



# Employer Information

August 2008

## Completing the Spreadsheet 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 spreadsheet Return

Contact NT Build on 1300 795 855 if you would like to complete your returns in the spreadsheet format.

You will need to provide an email address so that the spreadsheet can be emailed to you.

At the end of the return period you will receive an email entitled NT Build has issued return number ##### for 01/07/07 to 30/06/08.

This spreadsheet will list all registered workers that are currently attached to you. The spreadsheet is in a specific format that enables the information to be imported into the NT Build database. It is therefore essential that you use the spreadsheet provided.

### Completing the return

- Confirm that you are entering data for the correct period. Contact the NT Build office if the return period is incorrect.
- Enter the number of service days.
- Only enter a cease date if the worker has ceased in the return period.
- If the worker stopped and restarted the worker will need to be entered twice with service days for each period.
- Update any changes in the contact details or work type as necessary.

### Adding a new worker

If the worker is registered with NT Build enter the worker number and all of the details listed in the spreadsheet. If the worker is not registered with NT Build leave the Employee number blank and enter all the other details.

### Submitting the return

Save your return and email it to [info@ntbuild.com.au](mailto:info@ntbuild.com.au) If there are any problems with the return, eg. missing workers please make a note of these in your email.

### 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        |
| <b>Total qualifying service recognised</b> | <b>260</b> | <b>260</b> |

For more information, please visit our website – [www.ntbuild.com.au](http://www.ntbuild.com.au) or call NT Build on 1300 795 855.

