Print whole section

Paying super on payday

How to pay employee super guarantee under Payday Super from 1 July 2026, including due dates and qualifying earnings.

How to work out and pay super

A step-by-step guide for employers to calculate and pay super guarantee contributions under Payday Super.

What payments are qualifying earnings

Which payments count as qualifying earnings for super guarantee from 1 July 2026.

Payment deadlines for Payday Super

When employers need to pay super guarantee under Payday Super, starting 1 July 2026.

Paying super for a new employee or fund

How to set up super contributions for a new employee or when paying to a new super fund.

Which super fund to pay into

As an employer, where you pay eligible employee's super contributions is important to meet the super fund choice rules.

SuperStream for employers

SuperStream is a standard requiring all employers to provide payments and related data to super funds electronically.

Single Touch Payroll reporting under Payday Super

How to meet your STP reporting obligations under Payday Super using your payroll software from 1 July 2026.

If you have overpaid super guarantee

What to do if you've paid more super guarantee than required under Payday Super.

QC 105839

How to work out and pay super

A step-by-step guide for employers to calculate and pay super guarantee contributions under Payday Super.

Last updated 20 October 2026

This information is only for employee earnings paid from 1 July 2026.

For employee earnings paid up to 30 June 2026, the quarterly super guarantee rules apply. See Paying super contributions.

How Payday Super affects you

For most employers, Payday Super does not change the amount of super guarantee you pay, the employees you pay it for, or the way you pay it.

The main change is the frequency of your super payments. Under Payday Super you pay super for each payday (instead of at least quarterly under the old law).

If you don't pay super guarantee in full, on time and to the right fund, you are liable to pay the super guarantee charge.

For more information about the changes, see About Payday Super.

Who you pay super for

As an employer, you pay super guarantee contributions for your eligible employees (including eligible contractors). This has not changed under Payday Super.

Super guarantee is in addition to payments you make to your employees for their work (such as wages).

Steps to work out and pay super

1. **Calculate the super guarantee amount to pay**

   This is 12% of the qualifying earnings you pay to each employee for the pay period. Qualifying earnings include payments to an employee for their ordinary hours of work.

   You may be required to pay more super under an industrial award, enterprise agreement or individual contract.

   You can stop paying super guarantee for high-income employees once they reach the maximum contribution base.

   You can stop paying super guarantee for high-income employees once they reach the maximum contribution base.

   When working out an employee's super guarantee amount, you should round the amount to 2 decimal places.

2. **Pay super guarantee into a complying super fund**

   In most cases your employees can choose the super fund. See Which super fund to pay into.

The fund needs to be able to allocate the super guarantee to the employee's member account at the time it receives the contribution.

See Paying super for new employees or super funds.

3 **Pay super guarantee contributions for each payday ('QE day')**

Your super contribution must be received by the employee's super fund no more than 7 business days after the QE day (unless longer applies). See Payment deadlines for Payday Super.

QE day is the day you pay qualifying earnings to an employee (that is, payday).

If you use a commercial clearing house, allow enough time for them to process your payment.

4 **Pay and report through SuperStream**

Most payroll software is able to do this.

Paying through SuperStream means the super payments and associated information move through the system electronically.

SuperStream and the payment process have been improved to enable faster, more reliable payments.

5 **Keep records**

Keep records of your super guarantee calculations and payments.

Example: paying super guarantee

Mohamed employs Caroline.

Mohamed pays $3,000 in wages to Caroline on 10 July 2026. This is the QE day (that is, payday), as this is a payment of qualifying earnings.

As set out in the steps above:

1. Mohamed calculates the super guarantee that Caroline is entitled to. This is 12% × $3,000 = $360.

2. Mohamed pays the $360 super guarantee contribution into Caroline's chosen complying super fund.
3. Mohamed ensures that the super guarantee contribution is received by Caroline's super fund no more than 7 business days after the QE day, that is, by 21 July 2026. He decides to make the super guarantee contribution on the same day that he pays Caroline. It is received by the super fund on 15 July 2026.
4. Mohamed uses his payroll software to pay and report Caroline's super guarantee through SuperStream.
5. Mohamed keeps a record of his super guarantee calculations and payments for Caroline.

Example: resubmitting super payment that was rejected

Fuka employs Luis.

Fuka pays $800 in wages to Luis on 14 August 2026. This is the QE day (or payday). This amount is qualifying earnings.

As set out in the steps above:

1. Fuka calculates the super guarantee that Luis is entitled to. This is 12% × $800 = $96.
2. Fuka pays the $96 super guarantee contribution into Luis' chosen complying super fund.
3. Fuka ensures that the super guarantee contribution is received by Luis' super fund no more than 7 business days after the QE day, that is, by 25 August 2026. She decides to make the super guarantee contribution on the same day that she pays Luis.
    a. However Fuka did not provide all the relevant information to the super fund, so the amount could not be allocated to Luis' member account. The super fund rejects the payment on 18 August 2026.
    b. Fuka reviews the error message and gathers the right information. She resubmits the payment to the super fund on 19 August 2026. It is received by the super fund on

21 August 2026, which is still within the 7-business day timeframe.

4. Fuka uses her payroll software to pay and report Luis' super guarantee through SuperStream.
5. Fuka keeps a record of her super guarantee calculations and payments for Luis.

How your contributions are allocated

By law, your eligible contributions are automatically allocated to the earliest QE day for which the minimum super guarantee has not been paid in full (that is, the earliest QE day for which there is an individual base super guarantee shortfall). Contributions, including any excess, are applied in the order they are received by the fund.

The QE day is the day you pay qualifying earnings (that is, payday).

You are no longer able to elect to apply a late contribution to offset an unpaid super guarantee amount.

A contribution for a QE day is considered late if it is received by the fund more than 7 business days after the day you pay your employee (unless longer applies) but before an assessment for the super guarantee charge is made. A late contribution partly reduces the amount of super guarantee charge.

Example: late contribution allocated to earliest QE day with unpaid super guarantee

Katie employs one employee, Alex. She pays Alex fortnightly.

On 9 July 2026, Katie pays Alex $2,560 in wages (QE day 1). Katie pays $307.20 to Alex's super fund on the same day.

On the next 2 pay cycles on 23 July 2026 (QE day 2) and 6 August 2026 (QE day 3), Katie pays Alex his wages as normal, but is unable to pay his super.

On 20 August 2026 (QE day 4), Katie pays Alex his usual wages and is able to pay his super as well. The super contribution is

received by Alex's super fund on 25 August 2026, within the 7-business day timeframe.

However, when this payment is received there is still an individual base super guarantee shortfall (an amount of unpaid minimum super guarantee) for QE day 2. The super contribution made on 20 August 2026 will be allocated to QE day 2 as a late payment. In turn there will still be an individual base super guarantee shortfall for QE day 3 and QE day 4.

Katie can't elect to apply the super contribution in a different way. Even though she intended the contribution to be for QE day 4 and it was received on time by the super fund for QE day 4, it must still be allocated to the earliest QE day for which the minimum super guarantee amount has not been paid in full (QE day 2).

Paying more than 12% of qualifying earnings

Some employers pay super above the minimum 12% of qualifying earnings. For example, their employees may be entitled to a higher rate of super under an employment or industrial agreement.

If you pay more super than the minimum 12% for a QE day (payday), we allocate the excess to the first available QE day in the order contributions are received by the fund. Where excess contributions are carried forward, they can be applied to a QE day for up to 12 months.

While this means your super guarantee contributions have been met, you will still have to pay the additional super under any employment or industrial agreements in full.

Example: employer pays super at 15% of qualifying earnings

Syd pays Connie $1,000 in wages every second Thursday. These Thursdays are QE days (that is, paydays), as these are payments of qualifying earnings. Under their enterprise agreement, Connie is entitled to 15% super.

Syd makes a contribution of $150 (15% of $1,000) to Connie's super fund for QE day 1. This is $30 more than the minimum super guarantee amount (12% of $1,000 = $120).

The extra $30 will be allocated to the minimum super guarantee payment for the first available QE day. In this case, that is QE day 2.

On QE day 2, Syd again pays Connie $1,000 of qualifying earnings and contributes $150 (15% of $1,000) to her super fund.

We will apply the excess contribution of $30 from QE day 1 to offset the $120 (12% of $1,000) super guarantee payment that Syd owes for QE day 2.

Therefore, for super guarantee purposes Syd only needed to pay $90 ($120 − $30) for QE day 2. However, under the enterprise agreement he still needed to pay the full $150.

Claim a tax deduction

You can claim a tax deduction for:

- on-time eligible contributions
- late eligible contributions
- payment of the super guarantee charge for QE days from 1 July 2026 onwards.

You are not eligible to claim a tax deduction for:

- a late payment penalty
- any general interest that accrues if you don't pay the super guarantee charge
- any super guarantee charge assessments for quarterly super guarantee periods.

What payments are qualifying earnings

Which payments count as qualifying earnings for super guarantee from 1 July 2026.

Last updated 2 September 2026

> **This information is only for employee earnings paid from 1 July 2026.**
>
> For employee earnings paid up to 30 June 2026, the quarterly super guarantee rules apply. See How much quarterly super to pay.

What are qualifying earnings?

Qualifying earnings is a new term for the payments to employees that you include when calculating their super guarantee. They are earnings that 'qualify' for super.

The minimum super guarantee for your employees (including eligible contractors) is 12% of their qualifying earnings for the pay period.

Example 1: calculating super on qualifying earnings

On 10 July 2026 Greta pays her employee, Amir, his fortnightly wage of $3,000. This wage is for Amir's ordinary hours of work, so it is qualifying earnings.

Greta calculates Amir's super guarantee as 12% of $3,000, which is $360. She pays the $360 super guarantee contribution to Amir's super fund.

How to manage the change to qualifying earnings

From 1 July 2026, you use qualifying earnings to calculate super guarantee contributions for your employees.

For most employers, the new concept of qualifying earnings doesn’t change the amount of super guarantee you pay.

