



## Payday Super Checklist

Payday super means super must be paid every time you pay wages. Use this checklist to help prepare your business for payday super. Any items left unchecked should be reviewed before 1 July 2026.

### 1. Understand what's changing

- I understand that super must be paid each pay run, not once a quarter
- I know super must reach the employee's fund within 7 business days of payday
- I understand that even short delays can trigger penalties
- I know the super rate remains at 12%

### 2. How wages are paid

- I know whether wages are paid weekly, fortnightly or monthly
- I understand super must now follow the same cycle
- I have considered the cash flow impact, especially in quieter or seasonal periods

### 3. Payroll and super setup

- Payroll is processed through software or a bookkeeper
- Super is calculated every pay run
- I know which super clearing house is used
- I understand how long it usually takes for super to reach employee funds

### 4. Clearing house and software checks

- My clearing house can handle more frequent super payments
- I know how failed or rejected payments are flagged
- I have spoken to my software provider or bookkeeper about payday super



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### 5. Contractors, casuals and family employees

- I have reviewed which workers are entitled to super
- I understand some contractors may still require super contributions
- I have checked arrangements for casual, seasonal and family staff

### 6. New and seasonal employees

- New employees receive a super choice form early
- I understand the first super payment has up to 20 business days
- Seasonal workers are not missed

### 7. Clean up before 1 July 2026

- April to June 2026 super will be paid on time
- Past super payments have been checked for errors
- I have checked super fund details are up to date
- Any issues will be resolved before payday super starts

### 8. If something goes wrong

- I know what to do if super is paid late
- I understand early action can reduce penalties
- I know who to contact for help

### 9. Get support early

- I have discussed payday super with my accountant or advisor
- I am not leaving preparation until June
- I know my next steps