

Payday Super Timeline



Over the next six weeks business should prepare for Payday Super. This fact sheet will help you prepare by setting out a pathway to follow.



Software Updates

- ▶ Confirm your payroll software supports payday-based super payments and STP reporting each payday.
- ▶ Begin using updated features as early as possible to test whether payment timeframes can be met.
- ▶ Check for guidance from your software provider on:
 - Required system updates
 - New workflows or automation
 - Any known limitations or recommended best practices.

Educate and Prepare Staff

Ensure all relevant staff understand the impact on day-to-day processes, including:

- ▶ New requirements – super must be paid on payday, with STP reporting each cycle.
- ▶ Key changes – what is different from the current rules.
- ▶ How late payments work – including penalties and the need for voluntary disclosure.
- ▶ How overpayments work – including correction processes.
- ▶ How to deal with things out of the ordinary:
 - Process for onboarding new staff
 - Outside cycle payments
 - Returned payments
 - Bunching rules
 - Other errors resulting in SGC.

Understanding 'qualifying earnings'



Common payments in and out of QE

Inclusions in QE

- ▶ Over-award payments and shift-loading
- ▶ Commission
- ▶ Allowances and loadings
- ▶ Bonuses
- ▶ Paid leave and holiday pay
- ▶ Payments for unused long service leave entitlements while still employed.
- ▶ Payments in lieu of notice
- ▶ Directors' fees
- ▶ Commission payments
- ▶ Payments under contracts wholly or principally for labour.
- ▶ Salary sacrifice amounts

Exclusions from QE

- ▶ A lump sum paid on the termination of the person's employment that is:
 - a payment in lieu of unused sick leave, or
 - an unused annual leave payment, or unused long service leave payment.
- ▶ Overtime payments
- ▶ On-call allowances
- ▶ Payments above the maximum contribution base, for example, earnings over \$270,830 for the 2026–27 income year.



Where to find more information
[Payday Super | Australian Taxation Office](#)



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