- The super guarantee rate (12%) hasn't changed.
- All the employee payments that were included in super guarantee calculations up to 30 June 2026 continue to be included as qualifying earnings from 1 July 2026.

Qualifying earnings also include the following payments:

- Commissions for work done entirely outside ordinary hours. If you pay these types of commissions to your employees, you must now include them in qualifying earnings when calculating super guarantee contributions.
- Certain payments specifically included for individuals who fall under the expanded definition of employee. This includes payments for work undertaken during or outside ordinary hours.

Employee eligibility for super guarantee hasn't changed. Most employees are eligible. Independent contractors paid mainly for their labour are considered employees for super guarantee purposes and eligible for super guarantee.

What amounts count as qualifying earnings?

Qualifying earnings include the following:

- Ordinary time earnings i.e. payments for ordinary hours of work, including certain types of paid leave, allowances, bonuses and lump sum payments. There are no changes to what payments are considered ordinary time earnings under Payday Super.
- All commissions paid to an employee.
- Salary sacrifice amounts that would qualify as qualifying earnings had they not been sacrificed to superannuation. This is effectively the same as the rule that applied prior to Payday Super.

- Certain payments (whether undertaken during or outside of any ordinary hours of work) specifically included for individuals who fall under the expanded definition of employee, including
  - payments to independent contractors paid mainly for their labour, where that payment is made in respect of the person's labour
  - payments to a sportsperson, performer, musician, film maker, or an individual involved in similar or related activities, where the payment is in respect of the provision or performance of a specified activity or service.

Some payments may fall into more than one category of qualifying earnings (such as commissions). Those amounts are counted only once.

For more information about qualifying earnings for individuals who fall under the expanded definition of employee, see:

- Super for independent contractors
- Super for sportspeople, performers, film makers and related activities.

Ordinary time earnings

Payments for ordinary hours of work are qualifying earnings. This includes certain types of paid leave, some allowances, bonuses and lump sum payments.

This information only relates to ordinary time earnings. It does not cover qualifying earnings for individuals who fall under the expanded definition of employee.

The following tables are non-exhaustive lists of common amounts employers pay. They indicate which amounts are considered ordinary time earnings for the purposes of the *Superannuation Guarantee (Administration) Act 1992*. All ordinary time earnings are included in qualifying earnings and count towards the calculation of an employee's super guarantee:

- Gross
- Paid leave and other payments

- Allowances
- Overtime
- Bonuses and commissions
- Directors' fees
- Lump sum payments.

How you work out ordinary time earnings might be impacted if your employee has a salary sacrifice arrangement in place.

You may have additional super obligations under an industrial instrument (award or agreement) to pay super on amounts that are not ordinary time earnings.

Gross

Table 1: Gross

Payment	Ordinary time earnings	Qualifying earnings
Ordinary hours of work – as defined in an award or agreement, or if the ordinary hours of work are not stated in an award or agreement, or not separated from other hours, the total hours.	Yes	Yes
Casual loading.	Yes	Yes
Shift penalties (including public holiday penalties).	Yes	Yes
Workers' compensation – payment for hours an employee performs work or is required to attend work. See Workers' compensation (paid leave type W).	Yes	Yes

Piece rates for work done during ordinary hours.	Yes	Yes
Daily rates for employees compensated using a flat daily rate.	Yes	Yes
Flexi time: • all ordinary hours paid to employees under a flexi-time arrangement • flexi-time arrangements are considered different to rostered days off (RDOs) and time off in lieu.	Yes	Yes
Breach of break payments such as for rest, meal and crib (a paid meal break): • where an employee doesn't get an appropriate break, some awards require employees to be paid at overtime rates until the employee is released from duty • even though the employee is being paid at overtime rates, they are working ordinary hours.	Yes	Yes
Time for travel or training paid within the span of ordinary hours.	Yes	Yes
Charge rates for work performed, outcomes achieved, or targets met by contractors.	Yes	Yes
Public holidays – not worked or worked as ordinary hours. For more information see overtime.	Yes	Yes

Example 2: ordinary hours of work not stated

Kim works in a call centre. Under her contract she works a minimum number of hours per week. She also works extra shifts when needed, though there is no clear pattern to this.

There is no award or agreement that specifies Kim's ordinary hours of work, and she is not paid overtime rates for her extra shifts.

All of Kim's wages are ordinary time earnings. As there are no stipulated ordinary hours of work, and no pattern of regular or usual hours, Kim's ordinary hours of work are all the hours she actually works. All of Kim's wages are therefore also qualifying earnings.

Example 3: piece rates where no ordinary hours stated

Evan works part time as a fruit picker for Golden Fruit Farm Pty Ltd. He is paid 15 cents for every kilogram of apples he picks. There are no ordinary hours specified in any award or agreement.

Evan picks 5,000 kilograms of apples in his 30 working hours in the week and is paid $750 by Golden Fruit Farm Pty Ltd, as the piece rate amount is higher than his minimum wage guarantee under the Horticulture Award.

The $750 paid to Evan is ordinary time earnings. As his ordinary hours of work are not specified in any award or agreement, his ordinary hours of work are the hours that he actually works. The $750 paid to Evan is therefore also qualifying earnings.

Paid leave and other payments

Paid leave includes the various forms of payment, including absences, cashing out in service or upon termination.

The tables below include the leave type identifier used in Single Touch Payroll (STP).

Other paid leave (STP paid leave type O)

Table 2: Other paid leave (STP paid leave type O)

Payment	Ordinary time earnings	Qualifying earnings
Annual leave	Yes	Yes
Annual leave loading that is clearly linked to a lost opportunity to work overtime.	No	No
Annual leave loading – all other.	Yes	Yes
Long service leave that is **not paid** under a portable long service leave scheme.	Yes	Yes
Long service leave that **is paid** by a scheme administrator under a portable long service leave scheme.	No	No
Family and domestic violence leave.	Yes	Yes
Rostered days off – time taken and paid at ordinary rates.	Yes	Yes
Sick, personal and carers leave.	Yes	Yes
Time off in lieu of overtime – time taken and paid at ordinary rates.	Yes	Yes
Study leave.	Yes	Yes
Special paid leave.	Yes	Yes

Gardening leave.	Yes	Yes

Paid parental leave (STP paid leave type P)

Table 3: Paid parental leave (STP paid leave type P)

Payment	Ordinary time earnings	Qualifying earnings
Employer paid parental leave, such as maternity leave, paternity leave or adoption leave.	No	No
Government paid parental leave.	No	No

Workers' compensation (STP paid leave type W)

When considering workers' compensation for the purposes of ordinary time earnings, this refers only to amounts you pay in relation to compensation schemes administered by either a:

- federal, state or territory workers' compensation authority
- federal, state or territory road and transport accident authority.

Table 4: Workers' compensation (STP paid leave type W)

Payment	Ordinary time earnings	Qualifying earnings
Workers' compensation – payment for hours an employee performs work or is required to attend work.	Yes	Yes
Workers' compensation – employee is not required to work, including any top-ups or make-up pay to bring the	No	No

amount paid on these absences up to their normal rate of pay.		

Ancillary and defence leave (STP paid leave type A)

Fair Work defines a range of leave types that are collectively referenced in STP as 'ancillary' leave.

Table 5: Ancillary and defence leave (STP paid leave type A)

Payment	Ordinary time earnings	Qualifying earnings
Community service leave, including voluntary emergency management activities for bodies such as a state emergency service, country fire authority or the RSPCA.	No	No
Jury duty leave, including attendance for jury selection and jury duty.	No	No
Defence reserve leave paid to volunteers of the Australian Defence Forces to undertake defence services.	No	No

Cash out of leave in service (STP paid leave type C)

Table 6: Cash out of leave in service (STP paid leave type C)

Payment	Ordinary time earnings	Qualifying earnings
Cashed out annual leave and leave loading in service.	Yes	Yes

Refer to Overtime for leave loading that is referrable to the lost opportunity to work overtime.		
Cashed out long service leave in service. Refer to Other paid leave (paid leave type O) for long service leave paid under a portable leave scheme.	Yes	Yes
Cashed out sick, personal and carer's leave in service.	Yes	Yes
Cashed out rostered days off in service.	Yes	Yes

Unused leave on termination (STP paid leave type U)

This section only applies to the specific leave types listed below. For other types of leave paid upon termination, see Termination payments.

Table 7: Unused leave on termination (STP paid leave type U)

Payment	Ordinary time earnings	Qualifying earnings
Annual leave or leave loading accrued after 17 August 1993 paid on a normal termination, such as voluntary resignation, employment terminated due to inefficiency, or retirement.	No	No
Long service leave accrued after 17 August 1993 paid on a normal termination, such as voluntary resignation,	No	No

employment terminated due to inefficiency, or retirement.		

Allowances

Allowances may be paid to compensate employees:

- for their work efforts to recognise a higher skill level
- to compensate for adverse work conditions
- to compensate for the employee incurring an expense.

Table 8: Allowances

Payment	Ordinary time earnings	Qualifying earnings
Hourly on-call allowance for ordinary hours of work.	Yes	Yes
Task allowances for: • work efforts or skills – such as industry allowances, higher duties, leading hand, first aid or supervisor allowances • adverse conditions – such as allowances for working at heights, in confined spaces, in the cold, wet or heat, or danger • staying employed with the current employer – such as for retention allowances. These are reported as allowance type KN in your STP reporting.	Yes	Yes
Expense allowances that are paid with the reasonable expectation that the money will be fully expended by the	No	No

employee in the course of providing their services.		
Allowances that represent partial compensation for expenses likely to be incurred by employees that are paid: • regardless of whether or not the employee incurred the expense, or • where the allowance amount has no relationship to the actual cost incurred by the employee.	Yes	Yes

Example 4: expense allowance expected to be used in full

Matteo is paid a tool allowance under the Joinery and Building Trades Award. It is expected that Matteo will use the whole allowance to supply and maintain his tools.

Matteo's employer doesn't make super guarantee contributions on the tool allowance as it is not a reward for the services he is providing as an employee of the company. The tool allowance is not ordinary time earnings and does not fall under any other specific inclusions under the qualifying earnings definition. It will not be included in Matteo's qualifying earnings.

