

If you run payroll in MYOB Business or MYOB AccountRight, work through this list before 1 July 2026. Your MYOB subscription with payroll already includes Pay Super at no extra cost.

Pre-1 July 2026 setup checks for MYOB

- Activate or confirm MYOB Pay Super is set up and authorised by a signatory.
How to: Payroll menu → Pay superannuation → Sign up to Pay Super (or check it is already active). One signatory must be authorised for online payments.
- Review every pay item — confirm the super classification and the Single Touch Payroll Phase 2 reporting category.
How to: Payroll → Pay items → open each item → check "Exempt from super guarantee" and the Australian Taxation Office reporting category. Bonuses, commissions and allowances need close attention.
- Check that every employee has a valid super fund and member number on file.
How to: Payroll → Employees → open each card → Superannuation tab. Send self-onboarding invites to fix gaps quickly.
- Plan to lodge super at the same time as each pay run from 1 July 2026.
How to: Stop saving super for quarter-end. Build it into your standard pay-run checklist alongside Single Touch Payroll lodgement.

Transition checks — before 30 June 2026

- Mark all super already paid for periods up to 30 June 2026 as "paid" in MYOB payroll (AccountRight only).
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 at 30 June 2026 against your general ledger.
Reconcile: Run a balance sheet at 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 MYOB Payday Super guide:

www.myob.com/au/support/myob-business/payroll/superannuation/set-up-pay-super?productview=Browser