

# Payday Super Checklist

Use this checklist to help prepare your business for Payday Super **before 1 July 2026**.

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Taking time now to review these details will help your business transition smoothly to Payday Super **on 1 July 2026**.

## 1. Understand Payday Super & the key changes

- Super contributions will be paid at the same time as salary and wages
- Contributions must be received by the super fund within 7 days of payday
- Understand Qualifying Earnings and how they apply to your business. [Learn more](#)

Preparing early helps you adjust payroll processes and reduce the risk of late contributions or compliance issues.

## 2. Plan for cash flow changes

- Consider how more frequent super payments will affect your cash flow
- Adjust forecasts or budgets if required
- Ensure salary/wages and super contributions are set aside together

Under Payday Super, contributions will be paid with each pay run, instead of quarterly. Reviewing your cash flow now helps ensure funds are available at each pay cycle.

## 3. Prepare employee communication

- Update payroll or onboarding documentation if required
- Remind employees to keep their personal and super details up to date

Informing employees is optional, but it can help ensure their details remain up to date and reduce the risk of super contribution issues.