For more information and additional examples, see Law Companion Ruling 2026/D1.

Overtime

Overtime payments are not ordinary time earnings, provided the employee's ordinary hours of work are clearly identified in an award or agreement. As such, overtime payments are also not qualifying earnings.

If you can't distinctly identify overtime amounts, all the hours actually worked are included in the employee's ordinary hours of work in the award or agreement and are therefore qualifying earnings.

These rules also apply if the payments are calculated as an annualised or lump sum component of a total salary package. Overtime payments must be clearly identifiable. Otherwise, all hours worked are considered ordinary hours of work.

Table 9: Overtime

Payment	Ordinary time earnings	Qualifying earnings
Overtime payments – provided the employee's ordinary hours of work are clearly identified, such as: • beyond their ordinary hours of work • outside the agreed number of hours • outside the spread of ordinary hours (the times of the day ordinary hours can be worked).	No	No
Annual leave loading referrable to the lost opportunity to work overtime.	No	No
Time off in lieu – cash out of time off in lieu in service. For unused time off in lieu on termination, see termination payments.	No	No
On-call allowance for hours outside ordinary hours of work.	No	No
Call back allowance.	No	No

Example 5: overtime identified in an award or agreement

Pierre is employed under an award to work 38 ordinary hours per week with additional reasonable overtime. However, Pierre's roster includes shifts with planned overtime. He works a total of 48 hours per week, including 10 hours of overtime paid at overtime rates.

The payment to Pierre for his 38 ordinary hours of work is ordinary time earnings.

The payment for the 10 hours of overtime is not ordinary time earnings and does not fall into any other categories of qualifying earnings. The overtime payments will not be included in Pierre's qualifying earnings.

Bonuses and commissions

All commissions are qualifying earnings under Payday Super law, including commissions solely for work performed entirely outside ordinary hours.

However, a bonus payment made for work performed entirely outside of ordinary hours is not included in qualifying earnings.

Table 10: Bonuses and commissions

Payment	Ordinary time earnings	Qualifying earnings
Commission payments.	Yes	Yes
Commission solely for work performed entirely outside ordinary hours.	No	Yes
Performance bonus.	Yes	Yes
Christmas bonus.	Yes	Yes

Bonus labelled as ex gratia but for ordinary hours of work.	Yes	Yes
Sign-on bonus for new employees.	Yes	Yes
Referral bonus.	Yes	Yes
Return to work bonus after parental leave.	Yes	Yes
Bonus solely for work performed entirely outside ordinary hours.	No	No

Example 6: bonus paid for overtime

Jessie is in IT, on an above-award annual salary that includes payment for reasonable additional hours. His ordinary hours are Monday to Friday. As part of a project, Jessie works on Sunday. As a reward for meeting a project milestone that was entirely due to the work completed on Sunday, members of the team are each paid a $1,000 bonus.

As the bonus is being paid for work that was done entirely outside of ordinary hours, the $1,000 is overtime and not ordinary time earnings. The $1,000 overtime will not be included in Jessie's qualifying earnings.

Directors' fees

Directors' fees include payments to:

- the director of a company
- a person who performs the duties of a director of the company
- a member of the committee of management of the company, or a person who performs the duties of such a member if the company is not incorporated.

Directors’ fees may include payment to cover travelling costs, costs associated with attending meetings and other expenses incurred in the

position of a company director.

Table 11: Directors' fees

Payment	Ordinary time earnings	Qualifying earnings
Remuneration paid to a working director.	Yes	Yes
Remuneration paid to a non-working director.	Yes	Yes

Lump sum payments

Lump sum payments include payments in arrears, and return to work and termination payments.

Payments in arrears (STP lump sum E)

Lump sum E refers to back pay or an arrears payment that was payable more than 12 months before the payment was made. Regardless of the period to which the payment relates, ordinary time earnings are worked out on the actual component of pay that is being paid.

For example, if the back pay or arrears payment includes ordinary hours, higher duties allowances, paid annual leave and overtime, then all but the overtime are ordinary time earnings (and therefore qualifying earnings).

Return to work payments (STP lump sum W)

Table 12: Return to work payments (STP lump sum W)

Payment	Ordinary time earnings	Qualifying earnings
Bonus paid to an ex-employee to encourage them to return to the employer.	Yes	Yes

Bonus payments made to end industrial action and have employees resume work.	Yes	Yes
Bonus paid to an employee who has resigned and is encouraged to withdraw their resignation.	Yes	Yes

Termination payments

Payments made in consequence of the termination of employment are generally not ordinary time earnings.

Table 13: Termination payments

Payment	Ordinary time earnings	Qualifying earnings
Unused leave on termination, including annual leave, annual leave loading and long service leave. This applies regardless of the reason for termination or treatment for tax purposes.	No	No
Payment in lieu of notice, for all termination reasons. This applies regardless of the reason for termination or treatment for tax purposes.	Yes	Yes
Unused personal or carers leave on termination, for all termination reasons. This applies regardless of the reason for termination or treatment for tax purposes.	No	No
Unused rostered days off (RDOs) and time off in lieu of	No	No

overtime paid on termination.		
Other payments in consequence of the termination of employment, such as: • a gratuity or golden handshake • genuine redundancy or early retirement scheme payments above the tax-free limit • severance pay • non-genuine redundancy • compensation for loss of job • compensation for wrongful dismissal • invalidity payments other than compensation for personal injury • lump sum payments paid due to the death of an employee.	No	No

Example 7: termination of employment due to genuine redundancy

Michael's job is no longer required to be performed. His job is now redundant, and after consulting with Michael, his employer pays him a genuine redundancy on 14 October 2026. It totals $40,000 and comprises:

- payment of $10,000 in lieu of notice for 4 weeks of wages
- redundancy payment of $25,000
- ex-gratia payment of $5,000.

Out of the total payment of $40,000 only the $10,000 payment in lieu of notice is qualifying earnings. Michael's employer pays super guarantee on the payment in lieu of notice, and works out the super guarantee as follows:

$10,000 × 12% = $1,200.

Salary sacrifice contributions

Amounts you pay to your employee that would be qualifying earnings but have instead been salary sacrificed to superannuation are included in qualifying earnings.

Generally, when an employee has a salary sacrifice arrangement in place, you need to consider how the salary that is being sacrificed is taken into account when determining the employee's qualifying earnings under the *Superannuation Guarantee (Administration) Act 1992* (SGAA).

Table 14: Salary sacrifice

Sacrificed amounts	Qualifying earnings
Salary sacrificed to superannuation – where the salary that is sacrificed would otherwise be qualifying earnings if it was instead paid to the employee.	Yes
Salary sacrificed to superannuation – where the salary that is sacrificed would not otherwise be qualifying earnings if it was instead paid to the employee, such as paid parental leave or overtime.	No
Salary sacrificed to other employee benefits – including amounts that are fringe benefits and exempt fringe benefits.	No

Example 8: salary sacrifice contribution made to super

Mika earns $2,500 for a fortnight. Under an effective salary sacrifice arrangement, Mika chooses to have $500 of those earnings paid directly into their super fund instead of receiving it as take-home pay.

If the $500 would have been qualifying earnings had it been paid as wages, it remains qualifying earnings even though it is salary sacrificed to super.

For Payday Super purposes, Mika's qualifying earnings are calculated as:

> Amount paid directly to Mika + amount salary sacrificed to super
>
> = $2,000 + $500
>
> = $2,500.

This is because salary sacrificed contributions to super that would otherwise have been qualifying earnings continue to be treated as qualifying earnings.

Example 9: salary sacrifice payment made to other employee benefits

Ava earns $1,500 for a fortnight. Under an effective salary sacrifice arrangement, Ava chooses to sacrifice $200 of those earnings towards a novated lease.

For Payday Super purposes, Ava's qualifying earnings are calculated as:

> Amount Ava earns for a fortnight – amount salary sacrificed to the novated lease
>
> = $1500 – $200
>
> = $1,300.

This is because salary sacrificed amounts directed to benefits other than super are not included in qualifying earnings.

Payments that are not qualifying earnings

The tables above list a number of payment types that are excluded from qualifying earnings.

In addition, the following payments are not qualifying earnings and are therefore not included when calculating super guarantee contributions:

- fringe benefits and other benefits
- reimbursements for expenses
- overpayments to employees
- payments to employees under 18 and domestic or private workers unless they work more than 30 hours in a week
- payments to employees temporarily working in Australia who are covered by a bilateral social security agreement (for more information see International workers).

Fringe benefits and other benefits

A fringe benefit is like a payment to an employee, but in a different form to salary and wages. Fringe benefits are not qualifying earnings.

Other 'benefits' given by employers to employees that are neither fringe benefits nor salary or wages are also excluded from qualifying earnings, including:

- super contributions made by an employer to a complying super fund for the benefit of an employee
- the acquisition of a share, or of a right to acquire a share, under an employee share scheme.

Salary sacrifice contributions to super are added to an employee's qualifying earnings if the amount being sacrificed would otherwise be qualifying earnings if it was instead paid to the employee.

Reimbursements for expenses

Reimbursements are payments made to employees for actual expenses already incurred and are not qualifying earnings.

Example 10: reimbursement for actual expenses

Fernando travels by train on behalf of his employer and pays for the train ticket himself. He provides a receipt to his employer for the $14.50 cost of the train ticket, and the employer reimburses him $14.50.

The payment is not qualifying earnings because it's not a reward for Fernando's services.

Overpayments to employees

If you find that you have overpaid an employee, and the employee is required to repay the overpaid amount to you, the overpaid amount is no longer qualifying earnings for super guarantee purposes.

If you allow your employee extra time to repay the overpaid amounts, the law treats you as having made a loan to your employee. In this situation:

- the loan amount is not subject to super guarantee
- the loan amount is not reportable in STP
- no salary sacrifice can be deducted from the loan amount.

You must decide if the employee is required to repay the overpaid amount and consider whether you need to make a correction to your STP records.

