



SA Portable Long Service Leave Community Services

9 Sep 2025

Worker registration guide



Employers registering workers with SAPLSL-CS

In South Australia, full-time, part-time, and casual employees are entitled to portable long service leave if they are **providing community services** or **supporting the provision of community services**.

If you employ one or more eligible workers, you are **required by law** to register as an employer with SAPLSL-CS.

From **1 October 2025**, you will be able to register your workers through sapls-community.org.au.

You have **28 days** to complete your Employer Registration from the date you either start employing eligible workers, or, if you already employ eligible workers prior to 1 October 2025, from the start of the scheme.

To register your eligible workers, you'll need to have completed the Employer Registration process first. Once you have access to the Employer Portal, you can log in to commence the worker registration process. You should be able to log in with the email address used during the Employer Registration process.

This step-by-step guide explains how to register your workers with SAPLSL-CS. In addition, you can also watch the following **Instructional Video** on how to complete registering your workers.





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REGISTER YOUR WORKERS | Login to employer portal

Upon completing the Employer Registration process, you will be invited to the Employer Portal and prompted to create a secure password. Your password needs to be at least 8 characters, contain at least one number, one symbol and a mixture of upper and lower case characters.

To begin registering your workers, you must navigate to your Employer Portal via sapsl-community.org.au and login using your Email and password.

1. Go to the SAPLSL-CS Login page for the Employer Portal (available from 1 October 2025).
2. Enter your email address and password, complete the captcha test and login.
3. Complete the multifactor authentication process to login and access your dashboard.

Welcome to the



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Employer Portal

Login to the Employer Portal

Email Address



email@jsmith.com

Password



.....

Terms and Conditions

These are the Terms and Conditions governing the use of this Service and the agreement that operates between You and the Company. These Terms and Conditions set out the rights and obligations of all users regarding the use of the Service.

Your access to and use of the Service is conditioned on Your acceptance of and compliance with these Terms and Conditions. These Terms and Conditions apply to all visitors, users and others who access or use the Service.

By accessing or using the Service You agree to be bound by these Terms and Conditions. If



I'm not a robot



reCAPTCHA
Privacy - Terms

Register

Reset Password

Login



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Verify with Authenticator

Enter the temporary code generated in your Authenticator App.

Verification Code *



Verify and Login



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REGISTER YOUR WORKERS | Complete worker registration

You can register workers in two ways:

- Add one worker at a time.
- Upload worker list as bulk.

For both methods, start from your **dashboard**:

1. Click on the **Forms** menu at the top.
2. Select **Worker Registration** to begin the process.

REGISTER YOUR WORKERS – Adding individual worker

To add a worker individually:

1. Go to the **Information** section.
2. Select **Add Worker**.

Provide the following information (note that mandatory fields are marked with an asterisk):

1. **Worker Details:**

- a. Enter the worker's **First Name** and **Last Name**. Include Middle Name if available.
- b. Select the worker's **Date of Birth**.
- c. Choose the worker's **Gender** from the drop-down menu.
- d. Set the **Primary Language**. (Select as English if unknown and the worker may update this later in their Worker Portal).
- e. Enter your internal **Employee Number** for the worker, if applicable. This is an optional field and is available should you wish to include an internal reference.

2. **Contact Details:**

- a. Select the worker's **Preferred Contact Method**. (Email is recommended, the worker can update this later in their Worker Portal).
- b. Enter the worker's **Personal Email Address**. Using a personal email will ensure they continue to have access to their account even if they leave your employment.
- c. Enter the worker's **Mobile Phone Number** and any alternative phone number they may have.
- d. Enter the worker's **Australian Postal Address**. As you type, auto suggestion will appear. Select the correct option to automatically populate the Suburb, State and Postcode fields.

3. **Employer Details:**

- a. Enter the date the worker **was employed** by your organisation.
- b. Enter the date the worker is being **registered with the Portable Long Service Leave scheme** (this must be on or after 1 October 2025).
- c. Select the worker's **Employment Type** from the drop-down list.
- d. Select the **Work Type** that best matches the role the worker is performing.
- e. Indicate whether the worker is an **Apprentice** (Yes or No). Please note Apprentices working in an eligible role must still be registered, however you are not required to pay levy for them.



