

## Payday Super Readiness Checklist - Are you ready for the 1 July 2026 changes?

How to use this. For each question, tick:

- **Yes – under control**
- **Needs attention**
- **Not set up**

### 1. Cash Flow Readiness (This is the #1 risk area)

- We can comfortably fund **wages + super at every pay run**
- We understand the **weekly/fortnightly cash impact** of super
- We have a **cash buffer in place** (minimum 2–4 weeks payroll)
- We are not relying on **quarterly “catch-up” payments**
- We have reviewed how this impacts **working capital and profit**
- 👉 **Red flag:** If super is currently paid late or stretched → this will hurt

### 2. Payroll System & Software

- We are using a **SuperStream-compliant system**
- Payroll and super are **integrated (not manual)**
- Super is correctly calculated in every pay run
- We can **process super directly from payroll**
- Our system is set up for **automated or streamlined batching**
- 👉 Key point: Super must be paid electronically via a compliant system

### 3. Payment Process & Timing

- We understand super must be paid **every pay cycle**
- We are aware of the **7-day requirement** for funds to reach employee accounts
- We allow for **processing time (often several business days)**
- We have a **clear internal process** for approving payments
- We are not leaving payments to the **last minute**
- 👉 Smart move: Pay super **at the same time as wages**

### 4. Clearing House & System Transition

- We are **not relying on the ATO Small Business Clearing House**
- We have selected an **alternative solution (e.g. Xero Auto Super or similar)**
- We have downloaded any **historical records if needed**
- We have tested our system end-to-end
- 👉 The ATO clearing house is **closing from 1 July 2026**

### 5. Employees & Contractors

- All employees have **correct super fund details recorded**
- SMSF employees have:
  - Bank details
  - ESA details
  - Fund name
- We understand which **contractors require super**
- Contractors requiring super are **included in payroll where needed**
- 👉 Risk area: Incorrect data = failed payments

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## 6. Internal Workflow & Controls

- Roles are clearly defined:
  - Who prepares payroll
  - Who approves super
- Backup approver is in place for:
  - Leave
  - Absence
- We understand approval processes (e.g. SMS codes, timing)
- We have a **consistent weekly/fortnightly process**
- 👉 Bottlenecks here = late payments

## 7. Error Handling & Rework

- We know how to manage:
  - Returned payments
  - Incorrect fund details
  - Failed transactions
- We monitor notifications for **failed contributions**
- We have a process to **quickly reprocess payments**

## 8. Transition Strategy (This is where smart businesses win)

- We have started moving from:
  - Quarterly → Monthly
  - Monthly → Per pay run
- We are **testing systems now (not waiting until 2026)**
- We have identified any **cash flow pressure points early**
- We have discussed this with RGA
- 👉 You can start now — you don't need to wait

### Your Readiness Score - Count your ticks:

- **30–40 ticks → You're in control**
- **⚠️ 20–29 ticks → Some risk areas to fix now**
- **✖️ Below 20 → You need a plan urgently**

### What This Really Means

This isn't just a compliance change. It's a **cash flow + discipline shift**. The businesses that: Get organised early, systemise payroll and build the habit now ...will feel no stress. The ones that don't? Will feel it every single pay run.

### Next Step

If you're unsure where you sit: We can run a **Payday Super Readiness Review** with you and: Identify your risk areas, map your cash flow impact, set up your systems properly, give you a clear plan before 1 July 2026