If you have already paid super for the overpayment, this amount will be considered a credit and can be used to offset future payments for that employee. If the employee is no longer working for you, you will need to contact the fund to recover the payment. See If you have overpaid super guarantee.

Employees under 18 and domestic or private workers

You do not need to pay super guarantee on payments to an employee who is under 18 years old, or a private or domestic worker, in any week where the employee or worker doesn't work more than 30 hours.

These employee types have not changed under Payday Super. For more information see Work out if you have to pay super.

Maximum contribution base

Once your employee earns more than the maximum contribution

Super guarantee opt out for high-income earners with multiple employers

Check if you can opt out of receiving super guarantee from some employers to avoid exceeding the contributions cap.

Super for long distance drivers

How to calculate super guarantee and qualifying earnings for long-distance drivers.

Super on annual leave loading

Annual leave loading is included in qualifying earnings unless it is clearly linked to lost overtime.

QC 105843

Maximum contribution base

Once your employee earns more than the maximum contribution base, you do not need to pay super guarantee.

Last updated 13 October 2026

This information is only for employee earnings paid from 1 July 2026.

For employee earnings paid up to 30 June 2026, the quarterly super guarantee rules apply. See How much quarterly super to pay.

When the maximum contribution base applies

The maximum contribution base is the upper limit of your employee's earnings for each financial year for which you need to pay super guarantee. If your payments of qualifying earnings to your employee reach the maximum contribution base, you can stop paying super guarantee contributions for the employee for that year.

How much is the maximum contribution base?

For 2026–27, the maximum contribution base is $270,830.

If you have paid $270,830 of qualifying earnings to an employee for the 2026–27 year, you do not need to make super guarantee contributions for that employee for any additional qualifying earnings paid to them for the remainder of the financial year.

The maximum contribution base does not affect any additional super contributions you are required to pay under an award or enterprise agreement.

How the maximum contribution base is calculated

The maximum contribution base for a financial year is calculated using the following formula (rounded down to the nearest $10):

> Concessional contributions cap × 100 ÷ charge percentage.

The concessional contributions cap is the basic concessional contributions cap for the financial year in which the payment is made. From 1 July 2026, the concessional contributions cap is $32,500.

The charge percentage is the super guarantee rate, which is currently 12%.

Therefore the maximum contribution base for 2026–27 is:

> $32,500 × 100 ÷ 12 = $270,833.33.

This amount must then be rounded down to the nearest $10. This means that the maximum contributions base in this example is $270,830.

Example 1: employee's qualifying earnings exceed the maximum contribution base

Michael's base pay includes $225,000 of qualifying earnings each financial year. His employer, CompanyA, runs on a monthly pay cycle and pays Michael on the first Monday of each month.

For the 2026–27 financial year, the maximum contribution base is $270,830.

On 3 May 2027, Michael receives his usual pay. On 17 May, Michael receives a performance bonus of $100,000. His year-to-date (YTD) qualifying earnings are $306,250, exceeding the maximum contribution base by $35,420. CompanyA pays super guarantee up to the point that Michael's qualifying earnings reach the maximum contribution base.

Working out how much super guarantee to pay

Michael's base pay

Michael receives $18,750 of his base pay on 3 May. To work out the amount of super guarantee, CompanyA multiplies this by the super guarantee rate of 12%:

> Super guarantee = $18,750 × 12% = $2,250.

At this point, CompanyA has paid him $206,250 of his base pay:

> $18,750 × 11 payments (July 2026 to May 2027) = $206,250.

Michael's bonus

Michael receives his $100,000 bonus on 17 May. CompanyA pays super guarantee contributions up to the point that Michael's qualifying earnings for the financial year reach the maximum contribution base. As the bonus takes Michael over the maximum contribution base, CompanyA does not need to pay any super guarantee on the excess bonus, or any other qualifying earnings for the rest of the financial year.

$270,830 (maximum contribution base)
− $206,250 (year-to-date qualifying earnings)
= $64,580 (portion of bonus that does not exceed the maximum contribution base)

Super guarantee = $64,580 × 12% = $7,749.60.

Total super guarantee contributions for May payments

CompanyA makes a super guarantee contribution of $2,250 for the qualifying earnings paid on 3 May and $7,749.60 for the qualifying earnings paid on 17 May.

$2,250 (super on base pay for 3 May)
+ $7,749.60 (super on qualifying portion of bonus) = $9,999.60.

No super guarantee on further qualifying earnings

As the maximum contribution base has been reached, CompanyA does not need to pay super guarantee on any further payments of qualifying earnings to Michael in the 2026–27 financial year.

CompanyA may still have to pay additional super for Michael under an award or enterprise agreement.

STP reporting

CompanyA will cap the qualifying earnings amount they report for Michael at $270,830 in Single Touch Payroll for the rest of the financial year.

The company will still need to submit Single Touch Payroll reports for:

- any additional super amounts (for example, under an award or enterprise agreement) paid for Michael, under Super Liability
- amounts earned, under other relevant labels.

Next financial year

The following payday of 5 July 2027 is in the 2027–28 financial year. CompanyA will need to restart paying super guarantee

contributions for Michael from this payday, if the company is not otherwise exempt.

Super guarantee opt out for high-income earners

An employee with multiple employers who is likely to exceed the maximum contribution base for a financial year may apply for an SG shortfall exemption certificate. If successful, you will receive a copy of the certificate from both your employee and us.

QC 105844

Super guarantee opt out for high-income earners with multiple employers

Check if you can opt out of receiving super guarantee from some employers to avoid exceeding the contributions cap.

Last updated 10 August 2026

Payday Super legislation supporting the new super guarantee opt out for high income earners with multiple employers starts on 1 July 2026.

We must receive your application by 30 May 2026 if you'd like to nominate 1 July 2026 as the starting date. You can apply now for an exemption certificate using the new super guarantee opt out form for the 2026–2027 financial year.

Eligibility

You can apply for a certificate to opt out of receiving some super guarantee contributions if you meet both of the following conditions.

1. You have more than one employer in a financial year – this includes being employed by more than one employer at the same time or switching your employment from one employer to another in a financial year.
2. You expect the super guarantee contributions from these employers to exceed your concessional contributions cap for the one financial year you are applying for.

The super guarantee employer shortfall exemption certificate releases one or more of your employers from making super guarantee contributions for a specified period, ending at the end of the financial year. If you receive an exemption certificate, you must have one employer still paying super guarantee contributions for your benefit in the financial year.

It's important you talk to your employer before applying as they can choose to disregard an exemption certificate and continue to make super guarantee contributions.

Before applying, consider your employment arrangements, such as how your pay and other entitlements may change and the effect of any relevant award or workplace agreement. Your tax agent may provide you with advice based on your circumstances.

How to apply to opt out

Use the approved form to apply for a super guarantee employer shortfall exemption certificate. We must receive your application at least 30 days before the first day of the specified period to be covered by the certificate. Allow enough postage time.

Your application must:

- be made by you or your tax agent, or someone you nominate to represent you (an employer can't apply for an exemption certificate)
- specify the employer to be exempted, and the start date of the period to be covered by the certificate
- specify at least one other employer who will make super guarantee contributions for you in the financial year to be covered by the certificate

- be posted to the ATO (postage address on form).

An exemption certificate can only be for a period of up to one full financial year. You need to apply separately for each financial year. We recommend you consider your situation in the months before the potential start date of any further exemption you may wish to seek.

Your tax agent may assist you to apply. They can lodge this form on your behalf using Online services for agents.

Can I exempt my own business in which I'm an employee?

Yes, provided you nominate a different employer as paying super guarantee.

Can I nominate the same employer as being both exempt and paying super guarantee?

No. You need one employer to pay super guarantee contributions and nominate a different employer to receive a super guarantee employer shortfall exemption certificate.

Can I apply for more than one certificate?

Yes, provided you nominate one employer to pay super guarantee contributions in the relevant financial year.

Can exemption certificates be backdated?

Yes. From the 2025–26 financial year, exemption certificates can be issued retrospectively.

What we consider

We can only issue you with an exemption certificate if:

- you're likely to exceed your concessional contributions cap in the financial year covered by the exemption certificate
- after issuing the certificate, you will still have at least one employer obliged to pay super guarantee contributions in the financial year covered by the exemption certificate
- issuing the certificate is appropriate in all of the circumstances.

When considering your application, we will take into account the effect:

- of any other certificates already issued to you for the financial year
- that issuing the certificate is likely to have on your concessional contributions for the income year.

Outcome of the application

If your application is approved, we will issue a written notice to each of your employers covered by an exemption certificate. We will also send you a copy of the certificate for each exempted employer.

If your application is declined, we will notify you.

We won't approve an exemption certificate if:

- your application was not lodged within the required timeframe, i.e. at least 30 days before the start of the period to which the application relates
- your application is not in the approved form or is incomplete
- you are not likely to have excess concessional contributions for the financial year to which the application relates
- you did not nominate at least one other employer liable for superannuation guarantee contributions for you for the financial year covered by the application
- your application requests the exemption extend beyond one financial year or you have submitted a request for an exemption in a future year (e.g. you have applied for an exemption for the 2027–28 financial year in early 2026).

Once issued, the exemption certificate cannot be varied or revoked.

The exemption will cease at the end of the financial year. You will need to reapply for a future financial year.

If you're dissatisfied with our decision, you may Dispute or object to an ATO decision.

Super for long distance drivers

How to calculate super guarantee and qualifying earnings for long-distance drivers.

Published 27 June 2026

Super calculation methods for drivers

For drivers covered by the Road Transport (Long Distance Operations) Award 2020, ordinary hours of work are 38 hours per week. In some cases, ordinary hours may be determined as an average of up to 28 consecutive days.

Qualifying earnings are defined in the same way as for other employees. You should seek advice if you are unsure how to calculate qualifying earnings for employees when multiple methods are involved in determining the ordinary hours earning base for super.

