



Step by Step - Internet

A guide to using the CBS website

<i>Employers – Lodging Employer Returns on line</i>	<i>Page 1</i>
<i>Employers - Enquiring on your CBS long service leave records on line</i>	<i>Page 7</i>
<i>Employers - Amending your CBS contact details on line</i>	<i>Page 10</i>
<i>Workers - Amending your long service leave record on line</i>	<i>Page 11</i>
<i>Workers - Accessing your long service leave record on line</i>	<i>Page 13</i>

Employers – Lodging Employer Returns on line

Lodgement

Returns must be lodged every two months. When a Return is available for completion, we will send the following message to the email address you have provided CBS.

*The CBS Return for the period 01/01/01 to 28/02/01 has been created.
You may now update information for the period via our web-site at cbsserv.com.au
Thank you for participating in the CBS Electronic Update project*

Login Procedure

CBS Employer Login for Production

CBS Employer number	<input type="text" value="800001"/>
Employer User Name	<input type="text" value="test"/>
Employer Password	<input type="password" value="password"/>
	<input type="button" value="Login"/>

Type in your [CBS Employer Number](#) and tab to the next field.

Type in the [Employer User Name](#) you advised CBS and tab to the next field. This field is not case sensitive.

Type in the [Employer Password](#) you advised CBS. This field is case sensitive.

Click the [Login](#) button.

If your login fails, check to ensure you have entered the correct user name and password and that the Caps Lock button is not on.

If you have forgotten your user name and password, please email enquiries@cbsserv.com.au from the email address we have recorded for you. We will contact you with assistance during the next business day.

Return Period

The information you complete on the return is limited to the period shown in brackets on the top line of the screen eg [\(01/01/2001 to 28/02/2001\)](#)

If you have forgotten to include information about a worker in a previous period, you will need to email the details to CBS at enquiries@cbsserv.com.au before you can complete this Return on-line.

If a worker ceases work after the end of the Return period you are completing, you will need to show that information on the next Return when it is issued.

Enter Worker Details

Data Entry for Return 200047 (01/01/2001 to 28/02/2001) for Employer Number 800001

Num	Worker Name	Start Date	End Date	Days	Remun	Delete Y / N
400001	EXAMPLE, JUSTYN			43	\$0	<input type="radio"/> Y <input checked="" type="radio"/> N
400002	TESTCASE, IMA			43	\$0	<input checked="" type="radio"/> Y <input type="radio"/> N

1 / 1

All dates must be entered in the format dd/mm/yy

The Return will appear listing the registration numbers and names of all workers that we have recorded as being currently employed with you.

Start Date

Leave this field blank for all existing workers shown on the return.

Complete this field when you have added a new worker to your return. (see instructions further down page) If you do not show a start date for a new worker, we will record the first day of the return period as their start date. Dates must be shown in the format dd/mm/yy.

End Date

Complete this field if a worker ceases employment during the return period. Dates must be shown in the format dd/mm/yy.

Days

This field defaults to the maximum number of days possible in the period.

If the worker has worked less days, due to casual employment or if they have started or ceased employment during the period, you will need to overtype with the correct number of days.

Remun

Show the total gross remuneration (whole dollars only) that the worker received for all pay periods during the return period, based on a 38 hour week.

If the worker is an apprentice, show 0 in this field, as no levy is payable for apprentices.

Delete Y/N

This field is only to be set to Y if you have incorrectly added a new worker to this return.

It is not to be used to attempt to cease a worker.

If the worker should have been ceased on the previous return you lodged, you will need to email CBS at enquiries@cbserv.com.au with details so we can amend the previous return. This will need to be done prior to continuing with the completion of the current return.

Page Buttons

A maximum of 10 workers can be displayed on each page of the return. You will notice a page display to the right of the page buttons indicating which page you are completing. (ie 1/2)

To progress to the next page, click the Next Page button. First, Last and Previous Page buttons are used to move to these pages.

Add Worker Button

Data Entry of Return 200047 (01/01/2001 to 28/02/2001) for Employer Number 800001

Worker Surname

Given names

Enter the Surname and Given names to search for the worker, OR enter the Worker number to Select the worker.

Worker Number Only use this select button when the worker number is known and has been entered

If you have employed a new worker during the period, click on the Add Worker button and this window will appear.

If you know the registration number of the new worker, type this number in the Worker Number field and click the Select button.