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Worker Registration - Worker Details

Pages ▾

☆ Save Draft

📄 Submit

✖ Cancel

All fields marked with an asterisk are mandatory *

Worker Details ?

First Name *	Last Name *	
John	Smith	
Middle Name/s	Date of Birth *	Gender *
	10/01/1990 📅	Male ▾
Primary Language *	Employee Number	
English ▾		

Contact Details ?

Preferred Contact Method *		
Email ▾		
Email Address *	Mobile Phone *	Phone
jsmith@email.com	0411111111	
Postal Address *		
Level 1/90 King William Street		
Suburb *	State	Postcode
ADELAIDE	SA	5000

Employer Details ?

Start Date with Employer *	Date Registered with Employer *	Employment Type *
28/01/2020 📅	03/10/2025 📅	Full Time ▾
Work Type *	Is the worker a registered apprentice? *	
Outreach Worker ▾	☐ Yes ☒ No	

🔙 Previous

☆ Save Draft

📄 Submit

✖ Cancel

🗑 Remove Worker

➕ Add Worker

To register more workers:

1. Click **Add Worker** button; and
2. Repeat the process.

Once all the worker details are entered, you may choose to:

1. **Submit** the form to complete registration; or
2. **Save Draft** if you wish to come back and finish later.

When you Submit the form:

- A **confirmation** on screen is displayed.
- A **temporary reference number** is assigned.
- A **PDF copy** of the application is generated.
- You will receive a **confirmation email** that your worker registration form has been submitted.



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REGISTER YOUR WORKERS | Adding workers in bulk

If you wish to add multiple workers at once, you can use the bulk upload template. To start:

1. Click on Forms menu on the top of your **dashboard** then click **Worker Registration**.
2. Select **Download Template** underneath the **Information** section on the form.
3. Navigate to the bulk upload template in your Downloads folder.
4. Open the file and complete the necessary fields.
5. Enter the worker information exactly as you want it to appear on their records, filling out each row for each worker.

First Name	Middle Names	Last Name	Date of Birth	Gender	Primary Language	Other Language	Employee Number	Preferred Correspondence

The template includes a separate **Instructions tab** which shows which fields are mandatory, required formats, and examples for completing the worker information.

Once the template spreadsheet has been completed:

1. Return to the **Worker Registration** page.
2. Click **Upload Template** under **Worker Summary** section.

After the upload is complete, a summary will be displayed showing the status of each entry. Entries that pass will be marked accordingly. You will need to make adjustments for any entries showing missing mandatory data. Click on the worker's name to open the form and correct the fields highlighted in red.

Worker Summary ?

							Upload Template
Worker Name	Date of Birth	Email Address	Start Date	Date Registered with Employer	Employment Type	Status	
Henry	1/05/1985	henry.williams@example.com	2/08/2024	1/10/2025	Full Time	✗ Missing mandatory data	
Yindi, Alinta	26/09/1977	alinta.yindi@example.com	2/08/2024	1/10/2025	Full Time	✓ Passed validation	
							✗ Clear All Workers

Validation Status

An entry is required in the field entitled Last Name

Worker Details ?

First Name *	Last Name *		
Tals			
Middle Name/s	Date of Birth *	Gender *	
	1/04/1990	Prefer not to say	
Primary Language *	Employee Number		
Vietnamese			



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When you Submit the form:

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- You will receive a **confirmation email** that your worker registration form has been submitted.

REGISTER YOUR WORKERS | Confirmation and list of workers

When the applications have been reviewed and approved by SAPLSL-CS, the workers will appear on your worker list:

1. Navigate to **dashboard** of your **Employer Portal**.
2. Click on **Workers** from the top-menu and select **Worker Search**.

A list of all workers will be displayed.

After your submit your worker registration

Once you submit your completed Worker Registration form, it will be reviewed by the SAPLSL-CS team. We may contact you if further details are required and we will identify and schedule any onboarding support you may need.

Please allow **at least 2 weeks** for SAPLSL-CS to review your registration. While we aim to complete assessments within this timeframe, we appreciate your patience during the initial months of the scheme.



Help and support

If you need assistance at any stage of the Worker Registration process, the following support options are available:

- Use the help icons (?) for guidance as you complete your Worker Registration.
- Visit sapls-community.org.au for resources and information.
- Contact the SAPLSL-CS team for further assistance on **08 8474 2400** or by email at admin@sapls-community.org.au.