You can calculate super guarantee for long-distance drivers using one of the following 3 methods:

- minimum-guaranteed-wage method – you can't use this method if the driver's wages are more than the minimum under one of the other 2 methods
- hourly-driving-rate method
- cents-per-kilometre method.

The following examples are based on the award. You should seek advice if the terms of your enterprise agreement vary from the award.

Example: minimum-guaranteed-wage method

Marge is a long-distance driver Grade 6 working under the Road Transport (Long Distance Operations) Award 2020. The award stipulates a minimum guaranteed rate of $1,052.00 per week (rate from 1 July 2025). This is regardless of how long Marge actually drives.

Marge is paid on 21 July (the QE day, or payday) for the week of 14–20 July 2026. She receives only the minimum award payment.

Marge's super guarantee for the QE day of 21 July is calculated as:

Qualifying earnings × super guarantee rate

= $1,052.00 × 12%

= $126.24

Example: hourly-driving-rate method

Sean is a long-distance driver Grade 6 working under the Road Transport (Long Distance Operations) Award 2020. He is paid under the hourly-driving-rate method.

The hourly driving rate of $41.03 (rate from 1 July 2025) for full-time employees includes 2 components:

- an industry disability allowance of 1.3 times a base rate
- an overtime allowance of 1.2 times a base rate.

Although the hourly rate includes a component referred to as an overtime allowance, the allowance is not deducted from the total when calculating qualifying earnings. This is because the whole hourly driving rate is paid for what are defined to be ordinary hours of work (except where the hours worked exceed 38 hours).

Sean works his ordinary hours of 38 hours in the week of 6–12 August 2026. He is paid on 13 August 2026 (the QE day, or payday).

Sean's super guarantee for the QE day of 13 August is calculated as:

Qualifying earnings × super guarantee rate

= ordinary hours × hourly rate × super guarantee rate

= 38 hours (as defined in the award) × $41.03 × 12%

= $187.09

Example: cents-per-kilometre method

Jack, a Grade 6 long distance driver, travels from Melbourne to Darwin during July 2026 via the Stuart and Western highways (3,749 km). He is paid using the cents-per-kilometre method under the Road Transport (Long Distance Operations) Award 2020. The minimum cents per kilometre rate for a full-time employee is 54.70c/km from 1 July 2025.

Jack receives:

> 54.70c/km × 3,749 km = $2050.70

As this amount exceeds the minimum guaranteed payment stipulated in the award, Jack's employer uses his ordinary hours of 38 hours per week to work out his qualifying earnings.

For simplicity, we allow the cents-per-kilometre rate to be applied to the kilometres driven during ‘ordinary hours of work’ based on an average driving speed of 75 km per hour.

Therefore, a reasonable method of calculating the distance travelled during ordinary hours of work is:

> 38 hours × 75 km = 2,850 km.

The calculation to determine Jack's minimum amount of super guarantee for each weekly QE day (weekly payday) is:

> Qualifying earnings × super guarantee rate
>
> = c/km × 2,850 km × super guarantee rate
>
> = 54.70c/km × 2,850 km × 12%
>
> = $187.07

QC 107602

Super on annual leave loading

Annual leave loading is included in qualifying earnings unless it is clearly linked to lost overtime.

Last updated 27 June 2026

How it works

Annual leave loading is an extra payment that may be paid to an employee on top of their base rate during periods of annual leave.

As an employer, you work out super guarantee payments for your employees based on their qualifying earnings. Qualifying earnings includes annual leave pay but not overtime.

Generally, you include annual leave loading in qualifying earnings because it's related to annual leave. However, you don't include annual leave loading in qualifying earnings if you can show that it's paid to compensate employees for being unable to work overtime while on leave.

If this is your situation, this information explains the evidence you will need.

Evidence you will need

To omit annual leave loading from your employees' qualifying earnings, you need written evidence showing that the leave loading is linked to a lost opportunity to work overtime.

This evidence can be either:

- the relevant award or agreement
- a documented policy, understood by you and your employees, that states the reason for the leave loading entitlement.

If you don't have written evidence, you need to either:

- obtain it as soon as possible
- start including annual leave loading in your employees' qualifying earnings when working out their super guarantee payments.

Example: documenting the reason for annual leave loading

QWERTY Co has a mix of day workers and shift workers, who are all covered by a modern award.

For day workers, the award includes an entitlement to annual leave loading and paid overtime. However, the award doesn't clearly link overtime and annual leave loading.

For shift workers, the award has a different annual leave loading entitlement and no paid overtime. The award indicates that this annual leave loading compensates shift workers for the lost opportunity to earn shift allowances while on leave.

QWERTY Co believes the day workers are paid annual leave loading to compensate for the lost opportunity to work overtime while on leave. This is based on advice the company has received about the historical reasons for the annual leave loading.

QWERTY Co prepares a policy document that clarifies the reason for annual leave loading.

QWERTY Co regularly deals with a union representing its workers. The company provides a copy of the policy document to the union to ensure it reflects their understanding of the reason for annual leave loading.

When working out super guarantee for its workers, QWERTY Co self-assesses the annual leave loading as:

- excluded from qualifying earnings for day workers
- included in qualifying earnings for shift workers.

Annual leave loading for previous periods

We understand that some employers have been unsure how to correctly treat annual leave loading. Also, you may not have evidence that identifies the purpose of annual leave loading paid in previous periods.

We won't review how you've treated annual leave loading in previous periods if both of the following apply:

- you self-assessed that annual leave loading was not qualifying earnings because it was for a loss of opportunity to work overtime

- there is no evidence that the annual leave loading was for something other than overtime.

However, if there is evidence that the annual leave loading was for something other than overtime, then the loading should have been included in qualifying earnings. If you omit the loading from your calculation and payment of super guarantee, you have a super guarantee shortfall and may be liable for the super guarantee charge.

For more information see the new super guarantee charge.

QC 107603

Payment deadlines for Payday Super

When employers need to pay super guarantee under Payday Super, starting 1 July 2026.

Last updated 29 September 2026

> **This information is only for employee earnings paid from 1 July 2026.**
>
> For employee earnings paid up to 30 June 2026, the quarterly super guarantee rules apply. See Quarterly super payment due dates.

When to pay

Your super guarantee contribution is on time if it is received by your employee's super fund (with all the necessary information to allocate the contribution to the employee's member account) within 7 business days after paying your employee. You may have longer to make the contribution in some situations.

It's best practice to pay your employees' super guarantee contributions on payday. This is also known as the QE day – that is, the day you pay

qualifying earnings to or for your employees.

If you use a commercial clearing house, including one used through payroll software, you need to allow enough time for them to process your payment to meet the 7 business day timeframe. That's why it's important to pay super on payday.

If your payment of super guarantee contributions is late you are liable to pay the super guarantee charge.

What is the QE day?

The QE day is the day you pay your employees an amount of qualifying earnings. In most cases this is your regular payday.

If you make a payment of qualifying earnings to an employee on a particular day, that day will be the QE day for that employee even if you:

- put the payment into your payroll or accounting system on a different day
- pay other employees on a different day
- have a longer period to report the payment to the ATO (such as single touch payroll concessions for closely held employees or overseas payroll).

Definition of 'business day'

A business day is any day other than:

- a Saturday or Sunday
- a day that is a public holiday for the whole of any Australian state or territory.

This means if there is a state or territory-wide public holiday, that day is not a business day for the purposes of Payday Super, even if you are not in that state or territory.

If a public holiday applies to only part of a state or territory (for example, Royal Hobart Show Day), that day is still a business day for Payday Super purposes.

Which workers the deadline applies to

The 7 business day timeframe for super guarantee contributions (or longer in some situations) applies to all employees who are entitled to super guarantee. This includes workers who come under the extended definition of 'employee' for super guarantee purposes, such as:

- independent contractors paid mainly for their labour
- sportspeople and performers
- directors or executives of a company.

Longer time to pay

You may be allowed more time to make an on-time contribution in certain situations.

- First contribution for a new employee or super fund.
- Out-of-cycle payments.
- Exceptional circumstances affecting multiple employers.
- Bunching rule for overlapping due dates.

First contribution for a new employee or super fund

You have a longer time to pay the first eligible super guarantee contribution you are making:

- for a new employee
- to a new complying super fund for an existing employee after you have stopped making contributions to another super fund.

In these situations, the contribution must be received by the super fund within 20 business days after the relevant QE day (payday).

Example 1: new employee

Hannah runs a business and has just engaged a new super guarantee employee, Mary, who has been engaged as a contractor for her labour.

When Hannah makes her first payment of qualifying earnings to Mary on 9 July 2026 (QE day 1), Hannah's first contribution to Mary's super fund has a later due date of 7 August 2026, which is 20 business days after QE day 1.

Hannah's next payment of qualifying earnings to Mary is on 30 July 2026 (QE day 2). For Hannah to make the super guarantee contribution on time for QE day 2, the contribution must be received by Mary's super fund within 7 business days of 30 July 2026, which is 11 August 2026.

(Note that the due dates for QE day 1 and QE day 2 both include an additional day because the Picnic Day holiday in the Northern Territory is not counted as a business day).

Example 2: new super fund

Floyd runs a business. On 3 August 2026 he is advised by his employee Francine that she has changed to a new super fund. Francine provides Floyd with her new super fund details.

When Floyd makes his next payment of qualifying earnings to Francine on 7 August 2026 (QE day 1), his contribution to her new super fund has a later due date of 4 September 2026, which is 20 business days after QE day 1.

Floyd's next payment of qualifying earnings to Francine is on 4 September 2026 (QE day 2). For Floyd to make the super guarantee contribution on time for QE day 2, the contribution must be received by Francine's super fund by 15 September 2026, within 7 business days after QE day 2.

Recommenced contributions

If you've rehired or recommenced work with someone under a new arrangement, you have a longer time to pay the first super guarantee contribution. This applies to other workers you've rehired that are considered your employee for super purposes.

In these situations, the contribution must be received by the super fund within 20 business days after the relevant QE day (payday).

Out-of-cycle payments

If you make a payment of qualifying earnings to an employee that is out of cycle with their regular payday, your super guarantee contribution must be received by the super fund within 7 business

days after the next payment of qualifying earnings to the employee that is not out of cycle.

