

# Employment Hero

If you run payroll in Employment Hero (or Employment Hero Work), work through this list before 1 July 2026.

## Pre-1 July 2026 setup checks for Employment Hero

- Confirm Beam (or HeroClear) is connected and authorised.  
*How to:* Payroll Settings → Pay Super Settings → register and verify the bank account. A signatory must complete the direct-debit authorisation.
- Review pay categories — set the right super classification and Single Touch Payroll Phase 2 reporting category for each code.  
*How to:* Payroll Settings → Pay Categories → tick "Super applies" and confirm the Australian Taxation Office reporting category for each code.
- Confirm every employee has a valid fund and member number in their profile.  
*How to:* People → Employee → Pay run defaults → Super funds. Send invites via the self-service portal to fix missing details.
- Use the Pay Run Super Payments screen — process super at every pay run from 1 July 2026.  
*How to:* Inside each Pay Run → Super Payments → Submit. Aim to lodge the same day you finalise the pay run.
- Update automation rules and approvals so super is auto-processed each pay event.  
*How to:* Payroll Settings → Pay Run Automation — turn on automatic super submission and set the approver.

## Transition checks — before 30 June 2026

- Mark all super already paid for periods up to 30 June 2026 as "paid" in Employment Hero payroll.  
*Reconcile:* Reconciles every super batch up to and including the June 2026 quarter so the new payday-super system doesn't try to lodge them again. Open the Pay Super or Superannuation Payments screen and confirm each batch shows as settled.
- Reconcile your Super Payable account on 30 June 2026 against your general ledger.  
*Reconcile:* Run a balance sheet on 30 June and confirm the Super Payable account agrees with what's outstanding to funds. Fix any errors before the new system starts — they are much harder to unwind once payday super is running.
- In mid-to-late June 2026, run a live super submission for one pay cycle as a final dry run.  
*Reconcile:* Lodge a real super batch through your clearing house close to the changeover. Confirm timing, signatory authorisation and bank settlement all work end-to-end before the 7-business-day rule kicks in.

► **Want a walk-through?** Watch the official Employment Hero Payday Super guide:

[www.employmenthero.com/payday-super/](http://www.employmenthero.com/payday-super/)