YOUR PAYDAY SUPER MONTHLY CALENDAR OVERVIEW

Jan-Jul 2026

Welcome to your Payday Super Monthly Calendar Overview for January through July 2026. This calendar is designed to help you keep track of the main tasks you need to consider in preparation for Payday Super changes on 1 July 2026.

Stay organized and plan with clear monthly insights into your income schedule.

MONTH	KEY TASKS
January	• Review and update payroll and superannuation policies • Schedule vendor check-ins for software updates • Review clearing house fees • **Reminder:** ATO SMBH Clearing House is now closed
February	• Establish step in onboarding to collect and verify employee super fund details and tax file numbers (TFNs) • Confirm payroll calendar aligns with super deadlines • Review employee contracts
March	• Begin employee communications about upcoming changes to super payments • Review payroll system setup for FY 2026-27 • Align with Finance team to ready for increased cashflow requirements
April	• Audit previous quarters' super payments and reporting • Fix previous quarters superannuation payment discrepancies • Confirm payroll vendor support for Payday Super law change on 1 July 2026 • Plan for the change from a quarterly to annual maximum contribution base
May	• Conduct payroll and HR teams training on Payday super compliance • Continue reviewing for any Payday legislative updates • Continue employee communications and start a training schedule
June	• Test Qualifying Earnings set-up in your payroll system updates for Payday super compliance and reporting • Finalise updates to employee super details where/if required • Confirm internal super payment processes such as returned payments or changes to employee funds
July 1	• Ensure all super contributions are paid and reported by Payday super due dates • Communicate to employees that Payday super is now in affect