Out-of-cycle payments occur when:

- you normally pay an employee according to a regular schedule (such as weekly, fortnightly or monthly), and
- you make a separate payment of qualifying earnings outside that usual pay schedule.

For example, of out-of-cycle payments can include:

- bonuses
- commissions
- allowances
- back payments
- payments made in advance.

Payments made to eligible employees with intermittent or irregular paydays are not out-of-cycle payments. For example, payments to an eligible contractor who is remunerated upon invoice to the employer are not out-of-cycle payments.

For more information on payments that aren't out-of-cycle payments, see Legislative Instrument LI 2026/20 *Superannuation Guarantee (Administration)(Out-of-Cycle Qualifying Earnings) Determination 2026*.

Example 3: out-of-cycle payment to an employee

Virgil runs a business. He pays his employee Luca a Christmas bonus of $1,000 on 7 December 2026. Luca is normally paid weekly and Virgil's next payment of Luca's regular wages is made on 10 December 2026. The bonus payment meets all the criteria outlined by the ATO to be an out-of-cycle payment.

The super guarantee contribution for Luca's Christmas bonus is due on the same day as the contribution for the 10 December payday – that is, the contribution for both payments is due on 21 December 2026.

Example 4: back payment to an employee

On 29 August 2026, Bindi Pty Ltd pays their employee Priya a lump sum back payment after a wage increase is approved and applied retrospectively.

The back payment is out-of-cycle qualifying earnings because Priya is paid on a fortnightly pay cycle and the back payment is paid separately from this regular pay cycle.

Priya's next fortnightly wages are paid on 3 September 2026. The super guarantee contribution for Priya's back payment of wages is due on the same day as the contribution for the 3 September payday – that is, the contribution for both payments is due on 14 September 2026.

Exceptional circumstances affecting multiple employers

The ATO can determine that a class of employers are affected by an exceptional circumstance and the period for which the employers are impacted.

Exceptional circumstances are natural disasters and widespread information technology and communication outages.

If an exceptional circumstance determination covers you and a QE day (payday), your super guarantee contributions are due to be received by your employees' super funds before the later of:

- 20 business days after the current QE day
- 20 business days after the day that the determination is made.

You do not need to apply for an exceptional circumstances determination. When an exceptional circumstance occurs:

1. We will consider whether a determination should be made, taking into account the impact on employers' ability to make super guarantee contributions. We will use information about declared disaster zones and details received by third parties such as super funds, digital service providers and banks.
2. We will issue communications if a determination has been made.

3. Employers can self-assess whether or not they are covered by the determination. You should keep records that show the determination applies to you and the relevant QE days (paydays).

Exceptional circumstance determinations cannot be issued for individual employer circumstances.

Find out about what to do if your records are lost or damaged in these circumstances.

Natural disasters

If you are impacted by a natural disaster you can also phone our Emergency Support Infoline on **1800 806 218** during operating hours. Alternatively there are other ways you can contact us about your situation.

If you are closing down your business because of a disaster, you still need to pay your employees' super guarantee entitlements.

Example 5: exceptional circumstances – natural disaster

Christen runs a business and usually pays her employees fortnightly. The next payday is 4 August 2026 (QE day 1).

Over the weekend Christen's local area is impacted by a flood. A number of businesses, including Christen's, close for safety and clean up reasons.

The ATO issues an exceptional circumstance determination on 7 August 2026 for the period 4 August 2026 to 24 August 2026. The determination applies to all employers in Christen's local area.

Christen has until 4 September 2026 (20 business days after 8 August 2026) for super guarantee contributions to be received by her employees' super funds for QE day 1.

For QE day 2 on 18 August 2026, Christen has until 15 September 2026 (20 business days after QE day 2) for contributions to be received by her employees' super funds.

Bunching rule for overlapping due dates

Sometimes you may have a later due date to make super guarantee contributions for a QE day (payday) but the due date for the next QE day is before the later due date for the first QE day.

In this situation, the due date for the second QE day is the same as the later due date for the first QE day.

Example 6: bunching rule

Aitana runs a business and has just hired a new employee, Ellie. After she makes her first payment of qualifying earnings to Ellie on 9 July 2026 (QE day 1), Aitana's first contribution to Ellie's super fund has a later due date of 7 August 2026 (20 business days after QE day 1).

Aitana pays her employees fortnightly. Her second payment of qualifying earnings to Ellie is made on 23 July 2026 (QE day 2). The second contribution of super guarantee would ordinarily be due on 4 August 2026.

Because the contribution for QE day 2 is due earlier than the extended due date for QE day 1, the contribution for QE day 2 is also due on the later due date of 7 August 2026.

The due date for the contribution for QE day 3 will follow a normal 7 business day timeframe, unless longer applies.

Note: that the later due date for QE day 1 and initial due date for QE day 2 both include an additional day because the Picnic Day holiday in the Northern Territory is not counted as a business day.

Late contributions

A contribution for a payday is considered late if it is received by the super fund more than 7 business days after making a payment of qualifying earnings to your employee (unless a longer time applies) but before we have assessed you for the super guarantee charge.

Late contributions can reduce the super guarantee charge. However, you may still be liable for the interest and administrative components, and any choice loading, even if you pay all of the remaining super guarantee contributions late.

For more information see What happens if you don't pay super correctly.

Paying faster with the New Payments Platform

From 1 July 2026 you, or your service provider, can use the New Payments Platform (NPP) to make contributions. The NPP is a real-time payments platform used across Australia. It increases the speed and efficiency of payments to super funds.

Using the NPP, contributions made through payroll systems or clearing houses could be received by the super fund on the same day you make the payment. Payments made through some service providers may still take longer to reach the super fund.

The availability of the NPP will be accompanied by other improvements to SuperStream, such as improved member verifications, better error messaging and faster visibility of fund status changes. These initiatives are intended to help employers and clearing houses to meet the Payday Super deadlines.

Managing cashflow

Moving to paying super for each payday may impact your cash flow.

Check out our cash flow tips and guidance:

- establish good business habits
- manage your business cash flow.

If you use a registered tax or BAS agent, they can also help.

QC 105846

Paying super for a new employee or fund

How to set up super contributions for a new employee or when paying to a new super fund.

Published 27 June 2026

Identify the super fund to pay into

In most cases a new employee can choose the super fund for their super guarantee contributions. If they are eligible to choose, you must give them a *Standard choice form* to provide details of their chosen fund.

If the employee doesn't choose a fund, you can ask us (through ATO online services) for details of their stapled super fund. You can make this request anytime from when the employee accepts the offer of employment until they choose a super fund.

If we advise you that the employee doesn't have a stapled super fund, and they haven't provided a chosen fund, you pay their contributions to your default fund.

For more information see Which super fund to pay into.

Information you need before you pay super

For your super contributions to be matched by your employee's super fund, you'll need the following information for the employee:

- their tax file number (TFN)
- details of their super fund
  - Australian business number (ABN)
  - unique superannuation identifier (USI)
  - member account number.

This information should be provided by your employee on their standard choice form, or by us if you've requested the employee's stapled super fund details.

If your employee isn't sure how to find the USI of their super fund, you can look this up yourself. Use the name or ABN of the super fund to search Super Fund Lookup.

If you are required to pay additional super contributions under an enterprise agreement or award, the agreement or award may specify

the fund for these additional contributions. This may be different to the employee's chosen fund for super guarantee contributions.

If your employee has a self-managed super fund

If your employee has a self-managed super fund (SMSF), you'll need:

- your employee's TFN
- details of your employee's SMSF
  - ABN
  - bank account details
  - electronic service address.

If you're paying your own super contributions to your own SMSF, you don't need the ABN or electronic service address information for those contributions.

Provide the employee's TFN to their super fund

When an employee gives you their TFN, you must give it to their super fund within 14 days.

For a new employee, provide their TFN to their super fund more than 14 days before you make their first super contribution.

You can provide a TFN to a super fund when you:

- register a new account in your default fund or update employee details
- make super payments through your SuperStream software or service provider.

Super funds need your employee's TFN so that:

- the super fund can accept personal contributions from the employee
- the employee will not pay extra tax on super
- the employee can find all their super accounts.

If a current employee has not given you a TFN declaration since 1 July 2007, they can complete the Authority to provide your tax file number

to your super fund form.

If you use a third party to manage your payroll or a clearing house to distribute super contributions, ensure your contract allows them to share TFNs with the super funds.

If an eligible employee has provided a TFN to you and you do not provide the employee's TFN to their super fund or retirement savings account within the required time, you're liable to a penalty of 10 penalty units.

How to check your employee's TFN

If your software supports this function, you can use the EmployerTICK service to check that the TFN your employee provides matches our records.

It's important to check the TFN is correct because your employee's super fund can use it to link your contributions to the employee's super account.

For more information on the service, see the EmployerTICK user guide.

Check your employee's super fund details

From 1 July 2026, employers are required to submit a member verification request before making a first-time super guarantee contribution to a super fund, provided their software supports this functionality.

The super fund will quickly confirm if your employee's details match an active account and that they can accept your contributions for that employee.

You submit a member verification request:

- before making a contribution to a super fund for the first time
- where there has been a change in employee information (such as name)
- where a contribution has been previously rejected.

These secure messages can't be used to check details before a regular contribution is made.

If your employee's details don't match

If a super fund can’t match your employee's details to accept contributions, a message will let you know why. This gives you time to resolve issues with your employee before you need to make the contribution.

This simple check can help to avoid common errors that delay payments from reaching your employee's super fund on time.

Check the fund is a complying fund

The super fund you pay contributions to must be a complying super fund.

You can check the compliance status of a super fund using Super Fund Lookup. This check is especially important when paying to a self-managed super fund.

If the fund is not listed, you can get written confirmation from the fund's trustee. This confirmation must state that the fund:

- is a complying super fund
- intends to accept your super contributions
- will continue to meet the relevant legal requirements.

