

# PAYDAY SUPER EMPLOYEE COMMUNICATIONS

When payroll legislation changes impact all employees, effective internal communication is essential to minimize inquiries for the payroll team. As the Payday Super rollout begins on July 1, 2026, this period can often be a busy time for payroll teams managing EOFY payment summary questions.

To facilitate communication about these important changes, three draft email templates have been created. These templates serve as a warm starting point for sharing information regarding the Payday Super updates. A quick edit to a sample email can help you engage employees and ensure everyone feels informed and supported during this transition.



# INTRODUCTION TO PAYDAY SUPER

**Email Subject: Important: Understanding  
your superannuation contributions**



**Hi {Employee's First Name}**

I hope you're doing well! We want to keep you informed about how your superannuation (super) works here at [Company Name]. Super is a compulsory savings system designed to help you build a nest egg for your retirement.

As part of our commitment to you, make super contributions on your behalf every payday (or quarterly), in line with Australian Government requirements. This means a percentage of your ordinary earnings will be paid into your nominated super fund.

Commencing 1 July 2026, your super contributions will be made every pay day. Leading up to this change, we'll start to share more details about how this impacts you and what you need to do to make sure everything runs smoothly.

If you want to do some self-education about how the pending Payday Super changes visit: [\*\*About Payday Super | Australian Taxation Office.\*\*](#)

If you have any questions, please don't hesitate to reach out.

Best regards,

**{Insert First and Last Name}**  
**{Insert Title}**  
**{Insert Company Name}**



# HOW PAYDAY SUPER IMPACTS YOU

**Email Subject: How your super contributions affect you**

**Hi {Employee's First Name}**

Following up on our previous email about superannuation, we want to explain how payday super contributions impact you.

Each payday, [Company Name] will calculate and pay super contributions equal to 12% of your ordinary time earnings into your nominated super fund. This is a legal requirement and helps you save for your future.

Here's what this means for you:

- Your super balance will grow steadily over time, helping you prepare for retirement.
- You can check your super balance at any time through your super fund or the myGov website.
- If you wish to change your super fund or update your details, please notify us.

For more info on managing your super, visit: [\*\*ATO — Managing your super.\*\*](#)

We're here to support you, so if you have any questions about your super or how it's calculated, please don't hesitate to ask.

Cheers,

**{Insert First & Last Name}**  
**{Insert Title}, {Insert Company Name}**

# WHAT YOU NEED TO DO TO GET READY

**Email subject: Action required:**  
**Help us get your super ready**

**Hi {Employee's First Name}**

To make sure your super contributions are paid correctly and on time, we need your help with a few critical things:

- 1.** Confirm your super fund details: Please provide the name of your super fund and your member number, if you haven't already done so.
- 2.** Inform your HR and payroll team of any changes: If you've recently changed your super fund or personal details, please update us as soon as possible.

You can send this information securely to [contact email or HR portal link].

If you don't have a super fund yet, don't worry — we can help you choose a default fund. Learn more about choosing a super fund here: [\*\*ATO — Choosing a super fund.\*\*](#)

Thanks for your cooperation! Getting this right means your super will be paid smoothly and on time.

Best,

**{Insert First and Last Name}**  
**{Insert Title}**  
**{Insert Company Name}**

