



SA Portable Long Service Leave
Community Services

Webinar #5

Employer Registration & how to add workers





Welcome

Purpose of today

Employer registration

Worker registration

Additional information

Key Dates

Employer



Why Employers must register

- Employers of eligible workers are required to register with SA Portable Long Service Leave - Community Services (SAPLSL-CS)
- It is a Legislative requirement starting from **1 October 2025**
- It ensures eligible workers gain access to portable long service leave



Employer



Employer Registration Process



How to Register as an Employer



Employer



Employer Registration Process

Registration is completed on the SAPLSL-CS website

Employer Registration - Employer Details

Pages ▾ Submit

All fields marked with an asterisk are mandatory *

Employer Details ?

ABN *			
Legal Business Name	ACN	Entity Type	
Business / Trading Name	+ Add		
Website	Number of Employees in this business *	Previous Registration Employer Reference	
		E-	



Eligibility Criteria Overview

Eligibility under the Portable Long Service Leave Act 2024 is split into two streams –

1. Workers who are **providing community services**
2. Workers who are **supporting the provision of community services.**



Providing Community Services

Providing Community Services means the worker's role:

- Is covered by one of the following awards:
 - Social, Community, Home Care and Disability Services Industry Award (SCHADS)
 - Aboriginal Legal Rights Movement Award (ALRM)

AND

- They perform work in one of the services listed in Schedule 2 of the PLSL Act

Note: a worker does not need to be paid in accordance with the Awards. A worker could be employed under an Enterprise Agreement or individual contract and still be eligible.





Supporting the Provision of Community Services

Supporting the provision of Community Services means the worker is in a role that spends at least half of their time supporting a worker who is providing Community Services.

Workers who are supporting the provision of Community Services can be covered by any Award or agreement.

They may be performing any role in an organisation, including:

- Administration
- HR
- Payroll
- Finance
- Management





Supporting Your Eligibility Decisions

It's important to understand that we're here to **support you** to make a determination about whether your staff are eligible, rather than make those decisions for you.

We recommend that you **keep records** of how and why you made your decisions. If we ever need to discuss eligibility with you, having these records makes it **easier for everyone** to understand how you reached your decision.



Workers



Registering Workers (After approval)



How to Register Workers





Registering Workers (recap)

Once account is active, employers can add eligible workers

Worker Registration - Worker Details

Pages ▾

☆ Save Draft 📄 Submit ✖ Cancel

All fields marked with an asterisk are mandatory *

Worker Details ?

First Name *	Last Name *		
Middle Name/s	Date of Birth *	Gender *	
	📅		
Primary Language *	Employee Number		
English			



Delayed participation



Delayed Participation

- Available only during the first 12 months (until 1 October 2026)
- Employers can request this through the Registration form
- Approved in exceptional circumstances only
- Requests reviewed and decided by the Board
 - **If approved:** employer participation deferred until set date
 - **If declined:** employer must register workers and meet obligations immediately



Your to do list



Employer Obligations – First quarter





Employer Obligations - ongoing

- Quarterly returns will be generated and required to be completed by the 21st day after the end of the period:

Return Period	Due Date
1 January – 31 March	21 April
1 April – 30 June	21 July
1 July – 30 September	21 October
1 October – 31 December	21 January

- Invoices for levies are generated on submission of the return and are due on the same dates as the return lodgements.





We're here to
help

Support Available

Resources

Toolkits

Our toolkits are designed to cover everything you need to know at each stage of your portable long service leave journey.

Webinars

Our webinars give you practical information and guidance. They are interactive, so you can ask questions, get clear answers. Each session is designed to help you understand what you need to do and how the scheme works in practice.

FAQs

You can find answers for the most common [employer](#), [worker](#), [self-employed contractor](#) or [working director](#) queries on our FAQ pages.





SA Portable Long Service Leave
Community Services

Key Dates

1 October 2025

Scheme commences

Employer Registrations commence (28 days for all Employers to register)

1 October – 31 December 2025

First reporting quarter

Worker Registrations commence (to be completed by end of first quarter)

21 January 2026

First quarterly report due

Levy payment due





**SA Portable Long Service Leave
Community Services**



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