



Employer Information

June 2008

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.cbserv.com.au/ntbuild/returns/Login.aspx>
- The following login screen will appear

Employer Login

Welcome to the NT Build online return submission system, please log on...

NTBuild Employer Registration No:

Username:

Password:

- Once you have logged in, your outstanding return will display.

Return

Employer No:

Employer Name:

Return No:

Return Period: 01/01/2006 to 30/06/2006 10 workers are entered on the return at a time. If the return has more than 10 workers, use the 'Previous' and 'Next' buttons to navigate through the pages.

Page 1 of 2

| No | Name | Start Date (at the return period) | Days worked (hours) | Days | Rate |
|----|------|-----------------------------------|---------------------|------|------|
| 1 | | 01/01/2006 | | 1 | Rate |
| 2 | | 01/01/2006 | | 1 | Rate |
| 3 | | 01/01/2006 | | 1 | Rate |
| 4 | | 01/01/2006 | | 1 | Rate |
| 5 | | 01/01/2006 | | 1 | Rate |
| 6 | | 01/01/2006 | | 1 | Rate |
| 7 | | 01/01/2006 | | 1 | Rate |
| 8 | | 01/01/2006 | | 1 | Rate |
| 9 | | 01/01/2006 | | 1 | Rate |
| 10 | | 01/01/2006 | | 1 | Rate |

- Confirm that you are entering data for the correct period.
- Contact the NT Build office if the return period is incorrect.
- Provide the number of days 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 and service days for each worker in this category.

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

New Worker

Surname:

Given Names:

DOB:

Street:

Postcode:

Suburb: If no suburbs appear in the list after entering a valid postcode please click here

Work Type:

Start Date:

Date Worker Created Employment:

Days:

- Enter worker details and select the save button.
- 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

Return

Employer No:

Employer Name:

Return No:

Return Period: 01/01/2006 to 30/06/2006

Workers on Return: 14

I declare the information I am about to submit is true in every particular.



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 is 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 but cannot be credited with more than 260 days of qualifying service for a financial year.

Subcontractors

- Employers do not report on subcontractors working under their own ABN or on workers who have less than 3 days of service in the reporting period.

Service days

The maximum days of service for the return periods are outlined below eg

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