If you pay contributions to a non-complying super fund, the contributions:

- won't count towards meeting your super guarantee obligations
- won't be tax deductible
- may incur a fringe benefits tax liability.

Longer time to make contributions for new employees

Normally a super guarantee contribution must be received by your employee's super fund (with all the necessary information to allocate the contribution to the employee's member account) within 7 business days after paying your employee.

You have a longer time to pay the first super guarantee contribution:

- for a new employee

- to a new complying super fund for an existing employee after you have stopped making contributions to another super fund.

In these situations, the contribution must be received by the super fund within 20 business days after the relevant QE day (the day you pay your employees – that is, payday).

QC 107588

Which super fund to pay into

As an employer, where you pay eligible employee's super contributions is important to meet the super fund choice rules.

Last updated 27 June 2026

It's important you pay super guarantee contributions to the right super fund account to avoid penalties.

Super guarantee contributions should be paid to one of the following:

- Employee's chosen fund
- Employee's stapled super fund
- Other fund that meets your choice of fund obligations

Employee's chosen fund

You must pay super guarantee contributions to your eligible employee's chosen fund if they nominate one. An employee will generally tell you their choice of fund by completing a Superannuation standard choice form.

You have 2 months to start paying contributions into their chosen fund. However, where you are required to make contributions earlier, and you are not yet able to pay to the chosen fund, you must pay to:

- their stapled super fund (for employees who joined you from 1 November 2021)

- your employer default fund (if we advise you that the employee does not have a stapled super fund).

Employee's stapled super fund

If your employee doesn't choose a super fund, you pay super guarantee contributions to their stapled super fund.

You can request the stapled super fund details for new employees from us via ATO online services.

- You can make a request once they have accepted your offer of employment (you must still provide them with a Superannuation standard choice form).
- If the employee started with you before 1 November 2021, you're not required to pay their super into a stapled super fund. You can pay to your employer default fund.

If the stapled super fund account provided by us can't accept contributions for the employee, you should request an alternate stapled super fund from us. This may occur, for example, if the account has since been closed or a defined benefit account won't accept your contributions.

If the stapled super fund account provided by us is a self-managed super fund, you should obtain the electronic service address and bank account details from your employee.

Phone us on **13 10 20** if:

- you make another request for an alternate stapled super fund and the same, or no, stapled super fund details are returned
- your employee can't provide you with their self-managed super fund bank account details.

Other funds that meet your choice of fund obligations

You can pay into your employer default fund, or another fund that meets the choice of fund rules if both the following conditions are met:

- your employee doesn’t choose a super fund

- your employee started from 1 November 2021 and we have advised you that they don’t have a stapled super fund.

QC 67212

SuperStream for employers

SuperStream is a standard requiring all employers to provide payments and related data to super funds electronically.

Last updated 16 July 2026

How SuperStream works

SuperStream is the way all employers must pay employee superannuation guarantee contributions to super funds. With SuperStream, money and data are sent electronically in a standard format.

Your employee super information is linked to your super contributions by a unique payment reference number (PRN).

This means you can make all your super contributions in a single transaction, even if the payments are going to multiple super funds.

If the only contributions you make are personal contributions for yourself or contributions to a related self-managed super fund (SMSF), you don't need to use SuperStream because these are excepted contributions.

Keeping your employee information safe

All SuperStream communications:

- are encrypted
- use sending and receiving protocols that all parties must follow.

Employee information security is important and starts with you, and all your dealings in the super system. This means you should:

- apply security best practices when personal information is stored in payroll solutions or sent over the internet
- make sure any service providers you use have strong information security policies, and terms and conditions.

How to meet SuperStream requirements

In just 3 simple steps, you can meet SuperStream requirements.

Step 1: Choose an option

To meet SuperStream requirements, you can use the following electronic options:

- payroll system
- super fund online system
- super clearing house
- EFT or BPAY direct to the fund
- messaging portal.

You can also ask your accountant or bookkeeper to help you with one of these options.

Payroll system

Check with your software provider to ensure your payroll system is SuperStream-compliant. You may need to update your software.

You can also use the Super Product Register to check if your software is compliant.

Some payroll systems cover data and payments, and some are data only. This means you may need to make payments to each fund separately. The payment must be electronic (electronic funds transfer or BPAY®).

Super fund online system

Large super funds have online payment services you can use. Check with your super fund to ensure it is SuperStream compliant.

Super clearing house

A clearing house pays super to your employees' super funds for you. You send a single electronic payment to the clearing house with all your employees' super contribution data, and the clearing house does the rest.

EFT or BPAY direct to the fund

If you pay directly to a super fund with EFT (direct credit or direct debit) or BPAY, you must also send the employees information electronically (not by email).

Direct contributions can only continue with special agreement from each of your super funds.

Contact your fund to see if direct contributions can continue or if any changes are required.

If you can continue paying direct to the fund, you can also use a messaging portal for the electronic information requirements. A messaging portal will generate reference numbers to use in your online banking.

Messaging portal

A messaging portal can convert contribution data for your employees to a SuperStream compliant format and send it to the relevant funds for you.

You still need to make one electronic payment.

Talk to your messaging portal provider and financial institution about your options.

Step 2: Collect employee information

Collect the following information from your employees:

- your employee's tax file number (TFN)
- the Australian business number (ABN) of your employee's super fund
- the unique superannuation identifier (USI) of your employee's super fund. You can look these up through:
  - Super Fund Lookup – USI and product names.

You can also use the online service, EmployerTICK, to validate employee details. For more information on the service, see the EmployerTICK user guide.

Employees with SMSFs

If your employees have an SMSF, you'll need the following information:

- your employee's TFN
- the ABN of your employee's SMSF
- the bank account details of your employee's SMSF
- the electronic service address of your employee's SMSF.

If your employee wants you to contribute to their SMSF, provide them with a standard choice form and ask them to return it to you within 28 days. If you don’t receive the information you may make the contributions to your default fund.

If you're paying your own super contributions to your own SMSF, you don't need this information for these contributions.

Step 3: Paying with SuperStream

You must send the payment and data on the same day. This lets the super fund match your payment and information and allocate the contribution to the fund member's account.

If you use a commercial clearing house, the employee's super contribution is counted as being paid on the date the super fund receives it, not the date the clearing house receives it from you. Check with your clearing house to make sure you allow enough time for your payments to be processed before the quarterly due dates.

If you use our Small Business Superannuation Clearing House, which will be closed permanently and cannot be used from 1 July 2026, your super obligations are met on the date the clearing house accepts the payment (as long as the super fund doesn't reject the payment).

If you don't have an ABN

If you're not eligible for an ABN, you can use your withholding payer number (WPN) to use SuperStream.

Your WPN is found on your pay as you go (PAYG) withholding registration advice or your activity statement.

A WPN is shorter than an ABN so, depending on your SuperStream solution, you may need to add leading zeros when providing your WPN, if you are paying contributions directly to super funds.

SuperStream changes for employers

An overview of upgrades to SuperStream from 1 July 2026 for employers.

QC 44706

SuperStream changes for employers

An overview of upgrades to SuperStream from 1 July 2026 for employers.

Last updated 21 June 2026

This information is also available as a PDF – see SuperStream changes (PDF, 155KB).

SuperStream improvements

SuperStream is the way that employers pay contributions, including superannuation guarantee, for their employees. It requires you to provide payments and related data to super funds, including self-managed super funds, electronically in a standard format.

From 1 July 2026, we will upgrade the SuperStream contributions messaging to version 3. This upgrade will help you meet your super guarantee payments and avoid charges and penalties by:

- reducing the likelihood of employees' contributions being rejected by a super fund
- providing clearer error messages when a contribution is rejected by a super fund
- enabling faster payment of contributions

- knowing sooner when important super fund details are changing.

Reducing errors with Member Verification Requests

The Member Verification Request (MVR) is a new SuperStream message.

It will allow your payroll software or clearing house to verify that an employee's super fund details are valid and the fund can accept a super guarantee contribution.

An MVR must be used before making a contribution to a super fund for the first time. Employers may also use the MVR when there has been a change to an employee's information (such as their name). You should not use an MVR before regular contributions if there has not been any change to employee details.

Super funds must respond to an MVR within 24 hours. In the response, they will confirm whether the employee matches an active account and that they can accept your contributions for that employee.

If a super fund can't accept contributions, the message will let you know why. This may occur if:

- the employee details can't be matched
- the member has left the super fund
- the fund can't accept contributions due to eligibility rules.

If this is the first contribution for a new employee or to a new super fund for an existing employee, you will have 20 business days after the relevant QE day (the day you pay your employee qualifying earnings) to make the contribution. This gives you time to resolve any issues with your employee after you have received the MVR response.

Using the MVR will significantly reduce common errors.

For more information, reach out to your software provider to understand how you can access and use the MVR.

Better error messaging

When errors do occur, timely, clearer and more meaningful error messages will give you the information you need to quickly resolve these errors with your employees, so you can resubmit the contribution.

The way errors are shown and when they are displayed can vary between different products across payroll providers. You can check your payroll provider's help content or review documentation so you know where you can find errors and how to fix them immediately.

You need to identify and fix errors quickly, ensuring you resubmit the contribution to the correct employee super account to meet the 7 business day timeframe for super guarantee contributions. This timeframe does not reset or extend because there were errors.

Faster payment of contributions

The New Payments Platform (NPP) is a real-time payments platform used across Australia. The NPP improves how quickly a contribution can be received by employees' super funds.

Contributions made through payroll systems or clearing houses using the NPP could be received by the super fund on the same day you make the payment, reducing payment delays.

Payments made through some service providers may take longer to reach the super fund.

All super funds must be able to receive NPP payments from 1 July 2026. You or your digital service provider will be able to choose to use NPP to make contributions. Some super funds will be ready to receive faster payments before 1 July 2026.

Earlier visibility of super fund changes

Payroll and clearing house software will have access to new information from us that can provide you with early notice of key changes to large super funds' details. For significant changes that affect where contributions are paid for employees, such as fund mergers, you can use this information to plan and manage where contributions need to be paid.

