TASBUILD
PORTABLE LONG SERVICE LEAVE

EMPLOYER NEWSLETTER

Annual General Meeting (AGM)

The Annual General Meeting of Contributors, Beneficiaries and Potential Beneficiaries of the Fund will be held on Thursday 17th October 2024 at 5.00pm. This will be in conjunction with the Annual General Meeting of the Trustee and will be held at the TasBuild Office, Ground Floor, 99 Bathurst Street, Hobart.

The Chairperson and Board Members will be in attendance, and they wish to extend an invitation to all Registered Employers to attend. Pre-registrations must be made for this event prior to the 11th of October by emailing secretary@tasbuild.com.au or phoning (03) 6294 0807. Light refreshments will be available at the completion of the meeting.

Copies of the audited accounts of the Fund and a summary of the activities for the 2023/2024 financial year will be available at the meeting and also from the TasBuild offices at Ground Floor, 99 Bathurst Street, Hobart or online at www.tasbuild.com.au, after the 18th of October 2024.

Mark Williams CEO

Employer Returns - Common Reporting Errors

Monthly returns are generated on or around the 22nd each month and must be submitted within 14 days of the end of each return period. Once you have submitted a return, you have until the end of the month after the contribution invoice is issued to make a payment ie. Returns for September need to be submitted by 14th October and paid by the 30th November.

Note: The above timelines only apply if you submit your returns by the required due dates. If you do lodge your returns and pay invoices within the required timeframes, you will be charged at the discounted rate of 1.8%.

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 of which they are required to provide a current payslip for us to reconcile.

Please see below common errors with employer returns.

REPORTING DAYS when a WORKER is on LONG SERVICE LEAVE

When a worker is on Long Service Leave through TasBuild you **DO NOT** need to report or contribute working days for them via the Employer Return. You just reduce the number of days accordingly or submit zero days and Period Pay if they are taking the full month off and not receiving any wages from you.

Once we have received a Long Service Leave Application from the worker, an Employment Confirmation is sent to you which details the dates for the period of leave in which the worker has applied for.

For the periods that the worker is paid directly by TasBuild, they accrue "TasBuild Days" whilst on long service, so the workers are not disadvantaged. If an Employer reports incorrectly when a worker is accruing "TasBuild Days" an overlap of service occurs and therefore any additional days are removed from the worker's file.

REPORTING for CASUAL WOKERS

To calculate the number of days to be included in your Employer Return for casual workers, you total the number of hours they have worked for the period in which you are reporting and divide this by 7.6 (number of hours in a standard working day based on a 38 hour week) or 8 (if based on working a 40 hour week). The result is the number of working days to be reported on the Employer Return.

You DO NOT need to contribute on Casual Loading, just the base hourly rate multiplied by the number of hours worked to get the Period Pay figure. Only whole days need to be reported, so you may need to round the number up if over 0.5 or down if under 0.5. Please see following example;

Employee A has an hourly rate of $23.00 minus the 25% casual loading is $18.40, thus his Daily Rate is $139.84.

Calculated as $23.00 divided by 1.25 = $18.40. $18.40 x 7.6 = $139.84

Employee A worked 144 hours for the Month.

Calculated as 144 ÷ 7.6 = 18.94 days therefore Paid Days rounded UP to 19.

Period Pay of 19 x $139.84 = $2,656.96

ANNUAL LEAVE PAID OUT on TERMINATION

When a worker ceases employment with you, you **DO NOT** need to report on accumulated Annual Leave or Accumulated RDO's paid out on termination. You only need to report on actual days worked in that period and then terminate the worker in an open return by clicking the three vertical dots located on the right-hand side of the line containing the worker's name. Select Terminate and then follow the prompts by entering the termination date (final day of work) and reason.

REPORTING on ALLOWANCES

Allowances that you **DO** report on are any regularly paid allowance in addition to the workers ordinary pay including Tool Allowance, Industry Allowance, Leading Hand Allowance, Site Allowance and First Aid Allowance. It is to be included and reported on when the worker is entitled to that allowance for the whole, or greater portion of the time in which they are engaged.

Allowances that you **DO NOT** report on include Accommodation/Living Away from Home Allowance, Meal Allowance, Travel Allowance and Vehicle Allowance. If you are uncertain about which allowances you need to be reporting on please do not hesitate to contact us to discuss further.

If you do feel that you have been reporting incorrectly for any of the examples provided, please do not hesitate to contact us and we would be more than happy to work with you to complete an audit on your file. In many cases with these errors, we have seen a refund made to the employer.

Alternatively, 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.