

# EMPLOYER CHECKLIST: YOUR GUIDE TO PAYDAY SUPER

As part of Payday Super legislation, from 1 July 2026, employers must pay Super Guarantee (SG) contributions at the same time as salary and wages, rather than quarterly.

This reform is designed to tackle the ongoing unpaid SG estimated by the ATO at \$6.25 billion in 2022/23<sup>1</sup>, improve retirement outcomes through faster compounding, and increase transparency and accountability across the workforce.

This guide helps you prepare with confidence and clarity.

## Step 1: Power up your payroll and systems

- Check your payroll or ERP system can calculate Qualifying Earnings (QE) and report both QE and SG liability through Single Touch Payroll (STP).
- Make sure STP data matches your super contribution data.
- Update STP reporting so payroll and super contributions reconcile correctly.
- Confirm your payroll system supports real-time SG payments and integrates with your clearing house.
- Talk to your provider about upgrades or automation to reduce manual work.
- Review your super formulas to ensure they comply with the new QE definition (broader than OTE and includes salary sacrifice).

## Step 2: Simplify your payment process

- Set up a Payday Super calendar aligned with your pay cycle.
- Use faster payment methods (e.g., NPP/Osko) to avoid delays with EFT and Direct Debit (BECS).  
Note: Direct Debit takes longer to clear at the clearing house than EFT (3 business days – instead of next day).
- Plan for handling rejected payments quickly. Contributions returned as unallocated need to be rectified and resubmitted within the original 7 business day window.
- Put workflows in place for overpayments or refunds and keep evidence on file.

## Step 3: Get your data right

- Audit employee super details and encourage updates via HR systems. Most rejected contributions happen because of outdated fund information. Tools like the **Member Verification Request (MVR)** can help validate fund details before processing payments to a fund for the first time.
- Use MVR before making a contribution to a super fund for the first time, where there has been a change in employee information (such as name) or where a contribution has been previously rejected. However, MVR cannot be used for regular, ongoing contributions.
- Enable stapled fund checks during onboarding and capture fund choice early using the updated **Choice of Fund form**.

## Step 4: Manage your cash flow

- Update cash-flow forecasts for weekly, fortnightly, or monthly SG payments.
- Align treasury processes to handle more frequent contributions.
- Prepare for the **final quarterly contribution for FY2026** (due July 2026).

## Step 5: Stay ahead on compliance

- Understand the risks and penalties – set up voluntary disclosure protocols and governance to reduce part of the SG Charge.
- Review how you record, report, and prove compliance under Payday Super rules.
- Create an audit process for SG contributions.
- Get familiar with the definition of Qualifying Earnings (broader than OTE eg; includes salary sacrifice) to ensure accurate calculations and to avoid penalties.
- Understand how SG Maximum Contribution Base and concessional caps apply under the new rules.

## Step 6: Bring everyone on board

- Inform employees about the importance of updating personal and fund details promptly.
- Update employment contracts to reflect new contribution timings.
- Ensure only the updated [Choice of Fund form](#) is used.
- Provide awareness training for payroll, HR, and finance teams.
- Educate managers on off-cycle and termination payment rules (each pay has its own 7-day window).
- Brief executives on business risks, compliance obligations, and tech/budget requirements.

## Step 7: Lead the way early

Transition to Payday Super well before **1 July 2026** to test systems and processes. Keep an eye on ATO guidance — employers acting in good faith and fixing issues quickly won't be the focus of enforcement.<sup>2</sup>

## Looking for more information?

We will continue to provide updates and guidance via the [dedicated Payday Super webpage](#) for employers ahead of 1 July 2026.

You can also refer to:

ATO:	<a href="#">Payday Super information</a>
Treasury:	<a href="#">Legislation</a>
SuperChoice:	<a href="#">Payday Super Knowledge Base</a>

For additional support or tailored guidance, your relationship manager is here to help.

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<sup>1</sup> Treasury Ministers - <https://ministers.treasury.gov.au/ministers/jim-chalmers-2022/media-releases/new-legislation-passes-ensure-super-paid-time-amp-ATO> - <https://www.ato.gov.au/businesses-and-organisations/super-for-employers/measuring-super-guarantee-compliance/super-guarantee-annual-employer-compliance-results>

<sup>2</sup> ATO PCG 2025/D5 - <https://www.ato.gov.au/tax-and-super-professionals/for-tax-professionals/tax-professionals-newsroom/payday-super-legislation-introduced-and-draft-pcg>