What to do before 1 July 2026

You need to:

- Check with your digital service provider for payroll services on when your software will be ready to support improved error messaging and the new MVR, and any changes you need to make.

- Review error messages you receive from super funds. Any payments you currently make that receive a warning or information message could be rejected after 1 July 2026.
- Review how you pay contributions. Find out when your payroll, clearing house or super fund will be ready to support NPP, if there are any updates you need to make and how long payments will take to reach a super fund.
- Check your default super fund registration details are up to date.
- Stay up to date. Look for updates from the ATO, your digital service provider and your super funds.

Payday Super

These improvements support changes to when and how super guarantee contributions are paid for employees. From 1 July 2026, you will need to pay employees their super guarantee for each payday (instead of each quarter). For more information see Payday Super.

The Small Business Superannuation Clearing House (SBSCH) will close on 1 July 2026. If you use the SBSCH you need to transition to an alternative SuperStream option.

QC 105826

Single Touch Payroll reporting under Payday Super

How to meet your STP reporting obligations under Payday Super using your payroll software from 1 July 2026.

Published 27 June 2026

What's not changing with Single Touch Payroll

From 1 July 2026 you still report employees' payroll information to us each time you pay them through your STP-enabled software. This includes:

- salaries and wages
- pay as you go (PAYG) withholding
- superannuation liability information.

STP reports must still be lodged on or before each payday.

Reporting payments made to contractors

If you pay independent contractors mainly for their labour, they are employees for superannuation guarantee purposes. It's not mandatory to report payments made to independent contractors paid mainly for their labour in STP.

If you choose to voluntarily report for these workers in STP, you'll need to meet the STP reporting requirements from 1 July 2026.

Super reporting from 1 July 2026

For paydays from 1 July 2026, you must include both of the following amounts for each employee in your STP reporting:

- qualifying earnings
- superannuation liability

Your digital service provider will advise you on how to set up and report these amounts in your payroll software.

Qualifying earnings

You report qualifying earnings as year-to-date (YTD) amounts for each employee in your STP reports. Qualifying earnings are earnings paid to the employee that qualify for super guarantee contributions.

The amount by which the YTD qualifying earnings increases each payday, or period will:

- determine the qualifying earnings for that payday
- be used to calculate your employee's individual super guarantee amount.

Amounts that are not qualifying earnings

Amounts that are paid to employees but are not qualifying earnings do not attract super guarantee (for example, fringe benefits and reimbursements for expenses). These amounts should not be reported as qualifying earnings. Doing so may lead to inconsistencies between STP data and contributions data from super funds, prompting us to contact you unnecessarily.

If your employee's earnings exceed the maximum contribution base

Once your employee's earnings reach the maximum contribution base ($270,830 for the 2026–27 financial year), you don't need to make more super guarantee contributions for the rest of the financial year. You can also stop reporting any further YTD qualifying earnings for that employee in STP but continue to report the maximum contribution base amount for the rest of the year. For 2026–27, this means the qualifying earnings amount remains at $270,830 for the remainder of the income year, once the maximum contribution base is exceeded.

If your employee wants to opt out of super guarantee

If your employee provides a super guarantee opt out certificate (or one is received from the ATO):

- at the start of the year – the YTD qualifying earnings amount for that employee is $0 in your STP report
- part way through the year – the YTD qualifying earnings amount for that employee doesn't change in your STP report from the start of the period covered in the certificate.

Superannuation liability

You report superannuation liability as YTD amounts for each employee in your STP reports.

The superannuation liability YTD amount includes the minimum super guarantee contributions payable. It may also contain additional super obligations you have under an industrial award or enterprise agreement to pay super on amounts that are not qualifying earnings.

Reporting superannuation liability in STP is mandatory under Payday Super from 1 July 2026. The requirements for what should be reported here have not changed.

Example: additional super paid under an enterprise agreement

Employer B Pty Ltd's employees are entitled to 12 weeks paid parental leave under their enterprise agreement. The agreement also requires super to be paid on all paid leave.

Paid parental leave is not ordinary time earnings or qualifying earnings.

Employer B Pty Ltd still calculates and pays super on the paid parental leave amounts because it's required by the enterprise agreement.

In STP, Employer B Pty Ltd:

- does not include the paid parental leave amount in the YTD qualifying earnings amount they report
- reports the total super amount payable on the paid parental leave as superannuation liability.

Your payroll product

It's important that you know what you need to do to make sure your payroll software is ready for Payday Super.

When your payroll product is updated for Payday Super

You will need to follow instructions from your digital service provider on what you are required to do to report qualifying earnings accurately. This may include reconfiguring your software.

When your product hasn't been updated for Payday Super

If the STP-enabled product you use hasn't been updated for Payday Super yet, you should:

- speak with your digital service provider about when your product will be updated

- still calculate and pay your employees' super guarantee based on their qualifying earnings.

If you can't report both qualifying earnings and superannuation liability through your payroll software from 1 July 2026, it is essential you keep good records of super guarantee amounts for each payday. This is even more important if you include additional contribution amounts in superannuation liability STP reporting.

You should start reporting these amounts as soon as possible from 1 July 2026. When you start reporting, you'll need to include YTD amounts. Not reporting these amounts during the 2026–27 financial year increases your risk of compliance action.

You don't need to request a deferral if you can start reporting qualifying earnings during the 2026–27 financial year.

- Until 30 June 2027, we will still accept reporting of superannuation liability and ordinary time earnings (OTE) in pay events. Once you start reporting qualifying earnings, OTE in reporting will no longer be accepted.
- From 1 July 2027, if you don't report both qualifying earnings and superannuation liability amounts, we'll reject your reporting and penalties may apply.

Fixing Single Touch Payroll errors in Payday Super

How to correct qualifying earnings amounts in Single Touch Payroll data to meet your reporting obligations.

QC 107592

Fixing Single Touch Payroll errors in Payday Super

How to correct qualifying earnings amounts in Single Touch Payroll data to meet your reporting obligations.

Published 27 June 2026

Making corrections to your STP data

Under Payday Super, you report qualifying earnings as year-to-date (YTD) amounts through Single Touch Payroll (STP). If you make a mistake when you lodge your STP report, you can correct it – we call this correction a 'fix'. If you do not fix a mistake in your STP reporting, you may be liable for a penalty for making a false or misleading statement.

You can only fix an STP report after you've lodged it. Corrections don't include situations where you should have lodged an STP report but failed to do so on time.

If you report the wrong amount of qualifying earnings

There may be times when you identify that:

- the YTD qualifying earnings amount you reported through STP is incorrect
- super was not calculated on the correct amount of qualifying earnings as a result.

This can happen, for example, because of a payroll setup issue or a data entry mistake.

What you need to do

1. Follow the STP correction steps in your payroll software to correct the YTD qualifying earnings amount, either in your next pay event or using an update event.
2. Keep records as evidence for qualifying earnings amounts impacted by corrections, especially if a correction relates to an earlier payday.

An STP 'update event' is not considered a 'pay event'. That is, it does not indicate that you have made another payment of qualifying earnings. For ATO data reconciliation purposes, the exception is when qualifying earnings corrections are included in an update event with a finalisation indicator, as this is the final amount reported.

If there is no change to an employee's qualifying earnings YTD amount, we do not consider this a pay event and no new qualifying earnings or super guarantee amounts are calculated.

Outcomes

After you fix your STP report and update the YTD qualifying earnings to the correct amount, we may recalculate your super guarantee amounts based on the updated data.

If the amount you reported was too low

We calculate qualifying earnings and expected super guarantee amounts from either:

- changes in the reported qualifying earnings YTD amounts
- an STP update event with a finalisation indicator.

If the amount you reported was too high

If your STP correction reduces the qualifying earnings YTD amount, no new qualifying earnings are calculated until there is a later increase in qualifying earnings.

QC 107593

If you have overpaid super guarantee

What to do if you've paid more super guarantee than required under Payday Super.

Published 27 June 2026

What you need to do

If you've paid more than the minimum super guarantee amount for a QE day (the day you make a payment of qualifying earnings), you generally don't need to take any action.

We will automatically allocate the excess amount to the earliest QE day for which the minimum super guarantee amount for the employee has not been paid in full. This may be a previous QE day. If there are no shortfalls for previous QE days, we will carry forward the excess amount and apply it to future QE days for that employee (for up to 12 months).

This means future super guarantee entitlements may be met by larger amounts paid in prior periods.

Some employers are required to pay additional super for their employees under an award or enterprise agreement. These employers should consider their obligations under other workplace law in addition to super guarantee compliance.

Example: excess contributions carried forward

Jane pays her employee Tristan $1,000 of qualifying earnings on 22 January 2028 (the QE day). The individual super guarantee amount for this QE day is $120 ($1,000 × 12%).

Jane makes an eligible contribution of $150 to Tristan's nominated super fund, which is $30 greater than the individual super guarantee amount.

This amount will carry forward to reduce the individual base super guarantee shortfall for the next QE day.

On 29 January 2028, Tristan is again paid $1,000 in qualifying earnings. Although the individual super guarantee amount for this QE day is $120 ($1,000 × 12%), Jane only needs to pay $90 ($120 − $30).

If Jane again pays $150, then $60 would be carried forward. This amount can continue to be carried forward for up to 12 months.

Overpayment to employee who no longer works for you

If the employee no longer works for you, excess contributions can't be carried forward as there are no super guarantee entitlements arising

from future earnings. Instead, you'll need to contact the employee's super fund to request a refund of the overpayment.

Each super fund has its own processes and requirements for handling overpayments. You'll generally need to provide supporting evidence, such as payroll records or contribution details, for the fund to assess your request.

Some employers are required to pay additional super for their employees under an award or enterprise agreement. These employers need to ensure their obligations are met before contacting an employee's super fund.

QC 107596

Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

Copyright notice

© Australian Taxation Office for the Commonwealth of Australia

You are free to copy, adapt, modify, transmit and distribute this material as you wish (but not in any way that suggests the ATO or the Commonwealth endorses you or any of your services or products).