



 payroller

EOFY 2026: your complete payroll and compliance guide

A simple guide to get payroll right
and stay compliant at EOFY.

EOFY payroll, made simple

EOFY is one of the busiest times of the year for Australian businesses.

Between payroll, super, reporting and tax deadlines, it can quickly feel overwhelming, especially if things haven't been checked along the way.

The reality is, EOFY isn't just about ticking boxes. It's about making sure your business is accurate, compliant, and ready to start the new financial year with clean records.



What this guide will help you do:

This guide breaks EOFY down into simple, practical steps so you can:

- ✓ Understand what needs to be done and when
- ✓ Avoid common payroll mistakes
- ✓ Make sure your reporting is correct
- ✓ Meet your ATO obligations with confidence

How to use this guide

- 1 Review**
Check employee details, payroll settings, and pay items.
- 2 Reconcile**
Make sure payroll, STP, super, and bank records match before you submit your finalisation.
- 3 Finalise**
Complete STP finalisation before the deadline.
- 4 Prepare**
Prepare for Payday Super and FY2026–27.



Top tips for EOFY

Don't leave it until June

Review your payroll and employee records throughout the year. Small fixes are much easier to make before EOFY.

Reconcile before you finalise

Make sure your payroll reports, STP figures, super payments, and bank transactions all match before lodging anything with the ATO.

2026 EOFY key dates

Stay on top of EOFY with this quick guide to the key payroll, super, and STP dates for 2026. Whether you're preparing final pay runs, checking super, or finalising STP, these are the important dates to know.

April

28 April Super guarantee contributions for Q3 must be received by employee super funds.

June

30 June End of the 2025/26 financial year.

30 June Make sure final pay runs, payroll records, super and STP data are ready to review.

July

1 July New financial year begins.

1 July Payday Super starts.

14 July STP finalisation due for most employers. Employees can then access their income statement as Tax Ready in myGov.

28 July Super guarantee contributions for Q4 must be received by employee super funds.

September

30 Sep STP finalisation due for closely held payees, if this applies to your business.

Want to claim a deduction for super accrued this financial year?
Consider paying before **30 June** so the contribution is received in time.

Review your payroll before EOFY

Before EOFY arrives, take some time to review your payroll setup. A few quick checks now can help you avoid reporting issues, STP errors, and last-minute fixes later.

Task	Details and Actions	Status
Verify employee details	Ensure employee names, addresses, tax file numbers (TFNs), dates of birth, and super fund details are up to date.	<input type="checkbox"/>
Review pay items for STP	Check that earnings, allowances, deductions, and salary sacrifice items are assigned to the correct STP reporting categories.	<input type="checkbox"/>
Review leave balances	Confirm annual leave, personal leave and long service leave balances are accurate and make any necessary adjustments.	<input type="checkbox"/>
Check super settings	Ensure employee super details are current and super contributions are being calculated correctly.	<input type="checkbox"/>
Review terminated employees	Confirm that terminated employees have been finalised correctly and included in STP reporting where required.	<input type="checkbox"/>
Prepare RFBA amounts	If applicable, have your Reportable Fringe Benefits Amounts (RFBAs) ready before STP finalisation.	<input type="checkbox"/>
Review business details	Check your business name, ABN, address and payroll contact details are correct and up to date.	<input type="checkbox"/>
Check payroll software settings	Make sure your payroll software is using the latest tax tables, STP settings and EOFY settings.	<input type="checkbox"/>



EOFY TIP

Employees often forget to tell you when their details change. EOFY is a great time to ask everyone to quickly review and update their information.

Reconcile your payroll

Before you finalise STP, make sure your payroll records are accurate and up to date. Taking time to reconcile now can help you avoid reporting errors and save time later.