If you do not know their registration number, type in their surname and given names in the appropriate fields and click the Search button.

Data Entry of Return 200047 (01/01/2001 to 28/02/2001) for Employer Number 800001

Worker Surname
 Given names

Enter the required worker number, then click on the Select Button

Worker No	Surname	Given Names	Dob	Street	Suburb	State	Post code
400004	THISONE	IS	24/10/70	83 GREENHILL RD	WAYVILLE	SA	5034
400003	THISONE	ISIT	13/02/67	81 GREENHILL RD	WAYVILLE	SA	5034

Worker Number Only use this select button when the worker number is known and has been entered

If the new worker appears on the list, type the number in the Worker Number field and click the Select button.

Data Entry for Return 200047 (01/01/2001 to 28/02/2001) for Employer Number 800001

Num	Worker Name	Start Date	End Date	Days	Remun	Delete Y / N
400001	EXAMPLE, JUSTYN	<input type="text"/>	<input type="text"/>	43	\$0	<input type="button" value="Y"/> <input type="button" value="N"/>
400002	TESTCASE, IMA	<input type="text"/>	<input type="text"/>	43	\$0	<input type="button" value="Y"/> <input type="button" value="N"/>
400003	THISONE, ISIT	<input type="text"/>	<input type="text"/>	43	\$0	<input type="button" value="Y"/> <input type="button" value="N"/>

1 / 1
 All dates must be entered in the format dd/mm/yy

The worker now appears in the list on the Return.

If you have followed this procedure and later realise you have included an incorrect worker, click the Y button in the Delete Y/N column and the worker will be removed when you Save the Return (see later)

If your new worker does not appear on the list, click the New Worker Button.

New Worker Button

Creating a new Worker during entry of Return 200047 (01/01/2001 to 28/02/2001) for Employer Number 800001

Please enter all details, then click on OK
 NOTE that a new worker number will NOT be assigned until confirmed by CBS staff.

Surname
 Given names
 Date of birth
 Sex Male Female
 Address

Once you have clicked on the New Worker Button, this screen will appear.

Enter the workers surname, given names, date of birth (dd/mm/yy format), select male or female and address details. The state is selected from the drop list.

It is not important to use upper and lower case as the data is translated into uppercase on our database.

Creating a new Worker during entry of Return 200047 (01/01/2001 to 28/02/2001) for Employer Number 800001

Please enter all details, then click on OK
 NOTE that a new worker number will NOT be assigned until confirmed by CBS staff.

Surname
 Given names
 Date of birth
 Sex Male Female
 Address

Click the OK button.

Data Entry for Return 200047 (01/01/2001 to 28/02/2001) for Employer Number 800001

Num	Worker Name	Start Date	End Date	Days	Remun	Delete Y / N
400001	EXAMPLE, JUSTYN	<input type="text"/>	<input type="text"/>	43	\$0	<input type="button" value="Y"/> <input type="button" value="N"/>
400002	TESTCASE, IMA	<input type="text"/>	<input type="text"/>	43	\$0	<input type="button" value="Y"/> <input type="button" value="N"/>
400003	THISONE, ISIT	<input type="text"/>	<input type="text"/>	43	\$0	<input type="button" value="Y"/> <input type="button" value="N"/>
0	thisone, sure its	<input type="text"/>	<input type="text"/>	43	\$0	<input type="button" value="Y"/> <input type="button" value="N"/>

1 / 1
 All dates must be entered in the format dd/mm/yy

The worker now appears in the list on the Return.

At this stage, a worker number is not allocated to the worker, as CBS staff will need to confirm no existing registration exists on our records.

Complete the remaining information for this worker as you have for other workers on the return.

If the have followed this procedure and subsequently realise you have included the incorrect worker, click the Y Button in the Delete Y/N column and the worker will be removed when you Save the Return (see later)

Save Return Button

Data Entry for Return 200047 (01/01/2001 to 28/02/2001) for Employer Number 800001

Num	Worker Name	Start Date	End Date	Days	Remun	Delete Y / N
400001	EXAMPLE, JUSTYN			43	5468	<input type="radio"/> Y <input checked="" type="radio"/> N
400002	TESTCASE, IMA		6/2/01	27	2900	<input type="radio"/> Y <input checked="" type="radio"/> N
400003	THISONE, ISIT			43	\$0	<input checked="" type="radio"/> Y <input type="radio"/> N
0	thisone, sure its	26/2/01		3	320	<input type="radio"/> Y <input checked="" type="radio"/> N

1 / 1

All dates must be entered in the format dd/mm/yy

Enter all information for all workers you have employed during the Return period.

