



Guide to: Terminating a worker



Terminating a worker

Step 1: Log in to portal and navigate to the 'Returns' page

Step 2: Click on current return

Step 3: Click on 'Edit Return'

Step 4: Click on the three dots

Step 5: Click on 'Terminate'

Step 6: Enter 'Termination Date' and 'Termination Reason'

Step 7: Click on 'Close'

Step 8: Click on 'Submit Return' or 'Commit Return' if data is correct

Step 9: Click 'OK' to submit return

Step 10: Payment summary appears

Step 1- Log in to the portal and navigate to the ‘Returns’ page

WILD DOG VALLEY YOUTH R (C322470)

Dashboard

Returns

Transactions

Workers

Employer Details

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Contact Us

Returns

Export To Excel

Fund	ID	Return Period	Workers	Due Date	Balance	Return Status
COM	R512828	Periodic (Oct 2020 - Dec 2020)	7	30 Nov 2020	-	OPEN
COM	R512827	Periodic (Apr 2020 - Jun 2020)	7	30 Nov 2020	\$832.01	COMMITTED
COM	R512297	Periodic (Jan 2020 - Mar 2020)	7	30 Apr 2020	\$866.91	COMMITTED
COM	R512234	Periodic (Oct 2019 - Dec 2019)	2	31 Dec 2019	\$232.13	COMMITTED
COM	R512233	Periodic (Jul 2019 - Sep 2019)	2	30 Sep 2019	\$196.95	COMMITTED

Step 2 – Click on current return

WILD DOG VALLEY YOUTH R (C322470)

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COM	R512233	Periodic (Jul 2019 - Sep 2019)	2	30 Sep 2019	\$196.95	COMMITTED

Step 3 – Click on ‘Edit Return’

Portable Long Service Authority

WILD DOG VALLEY YOUTH R. (C322470)

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Returns: Periodic (Oct 2020 - Dec 2020) (R512828)

Export / Import

Edit Return

Submit Return

Periodic Return Information

Return Status

OPEN

Return Period (ID)

Periodic (Oct 2020 - Dec 2020) (R512828)

Due Date

30/11/2020

Workers

7

Total Pay

\$0.00

Return Rate

1.65%

Contribution

\$0.00

Workers

Export

Worker	Dates (Term Reason)	LSL Taken	Hours	Hourly Rate	Ordinary Pay (Discrepancy)	Contribution
COCHRAN, Jett (M1214168)	Oct 2020 - Dec 2020		0	\$0.00	\$0.00	\$0.00
DONNELLY, Cyrus (M1214171)	Oct 2020 - Dec 2020		0	\$0.00	\$0.00	\$0.00
HUNT, Oliver (M1214166)	Oct 2020 - Dec 2020		0	\$0.00	\$0.00	\$0.00
KANE, Esme-Rose (M1214169)	Oct 2020 - Dec 2020		0	\$0.00	\$0.00	\$0.00
SHARMA, Della (M1214170)	Oct 2020 - Dec 2020		0	\$0.00	\$0.00	\$0.00
WEST, Serena (M1214167)	Oct 2020 - Dec 2020		0	\$0.00	\$0.00	\$0.00

Step 4 – Click on the three dots

Returns / Periodic (Oct 2020 - Dec 2020) (R512828): Return Edit

 Add Worker

Due Date	Workers	Total Pay	Levy	Contribution
30/11/2020	7	\$0.00	1.65%	\$0.00

Worker (#)	Start Date	Hours	Ordinary Pay	Previous Pay	Pay Discrepancy Reason	LSL Taken?	More
COCHRAN, Jett (M1214168)		0	\$0.00	 \$11,411.96	✓ Pay is within threshold	☐	
DONNELLY, Cyrus (M1214171)		0	\$0.00	 \$10,871.90	✓ Pay is within threshold	☐	
HUNT, Oliver (M1214166)		0	\$0.00	 \$3,772.41	✓ Pay is within threshold	☐	

Step 5 – Click ‘Terminate’

Due Date

31/07/2026

Worker

23

Total Pay

\$85,276.94

Levy

1.65 %

Contribution

\$1,407.07

Contributions

Start typing to search

Filters

☐	Worker (#)	Start Date	Hours	Hourly Rate	Ordinary Pay	Previous Pay	Pay Discrepancy Reason	LSL Taken?	More
☐	ANDREWS, Angel (M1378055) Days:91		456	\$51.01	\$23,259.20	\$6,560.03	✓ Pay is within threshold	☐	Terminate Add Note
☐	BANKS, Frankie (M1854764) Days:91		501.5	\$53.52	\$26,840.28	\$16,235.59	✓ Pay is within threshold	☐	
☐	BRIDGES, Reyes (M1858351) Days:91		172.5	\$54.60	\$9,418.50	\$30,777.00	✓ Pay is within threshold	☐	
☐	BUCKLEY, Troy (M1858349) Days:91		386.8	\$60.00	\$23,208.00	\$27,835.08	✓ Pay is within threshold	☐	
☐	CASTILLO, Gilbert (M1855217) Days:91		45.07	\$56.60	\$2,550.96	\$1,584.79	✓ Pay is within threshold	☐	

