

## COMPLETING AN ADJUSTMENT LEVY ADVICE FORM

### INTRODUCTION

Coal LSL relies on the information in Levy Advice forms to accurately maintain records of eligible employees' entitlements.

Employers must submit an Adjustment Levy Advice form as soon as a levy error is discovered.

### COMPLETING THE FORM

#### 1. ENABLE MACROS

An alert bar appears when you open the form; click where indicated to enable macros so that you can use the form.

#### 2. ENTER YOUR EMPLOYER AND AUTHORISED OFFICER DETAILS

#### 3. SELECT THE MONTH

Choose the month and year that the Adjustment Levy Advice form is for. You must complete one Adjustment Levy Advice form per month in which a reporting error occurred.

#### 4. COMPLETE THE ENTRANTS SECTION

This section is where you record eligible employees who commenced being eligible that month that were missed off the original Levy Advice form.

Examples: a new employee who started that month but was missed off the original advice; an existing employee who moved into a new role and now meets the definition of 'eligible'; change to a start date listed on the original advice for a new employee.

If you are unsure of a new employee's LSL number, please leave the LSL number area blank.

#### 5. COMPLETE THE EXITS SECTION

This section is where you record employees who are ceasing to be eligible and were missed off the original levy advice form or whose cessation date needs to be amended.

Ensure you have selected the cessation code which accurately reflects the reason that individual ceased to be an eligible employee. Providing an incorrect cessation code can affect an eligible employee's ability to access their entitlement.

### 6. COMPLETE THE PERIODS OF UNAUTHORISED ABSENCE OR PERIODS OF UNPAID LEAVE (L) AND PERIODS OF WORKERS COMPENSATION LEAVE (W) SECTION

#### Periods of unauthorised absence and unpaid leave

This section is for periods of unpaid leave for full-time and part-time eligible employees only, who were missed off the original Levy Advice form or who were on the original form but whose leave without pay or workers compensation dates need to be amended.

If an employee is full-time or part-time but did not work as an eligible employee during the month (e.g. unauthorised leave, unpaid leave or workers compensation), and is not ceasing to be an eligible employee, they must be recorded in this section as well as the Employee Details section, showing zero hours in the Total Hours Worked column.

Casual employees must NOT be included in this section. If a casual employee did not work within the month, they should be recorded in the employee details section with zero hours.

#### Periods of workers compensation

This section should include all eligible employees, including casual employees, who received workers compensation that month.

### 7. COMPLETE EMPLOYEE DETAILS SECTION

In this section include every eligible employee from the above-mentioned sections i.e. those who were missed off the original Levy Advice form or who were on the original form but whose leave without pay or workers compensation dates need to be amended. Also include employees missed off the original Levy Advice form who did not receive an eligible wage during that month.

- Columns E to H: record the details supplied on the original Levy Advice form.
- Columns I to L: record the amended/correct details.
- Column M will automatically calculate the difference between what was submitted and what should have been submitted.
- In the totals cell, if a positive amount is shown then an adjustment payment will need to be processed at the time of submitting the adjustment form. If a negative

amount is shown, a refund will automatically be processed in due course; there is no need to submit a separate Refund Request.

#### Helpful hint

You can run an entitlement report via the employer self-service portal at [www.coallsl.com.au](http://www.coallsl.com.au) - this report captures all eligible employees we have recorded for your organisation.

#### 8. CERTIFICATION

Click in the box that states 'please tick'; it certifies and dates the form. If the current date doesn't automatically appear when you click in the box, check your macros settings; macros must be enabled.

#### 9. SUBMIT YOUR COMPLETED FORM

Submit your form in the supplied Microsoft Excel template to [levy@coallsl.com.au](mailto:levy@coallsl.com.au). All information requested in the form must be supplied. Forms submitted with incomplete information, with modifications to the original form or in any format other than the Coal LSL Microsoft Excel template **will be returned for amendment**.

#### 10. SUBMIT YOUR GAP PAYMENT OR WAIT FOR A REFUND

If you have **underpaid** levies, submit your gap payment as soon as possible using the bank details provided on the form. Quote your company ID as the reference.

If you have **overpaid** levies, you don't need to do anything. You will automatically be reimbursed from the Fund in due course.

## COMMON ERRORS

Below are the common errors and prompts which can appear in the Adjustment Levy Advice Form.

#### ORANGE HIGHLIGHTED BOXES

If the field/s become highlighted in orange, you have not filled in all information required. Review and complete all the highlighted cells.

#### RED HIGHLIGHTED BOXES

If field/s become highlighted in red, something is either incorrect or the form is validating your information according to an incorrect date. Review the information entered and ensure you have selected the correct month and year (located at the top right of the form) for that levy period.

#### RED TEXT BOX ERROR MESSAGE 'PLEASE CHECK LEVY AMOUNT'

If this message appears at the top of the form next to 'Total Levy Payable', there is a mistake with your calculation of the levy rate for an eligible wage. Check you have the correct levy rate for each eligible wage.

The levy rate on all eligible wages paid on or after 1 July 2018 is 2.0%. More information about levy rates is available at [www.coallsl.com.au](http://www.coallsl.com.au) under Employers/ Changes to levy rate.

#### ALERTS

Alert messages will pop up to assist you as you complete the form. If a cell is highlighted, you can hover over that cell to read why.

## CHECKLIST

- THE CORRECT MONTH AND YEAR HAS BEEN SELECTED TO MATCH THE ADVICE FORM YOU ARE AMENDING.
- LSL NUMBERS ARE INCLUDED FOR ALL EMPLOYEES, WITH THE EXCEPTION OF ENTRANTS.
- ALL DETAILS ARE INCLUDED AND CORRECT FOR ENTRANTS. PLEASE ATTACH PHOTO ID OF ENTRANTS.
- CERTIFICATION CHECK BOX IS TICKED AND DATE HAS AUTO-FILLED.
- LEVY DIFFERENCE IS PAID TO COAL LSL (IF UNDERPAID) AT TIME OF SUBMITTING ADJUSTMENT ADVICE.

## SUBMITTING AND PAYING THE LEVY

Submit your Adjustment Levy Advice form in Microsoft Excel format via email to [levy@coallsl.com.au](mailto:levy@coallsl.com.au).

Quote your company ID as reference when banking funds.

Enquiries: please call 1300 852 625 from Monday to Friday between 8:30am and 5:00pm (AEST).