If you wish to keep a paper copy of your online return, click **File** in the top taskbar of your browser, then **Print**.

You will need to do this for each page you complete, before you finally save the return and submit it to CBS.

Details of your returns are however available for the last 12 months under the Employer/Enquire on your records section of the Main Menu, but your current return can only be viewed once it has been processed by CBS staff.

Click the Save Return button.

CBS Problem

Problem detected processing

Message:

Worker Name:

Start date:

End Date:

Days worked:

Remuneration:

Deleted:

In this case, a possible error has been detected.

No remuneration has been entered in respect of the 43 days service. As the message says, this is only possible for apprentice workers.

If the worker is an apprentice, click the ignore button, which we will do in this example. Future returns completed will not be found in error for this worker when 0 remuneration is entered.

Otherwise, enter the remuneration details and click the update button.

CBS Problem

Problem detected processing

Message

Worker Name

Start date

End Date

Days worked

Remuneration

Deleted

Another error has been detected in this example for the other new worker added.

In this case the number of days declared exceeds the maximum possible between 26/2/01 (start date) and the end of the return period 28/2/01.

Either the start date or the number of days is incorrect.

Once this has been corrected click the update button. We will change the number of days to 3.

Data Entry of Return 200047 (01/01/2001 to 28/02/2001) for Employer Number 800001

Employer Number

Employer Name

Return Number

Return Period

Workers on Return

Payment Total

Calculated Charge

Outstanding Amount

Once all errors have been corrected, this screen will appear. (See complete list of error messages later in brochure)

This summarises the return you have completed.

The Return will be queued for confirmation by CBS Staff. Once confirmed, your account will be debited by the charge above.

You should remit this amount plus the outstanding amount to CBS using your normal method of payment.

You will not be able to amend this Return once it has been saved.

please do not attempt to use the Browser Back button to amend details.

Please check that the number of workers on the return and the remuneration total is correct.

Make Changes to Return Button

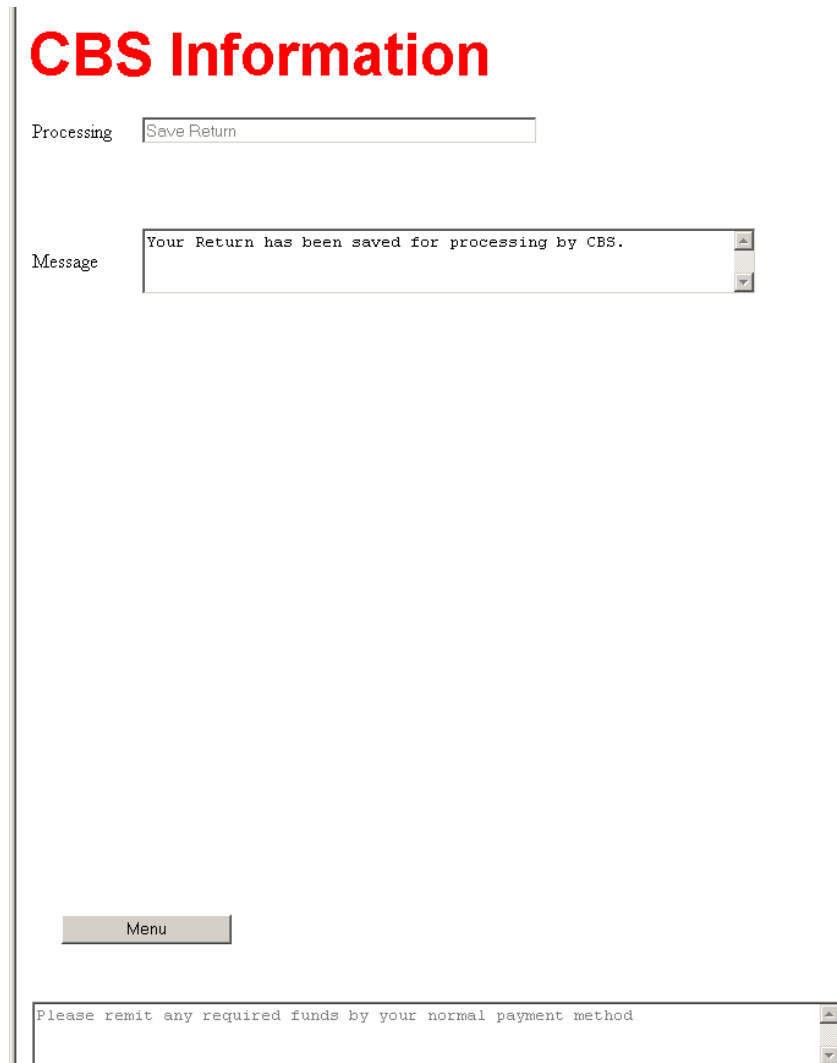
If you have made a mistake or just want to recheck the information you have completed, click the “Make changes to return” button”.

