

www.tasbuild.com.au (HomePage)

TasBuild Online User Guide

cheme Lowers Employer Contribution Rate and Increases Entitlements to Workers ... Click on Latest Info & Me

TasBuild
Portable Long Service Scheme



Frequently Asked Questions

Database Entry

Click on
"Database Entry"

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Web Design by *Maree Tomes* © TasBuild Limited 2002

This site is best viewed with Internet Explorer Version 4 or higher

Photos:

Andrew Walter Constructions

Delpero Clements Builders



Database Entry Point

Note: Any changes that are made within the TasBuild

Worker	Employer	Interstate Boards	Remote TasBuild Staff
To Enquire	To Enquire	Worker Enquiry	Employer
To Amend	To Update		Worker
	Return Data Entry		

Click on **"Return Data Entry"**

Would you like to gain entry into the TasBuild database to look up, update your records or complete your monthly/quarterly return?

Simply contact TasBuild Limited during business hours on (03) 6233 7670 or email: secretary@tasbuild.com.au to obtain an authorised password and instructions.

If you already have your password proceed through the relevant entry point.

TasBuild Employer Login

Type: Employer Worker

Number:

Password:

Remember me on this computer:

[Forgotten password?](#)

Log In

Enter your **Employer Number** and **Password**.

To obtain an authorised password please contact us on 03 6233 7670 or by email on secretary@tasbuild.com.au.

Click on **“Log in”**

Employer Home Page

Returns

Displays all returns that are available for completion and any that are lodged for TasBuild to invoice.

Click on
"Open/Update"
To access the
un lodged return.

Click "Log Out" to exit
the TasBuild online
service at anytime.

TasBuild Internet Returns : TasBuild (19493)

Manage Workers Change Password

log out

Returns

Date	Status	
April 2009	UnLodged	[Open/Update]

Outstanding Invoices

Invoice No.	Period	Due Date	Amount Outstanding
74899	2/10/2006 - 31/01/2009	28/05/2009	\$3,897.00

Paid Invoices (Previous 3 months)

Invoice No.	Period	Amount Invoiced	Amount Paid
74900	February - March, 2009	\$67.94	\$67.94

Please contact TasBuild to retrieve a historical account which was previously sent.

Outstanding Invoices

Displays all invoices that are currently outstanding and require payment by the due date.

Click on relevant Invoice
number and the Tax Invoice
will appear on a new screen
for printing.

Paid Invoices

Displays all paid invoices from the
previous 3 months.

Please contact TasBuild if the following information requires updating or you require assistance.

TasBuild (19493)

ACN:
ABN: 83 584 623 406

Addresses

Postal Address

PO Box 526
Moonah 7009
TAS
Mail Returned : No

Primary contact

Ms Secretary TasBuild
T: (03) 623 3 7670
F: (03) 623 3 7224
secretary@tasbuild.com.au

Please contact us on 03 6233 7670 or
by email to secretary@tasbuild.com.au
if any of the above details are incorrect
or require changes.

Online Return

Your Business name and your registration number with TasBuild is displayed. The month & year of the return and the return number is also displayed.

Maximum Days
Displays the maximum allowed working days for each individual worker. An error will appear if the days entered are over this amount.

Total Pay
Displays the added total of all the entered Period Pay amounts.

TasBuild Internet Returns : TasBuild Limited (19493)

Save and Close Submit Return to TasBuild Add Worker Do Not Save and Close

TasBuild Limited (19493)
Return Number: 79294
Return Month: May 2009

Previous Period Pay
Lists each individual worker's Period Pay from the previously invoiced return.

Calculations

Total Pay: 0
Maximum Days: 21

Worker Number	Worker Name	Start Date	Paid Days	Period Pay	Previous Period Pay	Discrepancy	End Date
171115	Salter, Lee Pearce		0	\$0.00	\$3,289.00	Select...	Terminate
186331	Smith, Michael John		0	\$0.00	\$2,013.00	Select...	Terminate
171116	Wilson, Stuart		0	\$0.00	\$3,193.00	Select...	Terminate

All your current workers registered with TasBuild will be listed.

If any workers are missing off the return that you have previously registered, please first scroll down the page and make sure they are not further down. If you still cannot locate the worker, contact us on 03 6233 7670 or secretary@tasbuild.com.au.

