

4 Nov 2025

Working director registration guide



This step-by-step guide explains how to register yourself as Working Director with SAPLSL-CS. You can also watch the **Instructional Video** on our website to understand how to complete the Working Director registration.

About the Scheme

In South Australia, **Working Directors** who are engaged in delivering or supporting the delivery of community services may register under the **South Australian Portable Long Service Leave – Community Services** (SAPLSL-CS) scheme.

- This is a voluntary, contribution-based scheme.
- Contributions are paid by the director.
- Service accrues only in quarters where contributions are made.
- Directors can claim a lump sum payment when they reach entitlement.
- Unlike workers, directors receive their entitlement as a payment in place of long service leave.

From 1 October 2025, Working Directors can register online via the SAPLSL-CS website.

Prerequisites

Before registering as a Working Director:

- 1. Your business must be registered as an Employer with SAPLSL-CS.
- 2. You must be registered as a Worker through the Worker Portal.

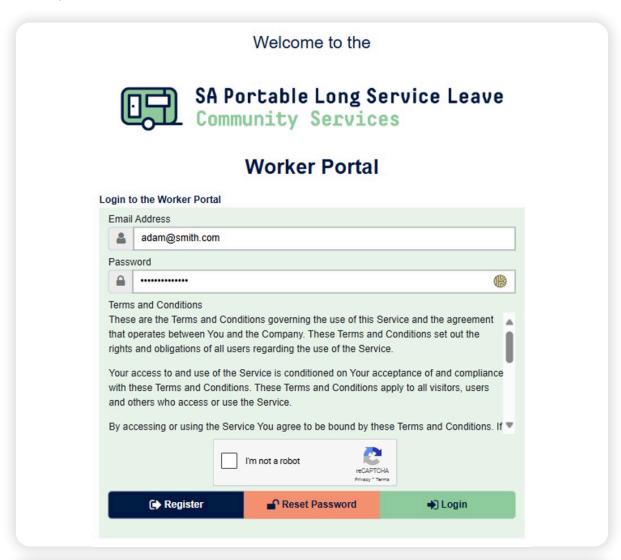
After both the Employer Registration and Worker Registration processes have been completed, you may complete the Working Director Registration form.





STEP 1 - Login to your Worker Portal

- 1. Go to the SAPLSL-CS website.
- 2. Enter your email address and password.
- 3. Complete the captcha and multi-factor authentication.
- 4. Access your Worker Portal Dashboard.