The calculated charge field is the amount of levy payable on the remuneration you have declared. Please write this amount down so you know how much you need to pay CBS.

The outstanding amount field will highlight any debit or credit amounts on your account. It will otherwise show \$0.00 as in this example. Add or deduct this amount from your levy payment for this period.

OK to Save Button

Once you are satisfied with the information you have completed, click the “OK to save” button.



CBS Information

Processing

Message

This screen confirms the return has been saved and is queued for processing by CBS staff.

Click the **Menu** button to return to the main menu.

You will need to remit the levy amount taking into account any debit or credit amounts by your usual payment method.

Once the return has been processed by CBS staff, you will receive an email entitled:
“Confirmation of returns data entry”.

The body of the message will read similar to the following:

Your Employer Return submitted to CBS on 13/03/01 has now been processed by CBS staff.
Return number = 200047
Return period = 01/01/01 to 28/02/01
Debt incurred = \$139.01

Error Messages

Error message	Explanation
"The Start Date must be a valid date."	You have entered an impossible start date like 35/3/01 or similar.
"The End Date must be a valid date."	You have entered an impossible end date like 35/3/01 or similar.
"DaysWorked must be numeric."	You have entered non numeric characters in this field.

"Remuneration must be a valid monetary entry."	You have entered non numeric characters in this field.
"Remuneration must be in whole dollars."	You have entered cents when the field requires whole dollars.
"The specified worker number does not exist".	You have entered a worker number in the select field which does not exist on our database.
"The Start Date must be within the return period. Please EMail CBS with the service details to allow previous returns to be amended."	The start date must occur within the return period dates. If you forgot to include a worker on a previous return, you will need to email these details to CBS to update prior to completing this return online.
"The End Date must be within the return period."	The end date must occur within the return period dates. If the worker ceases just after the end of the return period, this detail must be shown on the next return we issue.
"Too many DaysWorked for the specified period of work."	The number of days worked you have entered does not fit in the return period, taking into account any start or end dates you have entered.
"Days have been specified but with no remuneration."	You have entered days for a worker (shown on previous returns with remuneration) without any remuneration. Please enter the remuneration amount.
"Pay Rate is outside the range of reasonable values."	The amount of remuneration you have entered seems either too high or too low. If it is correct, click the ignore button, otherwise enter the correct amount of remuneration. We may still query high or low amounts when the return is processed by CBS.
"Days have been specified but with no remuneration. If the worker is an apprentice, click "Ignore", otherwise please enter remuneration amount".	You have entered days for a worker without remuneration. If the worker is an apprentice, click the ignore button. This error will not appear on future returns for this worker. Otherwise, enter the amount of remuneration paid to the worker.
"A surname must be supplied"	You must enter a surname for a new worker.
"A Given name must be supplied"	You must enter a given name/s for a new worker.
"Date of birth must be provided"	You must enter a date of birth for a new worker.
"A valid date of birth must be provided"	You have entered an impossible start date like 35/3/01 or similar.
"The address must be supplied"	You must enter an address for a new worker.
"Some of the address is missing"	Part of the address detail you have entered is missing.

Employers - Enquiring on your CBS long service leave records on line

CBS Employer Login for

CBS Employer number

Employer User Name

Employer Password

Type in your **CBS Employer Number** and tab to the next field.

Type in the **Employer User Name** you advised CBS and tab to the next field. This field is not case sensitive.

Type in the **Employer Password** you advised CBS. This field is case sensitive.

Click the **Login** button.

If your login fails, check to ensure you have entered the correct user name and password and that the Caps Lock button is not on.

If you have forgotten your user name and password, please email enquiries@cbserv.com.au from the email address we have recorded for you. We will contact you with assistance during the next business day.

