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## New Website and Logo

Following substantial work being undertaken in the background I would like to announce the launch of TasBuild's new logo and colour scheme. The old corporate style has been in place for many years and the new corporate style is symbolic of the changes occurring at TasBuild.

The first and most obvious of these changes will be the new website that will be visible to all our employers and workers next week. We hope you will find the new site more user friendly, easier to navigate and provide easy to understand information in relation to the operations of the Fund. Our aim is to ensure interactions continue to become less time consuming and easier to understand so you can spend more time focusing on your business or job.

To this end, the website is the starting point and all aspects of the way we interact with businesses and workers will be reviewed with an aim to tailoring our responses to your needs at the time, whether that is registering and managing workers or workers applying for a long service entitlement. We have implemented new online facilities including New Employer Registrations through the Employer portal and Self-Employed Registrations and Unrecorded Service Claims through the Worker portal.

As with any business the real test is how it impacts on you, the users, and we welcome any feedback that may assist us to continue to improve how we service you, our employers and workers.

**Michael Irwin CEO**

## Workers Pay Increases and Updating Daily Rates

The commencement of the new financial year saw an increase in the National Minimum Wage as well as many employers undertaking a review of their business and their employees wages. In light of this please ensure your Employees Day Pay is updated accordingly when completing your July return, to reflect any pay increases that may have been implemented.

This is a simple online process when completing your return where you just need to enter in the new Day Pay for each applicable employee, which will then automatically recalculate the period pay. If the pay increase is more than 10%, the system prompts you to choose a Pay Discrepancy reason, which in this case will be Wage Increase. For those Employers that use the Auto-Populate function this information will then be updated for all future returns generated.

It is imperative that this information is updated accordingly so that when a worker contacts us or claims an entitlement with associated pay slips that this information correlates with what has been provided by you, as the Employer.

We do appreciate that this does involve extra work completing your return at an already busy time of the year so please do not hesitate to contact us if you require any assistance with this process.

## Terminating Workers

The start of a new financial year is a good opportunity to terminate any workers who are no longer in your employment hence tidying up your Employer file and making the completion of returns an easier process for you. This also reduces the chances of overpayments and reporting errors.

To terminate workers in an "OPEN" Employer Return, you will need to click on the three vertical dots which are located on the right-hand side of the line that contains the workers name. Select Terminate and then follow the prompts by entering the Termination Date and Termination Reason. Please note you can terminate any workers in any open return, regardless of their termination date.

Please ensure when you are terminating current workers that you do not contribute on annual leave loading or any accumulated annual leave and RDO's paid out on termination.

If you would like any further assistance with any of the above please do not hesitate to contact us on 6294 0807 or [secretary@tasbuild.com.au](mailto:secretary@tasbuild.com.au) and we would be more than happy to help you.

## Auto Populated Employer Returns

If you have not taken advantage of updating your file to have your Employer Returns set to Auto Populate then we highly recommend that you do.

These pre-populated returns are automatically generated and have been implemented to simplify the completion of returns for you. Employers already using this option have found it is easy to use and saves them time when completing their returns.

The returns process remains the same for you except we prefill the information for full time employees for you! This pre-populated information is based on our system calculating the employee's daily pay rate multiplied by the number of actual ordinary time days in the month. So, the only time you need to worry about adjusting the returns is for the following reasons;

- an employee has had a day off without pay;
- an employee has had a wage increase or decrease during the period of the return;
- employment is terminated; and
- adding details to calculate the information for casual and part time workers (including labour only sub-contractors).

The return then just needs to be reviewed and submitted to our office for a tax invoice to be generated for payment.

If you wish to update to this method of completing returns, please contact us on 6294 0807 or [secretary@tasbuild.com.au](mailto:secretary@tasbuild.com.au) and we can update your file.

***The information contained in this Employer Newsletter is of a general nature and does not constitute legal advice. We encourage you to seek your own professional advice to find out how the Construction Industry (Long Service) Act applies to you.***