Terminate

Add Note

Step 6 – Enter ‘Termination Date’ and ‘Termination Reason’

Contributions

☐	Worker (#)	Start Date	Hours	Hc
Termination Reason Required				
☐	PRATT, Alva (M) Days:30		0	
Termination Date		Termination Reason		
30/04/2026		[Choose Termination Reason]		
		[Choose Termination Reason]		
		Termination		
		Resignation		
		Retrenchment		
		Project Completed		
		Ill Health/Incapacity		
		Retirement		
		Death		

Step 7 – Click on ‘Close’

Worker (#)	Start Date	Hours	Ordinary Pay	Previous Pay	Pay Discrepancy Reason	LSL Taken?	More
COCHRAN, Jett (M1214168)		456	\$16,001.87	\$11,411.96	Wage Increase	☐	
Termination Date		Termination Reason					
12/11/2020		Resignation					
DONNELLY, Cyrus (M1214171)		524.4	\$10,871.90	\$10,871.90	✓ Pay is within threshold	☐	
HUNT, Oliver (M1214166)		172.5	\$3,772.41	\$3,772.41	✓ Pay is within threshold	☐	
KANE, Esme-Rose (M1214169)		386.88	\$8,018.98	\$8,018.98	✓ Pay is within threshold	☐	
SHARMA, Della (M1214170)		47.07	\$979.99	\$979.99	✓ Pay is within threshold	☐	
WEST, Serena (M1214167)		296.8	\$6,191.86	\$6,191.86	✓ Pay is within threshold	☐	
WOODS, Chantelle (M1214172)		440.8	\$9,177.46	\$9,177.46	✓ Pay is within threshold	☐	

Close

Step 8 – Click on ‘Submit Return’ or 'Commit Return' if data is correct

Returns: Periodic (Oct 2020 - Dec 2020) (R512828)

✓ To finalise this return you must click Submit Return.

Export / Import

Edit ReturnSubmit Return

Periodic Return Information

Return Status	OPEN	Workers	7
Return Period (ID)	Periodic (Oct 2020 - Dec 2020) (R512828)	Total Pay	\$55,014.47
Due Date	30/11/2020	Return Rate	1.65%
		Contribution	\$907.74

Workers

Export

Worker	Dates (Term Reason)	LSL Taken	Hours	Hourly Rate	Ordinary Pay (Discrepancy)	Contribution
COCHRAN, Jett (M1214168)	Term 12 Nov 2020 (Project Completed)		456	\$35.09	\$16,001.87 (Wage Increase)	\$264.03

OFFICIAL

Step 9 – Click ‘OK’ to submit return

Portable Long Service Authority

WILD DOG VALLEY YOUTH R (C322470)

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Returns: Periodic (Oct 2020 - Dec 2020) (R512828)

Export / Import

Periodic Return Information

Return Status	OPEN	Workers	7
Return Period (ID)	Periodic (Oct 2020 - Dec 2020) (R512828)	Total Pay	\$55,014.47
Due Date	30/11/2020	Return Rate	1.65%
		Contribution	\$907.74

Workers

Edit Return

Submit Return

Export

Return Submission Alert

Click OK to confirm and submit your return or CANCEL to continue to edit your return.

OK

Cancel

To finalise this return you must click Submit Return.

Step 10 – Payment summary appears

Portable Long Service Authority

BACKOFFICE ONLY - COMMUNITY SERVICES

Dashboard

>Returns

Claims

Transactions

Workers

Employer Details

I Want To

Contact Us

Returns: Periodic (Oct 2025 - Dec 2025) (R)

Periodic Return Information

Return Status

Return Period (ID)

Due Date

COMMITTED

Periodic (Oct 2025 - Dec 2025) (R)

31/01/2026[Edit]

Financial Details

Date

Description

20 Jan 26

Invoice [Print PDF]

Payment Information

EFT

BPAY

Pay with EFT

Account Name

BSB

Account Number

Reference

Portable Long Service Authority

1 Test Street
BRASSALL QLD 4305

Portable Long Service Authority

AEN: 76 324 378 620
Enquiries: 1800 517 158
https://www.plsa.vic.gov.au
enquiries@plsa.vic.gov.au
PO BOX 443
Bendigo VIC 3552

Invoice No:

Return No:

Invoice Date:

Due Date:

20/01/2026

03/02/2026

TAX INVOICE

Detail	GST	Amount
XXX XXX XXX XXX XXX XXX XXX XXX XXX XXX XXX XXX	0.00	\$6,734.37
		Total : \$6,734.37

Contact and follow us

Call toll free on 1800 517 158

Email: enquiries@plsa.vic.gov.au

Website: plsa.vic.gov.au