Click **“Save and Close”** to exit the online return and save what you have already completed.

Click **“Add Worker”** to add a new worker to your return. *(only if the worker commenced in this return period).*

Click **“Do Not Save and Close”** to exit the online return without saving what you have entered.

TasBuild Internet Returns : TasBuild Limited (19493)

Save and Close Submit Return to TasBuild Add Worker Do Not Save and Close

TasBuild Limited (19493)

Return Number: 79294
Return Month: May 2009

Enter each individual workers **Paid Days** for the return period. The days must not exceed the maximum working days for the month.

Calculations	
Total Pay:	7960
Maximum Days:	21

Worker Number	Worker Name	Start Date	Paid Days	Period Pay	Previous Period Pay	Discrepancy	End Date
171115	Salter, Lee Pearce		21	\$2,600.00	\$3,289.00	Select...	Terminate
186331	Smith, Michael John		21	\$2,110.00	\$2,013.00	Select...	Terminate
171116	Wilson, Stuart		21	\$3,250.00	\$3,193.00	3 Fortnights 5 Week Pay 4 Week Pay Term Pay A.L in Advance	Terminate

Enter each individual worker's **Period Pay** for the return period.

The period pay amount is the worker's ordinary earnings plus tool allowance received during the return period.

Overtime, travel allowance and disability allowance are not included.

When a workers weekly pay amount is different by 15% the discrepancy box will be highlighted and a ! will appear next to the Period Pay amount.

Please select a predefined reason from the drop down box. If the reason for the weekly wage discrepancy is not listed, please contact us on 03 6233 7670 or secretary@tasbuild.com.au.

Please go on with the rest of the return or you can click Save and Close, leave the online return and come back and submit the return once the discrepancy is resolved.

Previous weekly pay : \$783.10
Current weekly pay : \$619.05

Hover over the Discrepancy drop down box for the worker to get the current and previous weekly pay amounts to display.

Add Worker to Return

TasBuild - Employers Online Access -- Webpag... X

Add Existing/New Worker

Worker ID:

Given Name:

Surname:

Date of Birth (dd/mm/yy): *

When you have clicked **"Add Worker"** a pop up screen will appear.

Enter the workers details and click **"Find Worker"**.

The details will then be checked against our database to see if the worker has been previously registered with TasBuild.

If the worker is found the worker will automatically be added to the return.

If the worker is not found a pop up will appear informing you the worker was not found. Click "ok".

TasBuild - Employers Online Access -- Webpage Dialog X

Worker > New

General Information

Given Name:

Surname:

Date of birth:

Sex: *

Type of Work: *

Type of Employment: *

Contact Information (Postal Address)

Address Line 1: *

Address Line 2:

Address Line 3:

Suburb: *

State: *

Postcode: *

Country:

* Required Fields

If the worker is not found click **"Create New Worker"**.

Enter all workers details, making sure all fields with a * next to it are filled in.

Click **"Save and Close"** and the worker will be added to your return.

If a worker commences employment with your business prior to the return period, please email all the workers details, including the period pay, paid days, their commencement date and termination details (if applicable) to secretary@tasbuild.com.au.

TasBuild Internet Returns : TasBuild Limited (19493)

Save and Close Submit Return to TasBuild Add Worker Do Not Save and Close

TasBuild Limited (19493)

Return Number: 79294
Return Month: May 2009

Calculations	
Total Pay:	9160
Maximum Days:	21

Worker Number	Worker Name	Start Date	Paid Days	Period Pay	Previous Period Pay	Discrepancy	End Date
171115	Salter, Lee Pearce		21	\$2,600.00	\$3,289.00	4 Week Pay	Terminate
186331	Smith, Michael John		21	\$2,110.00	\$2,013.00		Terminate
171116	Wilson, Stuart		21	\$3,250.00	\$3,193.00		Terminate
186450	Citizen, John	12/05/2009	10	\$1,200.00	\$0.00		Terminate

The new worker is added to your return.

A "Start Date" is only required if the worker has been added to the return this period.

Click on "Terminate" for any worker that has left your business or who no longer requires their long service contributions to be put into TasBuild.

If you have added a new worker in error click on the X on the workers row and they will be taken off the return.

