

Payroll made simple: **A quick checklist for** **your small business** **clients**

Because payroll shouldn't feel overwhelming

Running payroll shouldn't be something that keeps your clients up at night. Between paying staff correctly, reporting to the ATO, and keeping track of super and leave, it's easy for small business owners to miss something important. That's where you — their accountant or bookkeeper — make all the difference.




This simple three-page checklist is designed to help your clients stay on top of payroll all year round. It breaks down the essential steps for each pay run, quarter, and EOFY so they can feel confident, compliant, and in control. Share it with your clients as a quick reference guide or print it out to keep on their desk — because payroll doesn't have to be complicated when the process is clear.

SMB go-to checklist for stress-free payroll

You can use this checklist as your quick guide to staying on top of payroll. Tick off each task as you go to make sure your staff are paid correctly and your business stays ATO-compliant all year round.

Task	Details and Actions	Status
Payroll setup	• Register for STP and choose ATO-approved software.	<input type="checkbox"/>
	• Add employees with correct TFNs and super details.	<input type="checkbox"/>
	• Double-check each employee's award and pay rate.	<input type="checkbox"/>
Each pay run	• Review hours worked and leave taken.	<input type="checkbox"/>
	• Calculate PAYG, super, and entitlements.	<input type="checkbox"/>
	• Report payroll via STP.	<input type="checkbox"/>
	• Send payslips promptly.	<input type="checkbox"/>
Each quarter	• Pay super by the ATO deadline.	<input type="checkbox"/>
	• Review employee records and pay rates.	<input type="checkbox"/>
	• Reconcile payroll totals with your accounting software.	<input type="checkbox"/>
End of financial year	• Finalise STP reporting.	<input type="checkbox"/>
	• Confirm super and PAYG match ATO records.	<input type="checkbox"/>
	• Check employee income statements appear in myGov.	<input type="checkbox"/>



The information in this checklist is current as of 3 October 2025. It has been prepared by Payroller (Bookipi Pty Ltd, ABN 91 617 668 185) to support Australian employers and their teams in understanding common payroll challenges. It is intended as a general guide only and is based on information from trusted third-party sources, including the ATO and Fair Work.

While every effort has been made to ensure the information is accurate and up-to-date, Payroller cannot guarantee that it is complete or suitable for every business. Payroll obligations can differ depending on your circumstances, and what applies to one company may not apply to another. Before acting on this information, please verify it with official ATO and Fair Work resources or seek professional advice from a qualified accountant or payroll specialist.

Payroller is here to help make payroll more straightforward for small businesses. Still, we do not accept liability for any loss, error, or damage that may result from the use or reliance on this checklist.