Enquiry for Employer Number 800001

Employer name	CONSTRUCTION EMPLOYER PTY LTD
Mailing name	CONSTRUCTION EMPLOYER
Telephone	
Mobile	
Facsimile	
E-Mail address	consemp@leave.com.au
Contact given names	
Contact surname	
Business Address	81 GREENHILL ROAD
	WAYVILLE
	SA 5034
Postal Address	81 GREENHILL ROAD
	WAYVILLE
	SA 5034

Workers Finance Returns Menu

The screen that appears provides the contact details that we have recorded for you.

If any details are incorrect or missing, you can advise us on line by going to **Employer To Amend** in the main menu.

Click the **Workers** button to list details of all your current workers.

Current workers for Employer No 800001

Worker No	Worker Name	Industry Start	Days Worked	Days Taken	Days Current	Years Months Days
400001	EXAMPLE, JUSTYN	15/01/73	5454	4964	490	1/10/13
400003	THISONE, ISIT	5/02/74	2381	2338	43	0/1/21
464300	THISONE, SURE ITS	26/02/01	3	0	3	0/0/3

Details Finance Returns Menu

The **Industry Start** date is the date the worker was first registered with CBS. It is not necessarily the date the worker commenced in your employment or in the construction industry.

The **Days Worked** is the total number of days registered with CBS by all employers for this worker.

The **Days Taken** is the total number of days taken as long service leave with CBS by this worker.

The **Days Current** is the total number of days the worker has as accumulated service towards long service leave.

The total Days Current is translated into **Years/Months/Days** for ease of reference. 260 days service equals 1 year of service in the scheme.

Click the **Finance** button to list details of your financial transactions with CBS.

Financial Transactions for Employer No 800001

Date Transaction	Return No	Description	Amount	Balance
13/03/01 14:16:30	200047	Levy liability	-\$139.01	\$0.00
13/03/01 14:16:30	200047	Payment received	\$139.01	\$139.01
2/03/01 9:28:28	0	BALANCE	\$0.00	\$0.00

First Prev Next Last 1 / 1

Details Workers Returns Menu

Date Transaction is the date and time the transaction was processed by CBS.

Return No is the reference number of the employer return related to the financial transaction.

Description explains the type of transaction that occurred.

Amount shows the value of the transaction (debit transactions have a minus sign)

Balance shows the ongoing balance of the account after each transaction.

To the right of the page buttons, you can see the page you are viewing. (ie 1/1)

If there is more than 1 page, progress to the next page by clicking the Next Page button.

First, Last and Previous Page buttons are used to move to these pages.

Click the **Returns** button to view a list of the last 12 months employer returns that you have lodged.

Returns for Employer No 800001

ReturnNo	StartDate	EndDate	Status
200047	1/01/01	28/02/01	Received on 13/03/2001
134343	1/12/97	21/12/97	Received on 02/12/1997

Enter the required Return number, then
click Select

Return No is the reference number of the employer return.

Start Date and **End Date** are the dates covered by the employer return.

Status shows the stage of processing of the employer return.

To view the information you completed on the employer return, type in the **ReturnNo** in the field and click the **Select** button.

Returns for Employer No 800001

ReturnNo	StartDate	EndDate	Status
200047	1/01/01	28/02/01	Received on 13/03/2001
134343	1/12/97	21/12/97	Received on 02/12/1997

Enter the required Return number, then
click Select

The following screen will appear.

Workers for Return No 200047

Worker No	Worker Name	Date Start	DateEnd	Term Code	Days	Remuneration
400001	EXAMPLE, JUSTYN				43	\$5,468
400002	TESTCASE, IMA		06/02/01		27	\$2,900
400003	THISONE, ISIT				43	\$0
464300	thisone, sure its	26/02/01			3	\$320

For each worker on the employer return, you will see:

Date Start is the date a new worker started within this employer return period only.

Date End is the date a worker ceased employment with you in this employer return period only.

Term Code is a code used by CBS to denote the reason the worker ceased employment.

Days is the total days service the worker was employed during this employer return period only.

Remuneration is the total remuneration paid to the worker during this employer return period only.

Click [Menu](#) to return to the main menu.

Employers - Amending your CBS contact details on line

CBS Employer Login for

CBS Employer number

Employer User Name

Employer Password

Type in your *CBS Employer Number* and tab to the next field.

Type in the *Employer User Name* you advised CBS and tab to the next field. This field is not case sensitive.