Task	Details and Actions	Status
Reconcile employee payroll	Check payroll reports match the amounts paid to employees.	<input type="checkbox"/>
Reconcile STP totals	Compare STP Year-to-Date totals with payroll reports.	<input type="checkbox"/>
Check ATO reporting	Ensure the latest pay run has been accepted by the ATO.	<input type="checkbox"/>
Reconcile payroll payments	Match payroll transactions against your bank records.	<input type="checkbox"/>
Reconcile super	Check super contributions match payroll reports and payment records.	<input type="checkbox"/>
Review corrections	Resolve any discrepancies before STP finalisation.	<input type="checkbox"/>



EOFY TIP

Don't finalise STP until payroll, STP and bank records all match.

STP finalisation checklist

Most employers need to finalise STP by 14 July so employees can access their income statement as Tax Ready in myGov.

Task	Details and Actions	Status
Confirm payroll totals	Review wages, PAYG withholding and super amounts.	<input type="checkbox"/>
Check STP Year-to-Date totals	Ensure STP totals match payroll reports.	<input type="checkbox"/>
Enter RFBA amounts	If applicable, enter Reportable Fringe Benefits Amounts.	<input type="checkbox"/>
Finalise payroll	Finalise payroll with the ATO.	<input type="checkbox"/>
Confirm employees are Tax Ready	Employees can access their income statement in myGov.	<input type="checkbox"/>
Check the deadline	Most employers need to complete STP finalisation by 14 July. Closely held payees may have until 30 September.	<input type="checkbox"/>



STP TIP

Fixing errors is easier before finalisation than afterwards.



HELPFUL LINKS

[ATO guide: STP end-of-year finalisation](#)

Prepare for Payday Super

Payday Super starts from 1 July 2026, meaning employers will need to pay superannuation at the same time as wages. Use this checklist to make sure your business is ready.

Task	Details and Actions	Status
Understand the new rules	Familiarise yourself with the Payday Super changes and how they will affect your payroll process and cash flow.	<input type="checkbox"/>
Review your cash flow	Plan ahead to ensure you have enough funds available to pay wages and super at the same time.	<input type="checkbox"/>
Confirm employee super details	Check that employee super fund details are current and resolve any missing or invalid information.	<input type="checkbox"/>
Review payroll processes	Identify any manual payroll or super processes that may need to be updated or automated.	<input type="checkbox"/>
Check payroll software readiness	Ensure your payroll software is ready to support Payday Super requirements and upcoming super and payroll changes.	<input type="checkbox"/>
Review pay schedules and funding	Review how your pay cycle and payroll funding processes may need to change when super is paid at the same time as wages.	<input type="checkbox"/>
Educate your team	Make sure anyone involved in payroll understands the new requirements and their responsibilities.	<input type="checkbox"/>
Stay informed	Keep up to date with ATO guidance and any updates relating to Payday Super.	<input type="checkbox"/>



PAYDAY SUPER TIP

Businesses that automate payroll and super processing are likely to have a smoother transition to Payday Super and spend less time on administration.



HELPFUL LINKS

[ATO super payment due dates](#)

[ATO Payday Super](#)

[ATO managing Payday Super changeover](#)

Final EOFY wrap-up checklist

You're almost there. Use this checklist to wrap up EOFY, stay compliant, and start the new financial year with confidence.

Task	Details and Actions	Status
Save EOFY reports	Download payroll, STP and super reports for your records.	<input type="checkbox"/>
Confirm STP finalisation	Check your finalisation has been submitted and accepted.	<input type="checkbox"/>
Check employee access	Make sure employees know their income statement will appear in myGov.	<input type="checkbox"/>
Review pay rate updates	Check National Minimum Wage and Modern Award changes that may apply from the first full pay period after 1 July.	<input type="checkbox"/>
Set reminders for FY2026/27	Add reminders for pay runs, super, STP and payroll review dates.	<input type="checkbox"/>
Review payroll processes	Note any manual steps that could be simplified or automated next year.	<input type="checkbox"/>



EOFY TIP

Take a few extra minutes to organise your records, review your payroll processes and prepare for upcoming changes.



HELPFUL LINKS

[Fair Work minimum wages](#)

[Fair Work Pay Calculator](#)

Records to keep

Keep your payroll and business records organised and accessible.

The ATO generally requires business records to be kept for at least 5 years, so it's important to store them securely and make sure they're easy to find when you need them.

