



## Update—November 2010

Volume 1, Issue 7

22 November 2010

### Inside this issue:

- *New Financial Documents*
- *Internet Return Lodgment*
- *Entitlement Applications*

*Please note: copies of the Monthly Employer Updates are also available on the TasBuild webpage at [www.tasbuild.com.au](http://www.tasbuild.com.au)*

### *Entitlement Statistics for October 2010:*

- Total entitlements paid: **47**
- Total value of entitlements paid: **\$337,684.71**
- Average weekly rate paid for all entitlements:

**\$971.68**

- Average weekly rates paid to specific trades:

Boilermaker:	<b>\$1,269.20</b>
Bricklayer:	<b>\$1,280.00</b>
Carpenter:	<b>\$1,248.78</b>
Concreter:	<b>\$836.00</b>
Electrician:	<b>\$981.84</b>
Fitter:	<b>\$946.94</b>
Glazier:	<b>\$824.41</b>
Labourer:	<b>\$858.48</b>
Painter:	<b>\$1,134.17</b>
Plant operator:	<b>\$746.46</b>
Refig Mechanic:	<b>\$1,060.00</b>
Road Maker:	<b>\$863.28</b>
Other:	<b>\$944.15</b>

## *New Financial Documents*

The results of a recent survey of employers contributing into TasBuild identified that there was a significant level of concern and misunderstanding of the "Employer Statement".

Employers reported that they were unsure of what amount was due to be paid, when it was due and what was actually being paid.

We have been corresponding with our software technicians and despite some software re-writing issues, have developed new forms and processes. The changes will be trialled with a number of employers during November and pending a successful trial will be extended to all employers in December.

The changes from an external point of view will appear quite minor despite the significant and complex nature of the re-writing of our software.

Based on your comments, we are going to re-instate the traditional, and commercially accepted practice of issuing monthly statements and invoices at the time a transaction occurs on an employer account.

Where our trial is successful, from December 2010, all employers will receive their monthly statement on or around the 22nd of each month. The statement will detail the transactions that have occurred on their account since the last statement. The monthly statement will be accompanied by an invoice for your long service contributions for the previous month. Where you lodge your Employer Returns on a quarterly basis an invoice for contributions will only be sent each quarter. Where you lodge your Returns via the internet you will receive your invoice as if nothing had changed.

Where other transactions occur on your account, you will receive an invoice shortly after the transaction. The invoice will be sent to you and include an explanation as to the transaction it represents.

Whilst these actions have been taken in response to the survey, we believe that the changes will be beneficial to all parties and make things somewhat easier for everyone.

---

## *Employer Returns - Internet Lodgment*

### *Are you still receiving and lodging your Employer Returns by hard copy through the mail system?*

You are not alone, approximately 65 percent of TasBuild employer's are lodging their Returns this way. The other 35 percent have saved themselves both time and money by lodging their Returns via the easy to use internet system, provided by TasBuild on its web page at [www.tasbuild.com.au](http://www.tasbuild.com.au).

Where you become registered with TasBuild to lodge your Monthly or Quarterly Returns on-line you will also be able to review your account details, update your records and will receive advice via email that your employer returns, statements and invoices are available.

*So if you have internet access either at work or at home why not sign up and save time and money.*

If you want further information as to how the internet system works or how to register information and details just go to our webpage at [www.tasbuild.com.au](http://www.tasbuild.com.au), click on "**Database Entry**", which is listed on the right hand side of the page and all the details are there.

Full details of the benefits for Internet Employers and how to lodge your Returns on line can be found by clicking on the "Employer Internet Users Guide" link at the bottom of "**Database Entry**".

---

## **Employee: Entitlement applications three weeks notice required!**

A very important aspect of the functions performed by TasBuild is the paying of long service entitlements to employees.

Our entitlement payment process has been developed over a number of years and is reasonably robust, it includes a number of procedural and risk management requirements to ensure the employee is paid their full and correct entitlement and the employer is made aware of the employees intention to take leave.

Whilst the description of the above process appears simple, it is complex as various checks and balances need to be completed before an entitlement can be processed and paid.

Where an employee wishes to access their entitlement we require that they lodge an application form and ask that they provide a copy of a current pay slip, together with any other supporting documentation that may be applicable, depending on the reason they are taking leave.

Upon receipt of an application TasBuild records are checked to confirm that the employee is actually entitled to take leave. Where this is the case, a facsimile is sent to their employer seeking confirmation as to the employees wage rate, basis of employment and category of

employment, together with advice to the employer that the employee has applied for leave and when they intend to take the leave. We also seek confirmation from the employer that they have no objections to the employee taking the leave.

The final process is to confirm that the wage rate is correct. We compare the employees pay slip, the employer facsimile advice and employer returns to ensure they all agree. Where they do, the entitlement is processed and paid.

Traditionally we have made payments on the 15th and 30th of each month, however employees are now seeking more flexibility in these arrangements. We are more than happy to comply with this requirement, however as you can see there is a reasonable amount of administrative work to be undertaken before a payment can be made.

In an attempt to accommodate the wishes of employees, whilst recognising the processing requirements, we intend to advise that we will require a period of three weeks from the receipt of an application until we are able to make an entitlement payment.

It would be appreciated if you could bring this information to the notice of your employees.

**TasBuild**  
Portable Long Service Scheme.

ABN 83 584 623 406