TasBuild - Employers Online Acces... X

Worker > Termination

Terminating: Smith, Michael John (186331)

Termination Code: 1 - Resignation

Termination Date: 12/05/09

Wage Rate: 250.00

Update Cancel

Enter a "Termination Code" from the drop down box, the last day he/she worked with your business and the "Wage Rate" the worker received upon leaving your business or position.

If a worker ceases employment with your business outside the return period, please email all the workers details, details to secretary@tasbuild.com.au.

Once all the workers details are entered, the "Total Pay" is correct and you are happy the return is complete, click "Submit Return to TasBuild". The return will be locked from you and no changes can take place.

TasBuild Internet Returns : TasBuild Limited (19493)

TasBuild Limited (19493)

Return Number: 79294
Return Month: May 2009

Calculations

Total Pay: 10360

Maximum Days: 21

Worker Number	Worker Name	Start Date	Paid Days	Period Pay	Previous Period Pay	Discrepancy	End Date	
171115	Salter, Lee Pearce		21	\$2,600.00	\$3,289.00	4 Week Pay	<u>Terminate</u>	
186331	Smith, Michael John		21	\$2,110.00	\$2,013.00		<u>Terminate</u>	
171116	Wilson, Stuart		21	\$3,250.00	\$3,193.00		<u>31/05/2009 (T:1)</u>	
186450	Citizen, John	12/05/2009	10	\$1,200.00	\$0.00		<u>Terminate</u>	×
186452	Smith, John	1/05/2009	10	\$1,200.00	\$0.00		<u>Terminate</u>	×

No invoice amount will be displayed or sent until TasBuild has processed and committed the return.

Employer Home Page

Click "**Manage Workers**" to update current workers details.

Click "**Change Password**" to change your password to access your online service with TasBuild.

Status of return will now be "**Lodged (Pending TasBuild Approval)**". Once TasBuild approves the return, an email is sent to the primary contact email address, informing you that the invoice for the return is available for viewing online.

TasBuild Internet Returns : TasBuild Limited (19493)

 Manage Workers

 Change Password

Returns

Date	Status
May 2009	Lodged (Pending TasBuild Approval)

Outstanding Invoices

Invoice No.	Type	Period	Due Date	Amount Outstanding
74899	Backlog	2/10/2006 - 31/01/2009	28/05/2009	\$3,897.00
74905	Return	April 2009	19/06/2009	\$50.97

Paid Invoices (Previous 3 months)

Invoice No.	Period	Amount Invoiced	Amount Paid
74900	February - March, 2009	\$67.94	\$67.94

Please contact TasBuild to retrieve a historical account which was previously sent.

Please contact TasBuild if the following information requires updating or you require assistance.

TasBuild Limited (19493)

ACN:

ABN:

Addresses

Postal Address

25A Seabrook Street
SEVEN MILE BEACH 7170
TAS

Mail Returned : No

Primary contact

Ms Secretary TasBuild
T: (03) 623 3 7670
F: (03) 623 3 7224
secretary@tasbuild.com.au

Lists all your current workers, click on the worker whom you would like to update details and the displayed pop up box will appear.

Manage Workers

Displays the workers current information recorded in TasBuild.

TasBuild Internet Returns : TasBuild Limited (19493)

← Back

4 active workers for TasBuild Limited. Select a worker to edit their profile.

Name	Postal Address
Citizen, John (186450) 16/10/1988	196 Campbell Street Hobart TAS 7000
Salter, Lee Pearce (171115) 12/03/1967 Active	196 Campbell Street HOBART TAS 7000
Smith, John (186452) 10/11/1983	Po Box 526 MOONAH TAS 7009
Smith, Michael John (186331) 20/04/1987 Active	196 Campbell Street HOBART TAS 7000

TasBuild - Employers Online Access -- Webpage Dialog

Worker: Citizen, John (186450) > Edit

General Information

Given Name:

Surname:

Date of birth:

Sex:

Type of Work:

Type of Employment:

Contact Information (Postal Address)

Address Line 1:

Address Line 2:

Address Line 3:

Suburb:

State:

Postcode:

Country:

* Required Fields

http://ultimate:8088/components/dialogs/Ad Local intranet

Update the workers details and click "Save and Close" and the details will be updated instantly.