Payslips

Keep copies of all employee payslips issued throughout the financial year, including adjustments and corrections.

Payroll reports

Save payroll activity reports, year-to-date summaries, leave balances and EOFY reports so you can reconcile and reference them later.

STP records

Keep records of all Single Touch Payroll (STP) submissions, update events and finalisation reports sent to the ATO.

Superannuation records

Store super contribution reports, payment confirmations and employee super fund details.

Invoices and receipts

Retain invoices, receipts and expense records that support your business income and deductions.

Bank statements

Keep bank statements and transaction records that relate to wages, super payments and payroll expenses.



RECORDS TIP

Create a dedicated EOFY folder for each financial year so you can quickly find payroll, super and tax records if you need them later.



HELPFUL LINKS

[ATO record keeping for business](#)

Start FY2026/27 strong

July

- Payday Super starts
- Review your cash flow
- Confirm employee super details
- Review pay schedules
- Check payroll software settings
- Review National Minimum Wage changes
- Review Modern Award increases
- Confirm PAYG withholding tax tables are up to date
- Review what payroll and super tasks can be automated

Looking ahead

The way businesses manage payroll is changing.

With Payday Super, faster reporting and increasing compliance requirements, having payroll software that keeps up can save time and reduce administration.

Review National Minimum Wage and Modern Award changes that apply from the first full pay period on or after 1 July 2026. Check Fair Work before updating employee rates.



PAYROLLER TIP

Payroller automatically keeps your payroll records in one place, making it easier to review reports, finalise STP, and prepare for EOFY.

You're ready for EOFY.

Is your payroll software?

Payroll doesn't have to be complicated.

From STP reporting and super to payslips and Payday Super, Payroller helps Australian businesses stay compliant and spend less time on payroll administration.



Ready for EOFY and beyond?

Whether you're hiring your first employee, finalising STP or preparing for Payday Super, Payroller helps you stay compliant and save time.

[START YOUR FREE TRIAL TODAY](#)

Make next EOFY easier with Payroller

Payroll from **\$0.99 per employee/month for the first 3 months***



STP reporting built in

Lodge directly with the ATO and manage STP reporting with confidence.



Super made simple

Manage super contributions and prepare for Payday Super from one place.



Designed for Australian small businesses

Simple pricing, no complicated setup and payroll that grows with your business.



Cloud-based payroll

Run payroll anytime, anywhere on desktop or mobile.

*Billed yearly. \$0.99/month per employee for the first three months. Thereafter, \$2.99/month per employee with a minimum spend of \$11.99/month. Offer only available to new Payroller subscribers. Billed monthly. \$0.99/month per employee for the first three months. Thereafter, \$4.00/month per employee with a minimum spend of \$16.00/month. Offer only available to new Payroller subscribers.

Need help?

Contact our support team

Need help with EOFY?

Our support team can help with Payroller questions, payroll setup and EOFY resources. To help us assist you faster, include your Payroller login email, contact name, business name and question.

Email us:

hello@payroller.com.au

Join the Payroller community

Connect with other Payroller users, ask questions and stay updated with helpful payroll tips.

Facebook group:

[Payroller User Community Group](#)

Helpful resources

EOFY Hub:

payroller.com.au/end-of-financial-year/

Payday Super Hub:

payroller.com.au/payday-super/

STP (Single Touch Payroll) Resources

payroller.com.au/single-touch-payroll/

Payroller support:

payroller.com.au/contact/



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[PAYROLLER.COM.AU](https://payroller.com.au)

Disclaimer:

This guide has been prepared by Payroller (Bookipi Pty Ltd, ABN 91 617 668 185) for general information only. This guide is current as of 26 May 2026 and is intended to help Australian employers understand common EOFY payroll considerations.

This guide does not replace legal, tax, accounting or compliance advice. While we use trusted sources and aim to keep information accurate, requirements may change and may not apply to every business. Please check the relevant official sources and speak with a qualified advisor before making decisions. Payroller is not liable for any loss or damage arising from reliance on the information in this guide.