Type in the *Employer Password* you advised CBS. This field is case sensitive.

Click the *Login* button.

If your login fails, check to ensure you have entered the correct user name and password and that the Caps Lock button is not on.

If you have forgotten your user name and password, please email enquiries@cbserv.com.au from the email address we have recorded for you. We will contact you with assistance during the next business day.

Update for Employer Number 800001

NOTE Any updates applied here are subject to CBS staff approval before being applied to the database.

Name

Mailing name

Telephone

Mobile

Fax

Contact Given Names

Contact Surname

E-Mail address

Business Address

Postal Address

This screen will appear showing the current contact details recorded at CBS.

Here you may overwrite or add any details that require change on our database.

In this example below, we have added a telephone number, and contact given names and contact surname. There is no need to type case sensitive, as the data will be translated into upper case on our database.

Update for Employer Number 800001

NOTE Any updates applied here are subject to CBS staff approval before being applied to the database.

Name

Mailing name

Telephone

Mobile

Fax

Contact Given Names

Contact Surname

E-Mail address

Business Address

Postal Address

Once you have made all the changes you need to, click the **Update** button.

CBS Information

Processing

Message

This screen will appear confirming that your changes have been saved for processing by CBS staff.

Please remember that the changes you have made will not appear on line until CBS staff has processed them.

Once this occurs, you will receive an email with a subject heading of:

Confirmation of adjustments to your CBS employer record

The body of the message will read:

Adjustments to your Employer record submitted to CBS on 16/03/2001 have now been processed by CBS staff.

Employer data changed :-

Telephone=82711222

ContactSurname=builder

ContactGivenNames=joe

Click [Menu](#) to take you back to the main menu.

Workers - Amending your long service leave record on line

CBS Worker Login for

CBS Worker number

Your Password

Type in your worker registration number and the password you advised CBS.

Click the login button.

If your login fails, check to ensure you have entered the correct worker number and password and that the Caps Lock button is not on.

If you have forgotten your worker number or password, please email enquiries@cbserv.com.au from the email address we have recorded for you.

We will contact you with assistance during the next business day.

Update for Worker no 400001

NOTE Any updates applied here are subject to CBS staff approval before being applied to the database.

Surname	<input type="text" value="EXAMPLE"/>
Given names	<input type="text" value="JUSTYN"/>
Date of birth	<input type="text" value="3/05/54"/>
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female
Telephone	<input type="text" value="(08) 8271 1222"/> Mobile <input type="text"/>
E-Mail address	<input type="text" value="jexample@home.com.au"/>
Work Type	<input type="text" value="Labouring"/>
Work Status	<input type="text" value="Labourer"/>
Address	<input type="text" value="81 GREENHILL RD"/>
	<input type="text" value="WAYVILLE"/>
	<input type="text" value="South Australia"/> <input type="text" value="5034"/>
<input type="button" value="Update"/>	<input type="button" value="Menu"/>

The Update screen appears showing all the personal details we have recorded for you.

Here you may overtype any of the details that require change on our database.

In this example, we have changed the address.

There is no need to type case sensitive, as the data will be translated into upper case on our database.

Update for Worker no 400001

NOTE Any updates applied here are subject to CBS staff approval before being applied to the database.

Surname	<input type="text" value="EXAMPLE"/>
Given names	<input type="text" value="JUSTYN"/>
Date of birth	<input type="text" value="3/05/54"/>
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female
Telephone	<input type="text" value="(08) 8271 1222"/> Mobile <input type="text"/>
E-Mail address	<input type="text" value="jexample@home.com.au"/>
Work Type	<input type="text" value="Labouring"/>
Work Status	<input type="text" value="Labourer"/>
Address	<input type="text" value="1 north tce"/>
	<input type="text" value="adelaide"/>
	<input type="text" value="South Australia"/> <input type="text" value="5000"/>
<input type="button" value="Update"/>	<input type="button" value="Menu"/>

Once you have made all the changes you need to, click the **Update** button.

CBS Information

Processing

Message

Please remember that changes will not be visible until processed by CBS

This screen will appear confirming that your changes have been saved for processing by CBS staff.

Please remember that the changes you have made will not appear on line until CBS staff have processed them.

Once this occurs, you will receive an email with a subject heading of:

Confirmation of adjustments to your CBS Worker record

The body of the message will read:

Adjustments to your Worker record submitted to CBS on 15/03/2001 have now been processed by CBS staff.

