

PAYDAY SUPER EMPLOYER READINESS CHECKLIST

REVIEW YOUR PAYROLL SCHEDULE AND SYSTEMS

- Map out all pay cycles (weekly, fortnightly, monthly)
- Check if your current payroll software can calculate super contributions per pay cycle instead of quarterly. If not, contact your software provider to enable **Payday Super functionality**.

UPDATE EMPLOYEE RECORDS

- Confirm each employee's ordinary times earnings (OTE) are accurate
- Ensure new hires' super fund nominations are captured immediately

CALCULATE CONTRIBUTIONS CORRECTLY

- Apply the current Super Guarantee (SG) rate (12% in 2026) to each employee's OTE
- Determine contribution for each pay cycle – not just quarterly
- For casual or irregular employees, calculate based on **actual pay received per cycle**

SET UP TIMELY PAYMENTS

- Super must be **received** by the employee's fund within 7 business days of payday
- Consider using direct super payment services integrated with payroll to automate timing
- The ATO's Small Business Superannuation Clearing House (SBSCH) will close. Employers using SBSCH must arrange an alternative method to process super payments.**
- Check that contributions are **received** by employees' super funds on time
- Track due dates carefully to avoid SG shortfalls

UPDATE INTERNAL POLICIES AND CASHFLOW PLANNING

- Reflect Payday Super in your finance policies and cashflow projections
- Forecast the impact of more frequent super payments on cash flow, especially for weekly/fortnightly payrolls

TRAIN STAFF AND ACCOUNTABLE PERSONNEL

- Payroll and HR staff should understand new deadlines, reporting, and payment requirements
- Make sure that everyone knows how **late payments** can trigger SG shortfalls and penalties

CONSIDER EARLY ADOPTION

- Voluntarily start Payday Super before 1 July 2026 to test systems and processes
- Early adoption helps catch errors and ensures smooth compliance once the new rules take effect

MONITOR COMPLIANCE

- Keep records each pay run, super contribution, and fund transfer
- Regularly reconcile payroll and super records to reduce risk of penalties