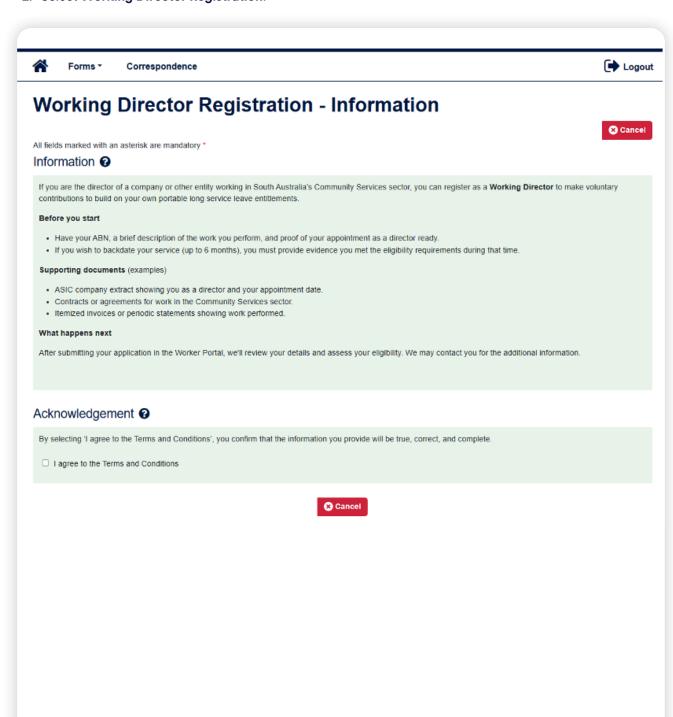




STEP 2 - Register as a Working Director

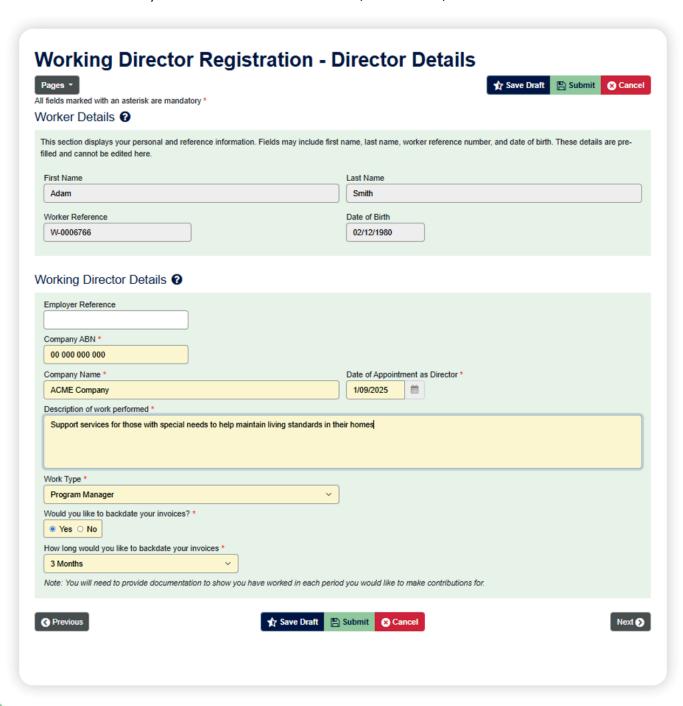
From your dashboard:

- 1. Click on the Forms menu at the top.
- 2. Select Working Director Registration.





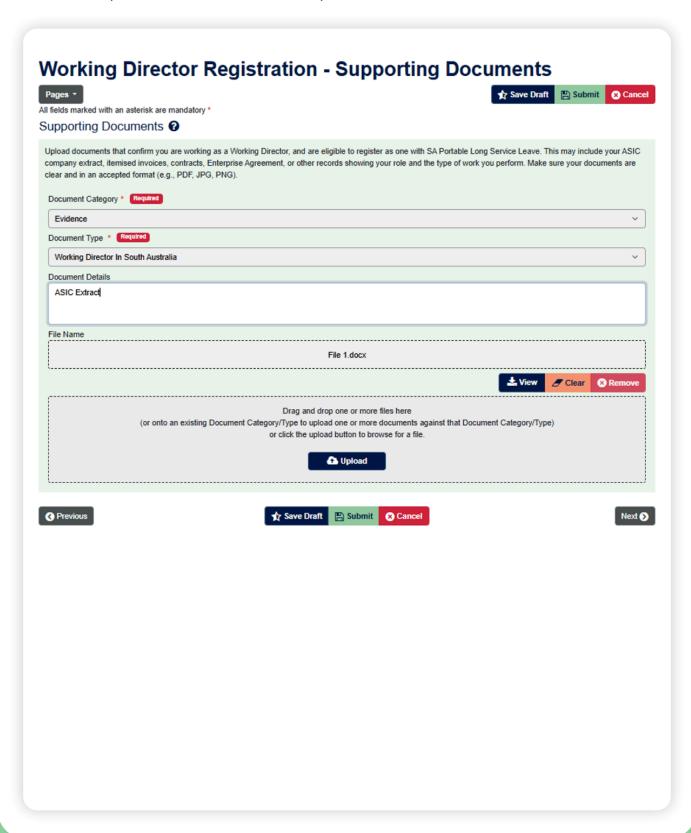
- 3. Read and agree to the Terms and Conditions.
- 4. Provide the following details:
 - a. Company ABN.
 - b. Employer name.
 - c. Date appointed as director.
 - d. Description of services your company delivers, your role in delivering them, and how these align with community service work under the PLSL Act 2024.
 - e. Work type that best matches your duties.
 - f. Indicate if you wish to backdate contributions (3 or 6 months).





