

# Payday Super – Client Checklist

Simple steps to get ready before

1 July 2026

## 1 Check your cash flow

- Work out your super cost per pay run
- Budget for wages + super together
- Make sure funds are available on payday
- Implement **cash flow checks** to align cash flow or payment dates to super payment dates

## 3 Check your employee details

- Confirm fund details and member numbers
- Collect new starter details early – create payroll processes where staff are not onboarded or paid until superfund details are received
- Fix rejected or bounced payments quickly
- Advise these changes to your employees so they are aware – advise the importance of letting you know when their superfund details have changed

## 5 Plan the transition

- Pay the June 2026 quarter before 30 June 2026 (Xero cut off date for 30 June 2026 tax deduction is **16 June 2026**)
- Watch the 1-28 July 2026 overlap period
- Remember: QE means qualifying earnings

## 2 Check your payroll software

- Confirm your software is Payday Super ready
- If you use Xero, check QE settings, Auto Super and payment approvals (refer to **Xero/software checks**)
- Move off SBSCH before it closes on 30 June 2026 if you currently use it for employees/subcontractors

## 4 Check your subcontractors

- Review labour-only contractors
- Decide who may need super paid
- Document your assessment and ask for advice if unsure

*Example: Regular carpentry labourer on weekly invoices? If super applies, set up a process to pay super through Xero or another method before 1 July 2026.*

## 6 Decide who does what

- Who runs payroll?
- Who submits super?
- Who approves super payments on time?
- Confirm service scope and fees if Nexis is helping
- Have a backup plan – what happens when the approver is on leave? What is your plan B?**

## ⚠ Common issues to avoid

- ✗ Late approval
- ✗ Super not submitted
- ✗ Bounced super payments
- ✗ Missing new starter details
- ✗ Paying the wrong fund

## ✓ How Nexis can help

- ✓ Payroll processing
- ✓ Xero Auto Super setup
- ✓ Compliance reporting
- ✓ Cash flow planning
- ✓ Tax planning support

This checklist is general information only. Payday Super rules are changing and some guidance remains draft. Please contact Nexis for advice tailored to your business.

# Things to consider prior to 1 July 2026

## Better your cashflow and payroll process for Payday Super

### Cash flow checks

- Invoice faster - completion, milestones or staged billing
- Use Xero e-invoicing where possible
- Tighten payment terms and align them to payroll frequency
- Offer multiple payment methods
- Chase overdue invoices from Day 1 overdue – review your current Xero Auto Reminder Settings
- Require deposits or progress payments on larger projects
- Add late payment fee clauses where appropriate
- Align progress claims to payroll dates where possible
- Know your weekly or fortnightly additional super cost
- Review banking needs - overdraft, cash buffer or payroll reserve

### Process checks

- Run payroll and super as one connected process
- Have a back up plan for the super approval process – what happens when they are on leave? What is your plan B when super does not get approved by a certain time?**
- Review new employee onboarding process - do not complete the first pay run until fully complete
- Confirm contractor super assessment is documented
- Ask Nexis about Tax Planning if director wages/drawings need to be formalized
- Using a manual clearing house? Be aware of where communications for super payment issues go to
- Ensure wages payable = nil after each pay run

### Xero / software checks

- Review **all pay items and ensure** they are reported correctly as **qualifying earnings** if applicable
- Review **leave and leave loading, salary sacrifice deductions, commissions, and bonus** settings as most likely to have changed since QE definition
- Confirm employee tax, super fund, TFN and contact details
- Set up Auto Super and nominated authorisers
- Build an approval process - batches can sit as Pending Approval
- Confirm who receives approval codes and who approves within time
- Test rejected or returned super contribution process
- For contractors, set up the payroll/pay template process if super is payable
- Move off the ATO SBSCH before closure on 30 June 2026 if currently using it for employees or subcontractors

### Risk checks

- Super not received by the fund within 7 business days
- Payment approved late or not approved at all
- Wrong fund or wrong member details
- Employee changing superfund details and not advising employer
- Contribution bounces and no one follows it up
- June 2026 quarter super unpaid during the July transition period
- Something went wrong? Follow the checklist on the next page

# What to do if something goes wrong

## The response plan matters

### Response checklist

1. **Do not ignore the situation:** identify the affected employee, QE day and amount.
2. **Fix the payment** as soon as reasonably practicable.
3. **Keep evidence:** payroll reports, super file, payment confirmation, rejection notice and correction date.
4. **Submit a voluntary disclosure** to the ATO where required or appropriate.
5. **Review why it happened** and update your payroll control/process to minimise repeat risk.
6. **Speak to Nexis before assuming it can be fixed at year end**

### Quick evidence pack

- Affected employee(s)
- QE day / pay run date
- Shortfall amount
- Date super was submitted
- Date fund received or rejected it
- Correction date and proof

### When to call Nexis

- Payment was late
- Super bounced or rejected
- Wrong fund was used and staple fund search needed
- You may need voluntary disclosure

**Do not wait until year end** - Payday Super issues need to be dealt with quickly, because rejected or late contributions can create SG charge exposure - notional earnings, administrative uplift, and other penalties.

### ⚠ Common triggers

- ✗ Late approval
- ✗ Super batch not submitted
- ✗ Contribution rejected or bounced
- ✗ Wrong fund or member details
- ✗ Contractor super missed

### ✓ Good next steps

- ✓ Fix the payment quickly
- ✓ Save the evidence
- ✓ Document what went wrong
- ✓ Review payroll processes and have a back up plan
- ✓ Ask for help early

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