



# SA Portable Long Service Leave Community Services

16 Dec 2025

## Step-by-Step State LSL Return Guide



Part of the transition into portable long service leave includes the transfer of worker service and entitlements accrued under the Long Service Leave Act 1987 before registration. SA Portable Long Service Leave will capture that information through the lodgement of a State LSL Return.

For employers registered in the first quarter of the scheme, the State LSL Returns process will be run in February 2026. For employers registering later, the State LSL Return will be generated and is to be completed as part of the onboarding process.



### Login to the Employer Portal

Login to our portals | SA Portable Long Service Leave - Community  
[sapsl-community.org.au/login-page](https://sapsl-community.org.au/login-page)

After logging in, the State LSL Return can be accessed through the link on the Dashboard.

#### Pending Returns (3)

| Ref.      | Return Type                     | Return Period            | Workers | Remuneration | Levy   | Due Date    | Status                                  |
|-----------|---------------------------------|--------------------------|---------|--------------|--------|-------------|---|
| 250000130 | State Long Service Leave Return | 1 Jul 2025 - 30 Sep 2025 | 4       |              | \$0.00 | 30 Sep 2025 | Open <span style="color: red;">!</span> |





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## Template Upload

The data for the State LSL Return can be uploaded into the return using a spreadsheet template. Download the template using the Download Template button. The spreadsheet will be pre-populated with the names of all workers on the return.

Mandatory fields on the spreadsheet are marked with an \*. The second tab on the spreadsheet provides detail about mandatory fields and formatting.

Enter all required information on the template, then save and close it. Use the Upload Template button to upload the data into the return.

| Worker ID | Worker               | Employee Number | Service Start Date | Service End Date | Months Accrued | Total Leave Accrued | Total Leave Taken | Total Leave Balance | Total Liability | Comments |
|-----------|----------------------|-----------------|--------------------|------------------|----------------|---------------------|-------------------|---------------------|-----------------|----------|
| W-0000303 | Powers, Ruth         |                 |                    |                  |                |                     |                   |                     |                 |          |
| W-0000302 | Simpson, Bartholomew |                 |                    |                  |                |                     |                   |                     |                 |          |
| W-0000301 | Simpson, Homer       |                 |                    |                  |                |                     |                   |                     |                 |          |
| W-0000338 | Simpson, Marjorie    |                 |                    |                  |                |                     |                   |                     |                 |          |

**Who** – it is expected that the business owner, bookkeeper or finance officer would complete the State LSL Return for the business with the scheme. Employers will be notified that the return is available in their Employer Portal for completion by email.

**When** – each business with registered workers who were employed before 1 October 2025 will need to complete the State LSL Return. Normally the State LSL Return process would only be completed once per employer.

**Effort** – the time required to prepare the data for the return and then complete and submit it through the Employer Portal varies depending on the number of workers and could take between 30 minutes and 3 hours. The Excel template is expected to reduce the time required for businesses with 20+ eligible employees.