AddressLine1= 1 north tce

AddressLine2= adelaide

Postcode= 5000

Click [Menu](#) to take you back to the main menu.

Workers - Accessing your long service leave record on line

CBS Worker Login for

CBS Worker number

Your Password

Type in your worker registration number and the password you have advised CBS.

Click the [Login](#) button.

If your login fails, check to ensure you have entered the correct worker number and password and that the Caps Lock button is not on.

If you have forgotten your worker number or password, please email enquiries@cbserv.com.au from the email address we have recorded for you. We will contact you with assistance during the next business day.

The screen that appears provides the personal details we have recorded for you.

Enquiry for Worker Number 400001

Surname:
 Given names:
 Date of birth: Sex:
 Telephone: Mobile:
 E-Mail address:
 Circumstances:
 Work type:
 Work Status:
 Address:

Days Entitlement 5454 Days Taken 4964 **Current Entitlement 490**

If any of this information is incorrect, you can advise us on line by returning to the **Menu** and selecting **To Amend**. (separate instructions are provided on use of this feature)

Just above the buttons at the bottom of the screen are 3 total amounts.

The **Days Entitlement** total shows the number of days service that have ever been registered with CBS.

The **Days Taken** total shows the number of days long service leave that has ever been taken, whether as a leave payment or a pro rata payment.

The **Current Entitlement** total shows the amount of service currently available to you.

Enquiry for Worker Number 400001

Surname:
 Given names:
 Date of birth: Sex:
 Telephone: Mobile:
 E-Mail address:
 Circumstances:
 Work type:
 Work Status:
 Address:

Days Entitlement 5454 Days Taken 4964 **Current Entitlement 490**

To see details of the employers who have registered you with CBS, click the **Employment** button.

Service for Worker No 400001

ServiceType	Employer Name	Date Start	Date End	Days
Construction Ind	ELECTRICAL EMPLOYER PTY LTD	15/01/73	29/03/82	2376
Construction Ind	CONSTRUCTION EMPLOYER PTY LTD	31/08/88	30/04/00	2969
Leave	CONSTRUCTION INDUSTRY LONG SERVICE LEAVE BOARD	7/09/98	6/12/98	65
Construction Ind	CONSTRUCTION EMPLOYER PTY LTD	1/07/00	31/08/00	44

This screen shows:

- the **Service Type** of service that has been registered

Service Type	Description
Aust Cap Ter	Service recorded by the scheme in the Australian Capital Territory shown on your record to break an industry absence.
Board approved	Service recognised by the Board to break an industry absence. No service days are

	recorded for this type of service.
Construction Ind	Service recorded while working for a construction employer
Employer	Service recorded by an employer under the State Long Service Leave Act shown on your record for information purposes only.
Elect Metal Trades	Service recorded while working for an electrical or metal trades employer
Return not entered	Service advised by an employer but has not been lodged on a return with CBS as yet.
Leave	Service recorded by CBS while on long service leave paid by CBS.
Leave (Employer)	A period of leave paid by an employer shown on your record for information purposes only.
Leave (Interstate)	A period of leave paid by an interstate scheme shown on your record for information purposes only.
New South Wales	Service recorded by the scheme in the New South Wales shown on your record to break an industry absence.
Queensland	Service recorded by the scheme in the Queensland shown on your record to break an industry absence.
Registered Contractor	Service recorded while registered under the voluntary Registered Contractor scheme.
Self Employed	Service recognised prior to 30/6/95 as a self employed contractor. No service days are recorded for this type of service.
Supervisor	Service recognised as a supervisor. No service days are recorded for this type of service.
Victoria	Service recorded by the scheme in the Victoria shown on your record to break an industry absence.
Western Australia	Service recorded by the scheme in the Western Australia shown on your record to break an industry absence.

- the **Employer Name** of the employer who registered the service
- the **Date Start** and **Date End** of this period of employment
- the number of **Days** service that have been recorded

To see details of previous payments you have received from CBS, click the **Payments** button.

Payments to Worker No 40001

Date Paid	GrossPayment	TaxTotal	Net Payment
14/09/98	11266.71	3208.7	8058.01
29/09/83	0	0	0

Payment amount details are not available on line for payments made prior to 1/1/1996

Details
Employment
Menu

This screen shows details of any long service leave payments you have received.

Details for payments made prior to 1/1/96 are not available on line.

Click the **Menu** button to return to the main menu.