worker

- Select the **New Worker** button

- Enter worker details and select the **Save** button.
- Note; you cannot enter in a start date that is prior to the Return period you are reporting on. Please contact NT Build if you are in this position.
- Return to the return screen when all workers have been entered by selecting the **Cancel** button.

Submitting and printing the return

- Save your return when it is complete and enter any comments if necessary
- Select the **declaration check box** which will enable the **Submit to NT Build Button**
- Print a copy of the return if you require



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; and
- works a minimum of three days in any reporting period (ie; six months).

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.
- 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), while the worker is employed or engaged to carry out construction work in the Northern Territory.
- A registered worker is entitled to be credited with a maximum of 6 days of qualifying service per week.

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 e.g.

- A worker who works a 5 day week should be credited with 130 days for the Jan to Jun period.
- A worker who works a 6 day week should be credited with 158 days for the Jul to Dec period

Return Period	5 day week	6 day week
Jan to June	130	156
July to Dec	131	158
Total qualifying service recognised by NT Build	260	260

For more information, please visit our website www.ntbuild.com.au or call NT Build on **1300 795 855**.