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Happy New Year

Welcome to our first Employer Update for 2024 and wishing you all a Happy New Year and hoping you had a well-deserved break over the Christmas period!

In some exciting news I would like to announce that we will be moving office premises from Rosny Park into the CBD on the 15th April 2024. Our new premises will be on the Ground Floor of 99 Bathurst Street, Hobart. Parking for customers will be available in the Hobart Central Car Park in Melville St (the first hour is FREE). We look forward to welcoming you to the new offices.

We have also witnessed a changing of the guard at Board level, with Matthew Pollock stepping down following a move with the Master Builders Association (MBA) to WA and long-serving Board member John Short (AMWU) stepping away after almost 14 years. We wish them both the best on the next chapter. Replacing Matthew will be incoming MBA TAS CEO, David Clerk and Jacob Batt will be replacing John. Welcome both of you to the TasBuild team!

There are a few other changes afoot in relation to the Rules of the fund that will hopefully improve the experience for stakeholders and improve the entitlement process – watch this space.

On a slightly sad note (for us) we farewelled Rebecca Park who has retired after 25 years with TasBuild, having also worked on the scheme when it was managed by the State Government prior to 1998. We would like to wish Rebecca a wonderful retirement.

All the best for 2024!

Mark Williams CEO

Tips for Completing Employer Returns

We receive quite a few of the same enquiries every day about completing employer returns so provided below are some tips of commonly asked questions in the hope this may assist you.

- If you have a **new worker** and they do not know their TasBuild member number, no need to worry, simply add them as a new worker and once you submit your return, our system will recognise if they have an existing file and will automatically merge the accounts into one.
- To **terminate workers** on an OPEN return, click 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.
- When you are terminating workers ensure you do not **overreport days** and only report the physical days worked up until the termination date and do not include days for accrued annual leave or RDO's on termination.

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- Having trouble **logging in** to the Employer Portal? Ensure you are in the EMPLOYER log in section which is highlighted in orange on the website and not the WORKER log in section which is transparent.
- When you **complete the return** and press close you then need to select the green Commit Return button on the top right-hand side of the screen, and this will automatically generate a Tax Invoice for you. If you have period pay discrepancies in your return or new workers, you will not have a green Commit Return button, instead you will have an orange Submit Return button. This means the return is sent directly to a TasBuild operator to review and once they have confirmed the invoice will be generated.

It is very important to remember to select either the Commit Return or Submit Return once you have completed the return otherwise it is not finalised, and you could therefore be subject to an update.

The easiest way for you to submit your returns is to have them set to **Auto Populate**. If you have not taken advantage of this service, we highly recommend that you do as they are automatically generated with information pre-filled for you therefore simplifying completion and saving you time. If you wish to update to this method of completing returns, please contact us and we can update your file and provide some further information about this.

It is very important that the information declared on your Employer Return is correct as this information is used to calculate your employee's long service leave entitlement.

Working Directors – Deregistration Option

As per the Rules of the Fund Part 4, Section 9D, “**Deregistration of Working Directors**” this rule allows Working Directors to “Opt Out” of making contributions to TasBuild.

For TasBuild purposes a Working Director refers to a director, trustee or partner of an employer that undertakes relevant employment as an employee of the employer. Under this rule a Working Director has the option of completing a Deregistration Notice (Working Director – Opt out Form) requesting that the name of the Working Director is removed from the Register of Employees.

The effect of the Deregistration Notice and subsequent removal from the Register of Employees will be that the Employer of the Working Director will no longer be required to lodge return information or pay any long service contribution charges in relation to the Working Director.

By doing this the Working Director loses the entitlement to recognition of any relevant employment from the date of the Deregistration Notice (Opt Out Form). This opt out can however be revoked at any point but only relevant employment post receipt of the revocation will be able to be recognised.

If you have any questions in regard to this, please do not hesitate to contact the TasBuild office directly for further information specific to your situation.

If you have any questions about any topics covered in this newsletter or general questions, please do not hesitate to contact us via email on secretary@tasbuild.com.au or call on (03) 6294 0807.

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.