

DO'S & DON'TS

CHECKLIST FOR EMPLOYER RETURNS AND CONTRIBUTIONS FOR TASBUILD LONG SERVICE SCHEME

Do CONTRIBUTE ON:

- Ordinary Pay
'Ordinary Pay' of an employee, other than a self-employed worker, means the remuneration the Employee receives when the Employee is employed in Relevant Employment.
- Allowances (Any regularly paid Allowance in addition to Ordinary Pay)
Where it is reasonably to be expected that persons engaged in the type of employment in which the Employee is ordinarily engaged would be entitled to that allowance for the whole, or the greater portion, of the time in which they are so engaged;
Examples: Tool, Industry, Leading Hand/Supervisor, Productivity, Enterprise, First Aid, Disability*
- Rostered days off
- Annual Leave (not including leave loading)
- Paid sick leave
- Workers Compensation Payments to worker
- Public holidays

DON'T CONTRIBUTE ON:

- Payment for overtime
- Special Rates or Disability allowances - being any allowance payable to an Employee as a consequence of working in specified circumstances, being circumstances that involve, or are likely to involve, special danger, hardship, or inconvenience to the Employee, **except where it is reasonable to be expected that persons engaged in the type of employment in which the Employee is ordinarily engaged would be entitled to that allowance for the whole, or the greater portion, of the time in which they are so engaged**
- If the Employee is expected to work away from the Employee's usual place of residence, the value of, or any payment in respect of, board and lodging
- The value of, or any payment payable in respect of, meals or refreshments
- Payment in respect of travel to or from, or in the course of Work
- Payment payable in respect of the use of a vehicle
- Payment payable by way of bonus
- Casual loading
- Annual leave loading
- Accumulated annual leave and RDO's on termination
- Redundancy payments

**Please note: The above is used as a guideline only. Please contact TasBuild on 03 6294 0807 if you would like to discuss any particular allowances or payments that may or may not need to be included further.*

CHECKLIST



PAID DAYS

The number of days that relate to the 'period pay' reported.

Report the number of days within the Month / Quarter you are completing (As the Employer Return indicates) or If you report using the number of pay periods for the worker in a calendar month (4/5 or 6 weeks eg weekly or fortnightly pay basis) please report 20, 25 or 30 working days depending on the number of pays paid each month on the Employer Return.

If the Worker does not work full days in the period, please add up the paid hours (taking into consideration what not to include) and divide by 7.6 (for a 38 hour standard working week) or 8 (for a 40 hour working week) to get the paid days.



PERIOD PAY

Please see overleaf for information on what employers are to contribute on (*Do Contribute On/Don't Contribute On*)



NEW WORKER

Provide full name, date of birth, address, occupation, start date and termination details if applicable, number of days worked and period pay. Employers that complete Employer Returns on a Paper Form to provide TasBuild worker number if known.



TERMINATED WORKER

Complete the relevant termination code, termination date and their weekly wage rate on termination. Termination codes are provided on the return.

NB – Employer Returns will remain “Unresolved” where above information has not been supplied or discrepancies have occurred

If we:

- Receive Employer Returns, with required information by the due date – 14th of the month following the Return period.

And if you:

- Pay the subsequent Tax Invoice by the end of the following month in which the invoice is issued

SUBSIDISED RATE WILL BE CHARGED*

*Subject to the Rules of the fund.

PAYMENT METHODS:

Electronic Transfer

Cheque

Cash (please not by post)

BPAY

Credit Card – Visa, MasterCard



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