



SA Portable Long Service Leave Community Services

4 November 2025

Step-by-step return guide



Once an employer has registered their organisation and all eligible workers covered by the *Portable Long Services Leave Act 2024*, they will be able to complete the quarterly Employer Return, found in the Returns section in your Employer Portal via: portal.sapls-community.org.au/EmployerLogin

After logging in, the quarterly Employer Return can be accessed through the link on the dashboard.

Pending Returns (1)

Ref.	Return Type	Return Period	Workers	Remuneration	Levy	Due Date	Status
250001207	Periodic Return	1 Oct 2025 - 31 Dec 2025	3	\$0.00	\$0.00	21 Jan 2026	Open

Manual Entry

The data entered on an Employer Return is intended to align with payroll, with most information able to be extracted from payroll systems. Workers who were registered before the return was generated will automatically be added to the return. Workers can be added to the return if they do not already appear using the Add Worker / Add Existing Worker buttons, or through the Template Upload.

On the return, the employer will need to declare the Weeks Worked and the Remuneration for each worker for the quarterly period.

Remuneration means the gross amount paid to the worker in the quarter. Details of which payments are included in Remuneration are in the table at the end of this guide.

Weeks Worked means the number of weeks of work the remuneration relates to. Weeks where a worker did not receive any pay should not be counted.

Worker Details

Worker Reference	Worker	Start Date	Weeks Worked	Remuneration	Levy	Discrepancy Reason	Termination Date	Termination Reason	Comments
W-0008597	Dyne, Hope				\$0.00				
W-0008594	Parker, Peter				\$0.00				
W-0008596	Rogers, Steve				\$0.00				
Totals				\$0.00	\$0.00				

If the worker has terminated during the period, you'll need to add in their Termination Date and Termination Reason in the fields indicated.



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Template Upload

The data 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.

Enter the Weeks Worked and Remuneration for each worker. Termination dates and reasons can be added to the spreadsheet for terminated workers.

A	B	C	D	E	F	G	H	I
Worker ID	Worker	Employee Number	Weeks Worked	Remuneration	Discrepancy Reason	Termination Date	Termination Reason	Comments
W-0008597	Dyne, Hope							
W-0008594	Parker, Peter							
W-0008596	Rogers, Steve							

Save and close the template, then use the Upload Template button to upload the data.



Supporting Documents

If any workers did not work at least 1 shift per week, the employer will need to upload their timesheets to identify which weeks they did not work. This information is required to ensure workers are paid at the correct rate of pay when they claim their long service leave. SAPLSL-CS prefers timesheets to be provided in .CSV or .XLSX format, however .DOCX or .PDF documents are also acceptable.

Discrepancy Reasons

There are some situations where a discrepancy reason may be required. Check that the data has been entered correctly, then use the drop-down box to choose the reason for the discrepancy.

Return Lodgement

After all required fields have been completed and supporting documents have been uploaded (if required), click the Submit button to lodge the return.

Levy Payment

An invoice for the levy will be generated when the return has been submitted.



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Calculating Remuneration

Included	Excluded
▪ Ordinary hours ▪ Annual leave (excluding annual leave loading) ▪ Sick leave (or personal leave) ▪ Carer's leave ▪ Parental leave paid by the employer (except under the Paid Parental Leave Act 2010) ▪ Compassionate or bereavement leave ▪ Casual loading ▪ Penalty rates or shift allowances for work performed on a weekend, public holiday or a part-day public holiday ▪ Penalty rates or shift allowances for late night or early mornings ▪ Penalty rates or shift allowances for broken shifts ▪ Sleepover allowance ▪ Days off for public holidays ▪ Rostered day off work ▪ Payments for salary packaging or salary sacrifice ▪ Workers' compensation paid by <i>Return to Work SA</i> (either directly or through the employer) ▪ First aid allowance ▪ Payment for stand down ▪ Any other payment not excluded	▪ Annual leave loading ▪ Parental leave (unless employer-funded paid parental leave) ▪ Superannuation ▪ Reimbursements ▪ Overtime or hours paid at overtime rates ▪ Unused time off paid in lieu ▪ Bonuses ▪ Payments on retirement, retrenchment or redundancy, except for backpay ▪ Payments in respect of fares, travel allowance or vehicle allowance ▪ Any payment that is in the nature of a special rate paid to the worker on an irregular basis to compensate for occasional disabilities under which work is performed (other than where the rate is paid during a period of leave without pay)

Who – it is expected that the business owner, bookkeeper or finance officer would complete the quarterly return for the business with the scheme. The first return will be generated at the end of December 2025, and employers will be notified that the return is available in their Employer Portal for completion by email.

When – each business with a registered worker is required to lodge a quarterly employer return with the Community Services Sector Long Service Leave scheme by 21 January 2026.

Effort – the time required to prepare the data for the return and then complete and submit the quarterly employer return form 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.