STEP 3 - Upload Supporting Documents

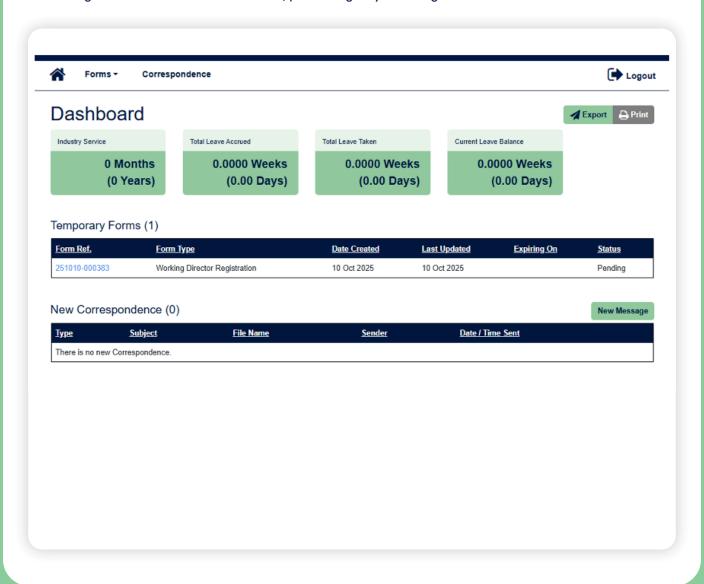
- Include an ASIC Extract to demonstrate your appointment as a Director.
- Show that your work falls within the community services sector under the SCHADS Award.





STEP 4 - Sign and Submit

- Complete the electronic declaration.
 - Tick the declaration box.
 - Select the signed-on date.
- Submit your form.
 - A confirmation message will appear on screen.
 - You will be assigned a temporary reference number.
 - A PDF copy of your application will be generated.
 - A confirmation email will be sent to you.
 - Your application will be shown as a **Temporary Form** on your dashboard until reviewed.
- Allow up to 2 weeks for assessment.
- During the initial months of the scheme, processing may take longer.



Employer Registering a Working Director

Employers can also register a Working Director via the Employer Portal:

Log in via the SAPLSL-CS website.

- 1. Complete captcha and multi-factor authentication.
- 2. From the Dashboard, select Forms → Working Director Registration.
- 3. Provide details:
 - a. Director's name, email, phone, date of birth.
 - b. Date of appointment as director.
 - c. Company service description, director's role and alignment with community services.
 - d. Indicate backdating if applicable (3 or 6 months).
- 5. Upload supporting documents.
- 6. Sign and submit the form.

Approval

- Once approved, the Worker Type will update to Working Director.
- Employers can confirm this via Worker Search, where a tick will appear next to the director's name.

Registration Approved

When approved:

- The pending temporary form will be removed.
- Your Worker Type will update to Working Director.
- Confirm the update by checking your User Profile in the Worker Portal.

Application Rejected

Applications may be rejected if:

- Work description does not indicate community services.
- Supporting documents are missing.
- Other irregularities are found.





Paying Contributions

Backdated Invoices

- If you requested backdating, SAPLSL-CS will generate a return for 3 or 6 months.
- The return will show on your dashboard as Pending Return Open.
- Submit the return to generate an invoice.
- Pay the invoice to have service credited to the Working Director's account.

Periodic Returns

- Returns are generated quarterly in January, April, July and October.
- Contributions are voluntary if you don't pay, no service will be accrued.
- Pending returns will display in the Pending Returns section in the Employer Portal.

Help and Support

- Use the **help icon (?)** on each page of the registration form.
- Visit the SAPLSL-CS website for resources and instructional videos.
- Contact the SAPLSL-CS team:
 - Phone: 08 8474 2400
 - Email: admin@saplsl-community.org.au

