

CHECKLIST



EOFY HR AND PAYROLL CHECKLIST 2026

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The end of the financial year's almost here. Is your business ready?

Grab a coffee, block out some time in your calendar and let's get into it because EOFY is upon us once again.

From finalising Single Touch Payroll (STP) reporting and processing payment summaries, to reviewing employee entitlements and preparing for the new financial year ahead, there's a lot to work through.

We've broken down everything you need to do to wrap up the 2025/26 financial year, so you can tick off every box, stay on top of your compliance obligations and step into the new financial year feeling organised and in control.

Disclaimer: The information in this checklist is current as at 13 April 2026, and has been prepared by Employment Hero Pty Ltd (ABN 11 160 047 709) and its related bodies corporate (Employment Hero). The views expressed in this checklist are general information only, are provided in good faith to assist employers and their employees, and should not be relied on as professional advice. The information is based on data supplied by third parties. While such data is believed to be accurate, it has not been independently verified and no warranties are given that it is complete, accurate, up to date or fit for the purpose for which it is required. Employment Hero does not accept responsibility for any inaccuracy in such data and is not liable for any loss or damages arising either directly or indirectly as a result of reliance on, use of or inability to use any information provided in this checklist. You should undertake your own research and seek professional advice before making any decisions or relying on the information in this checklist.



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EOFY PAYROLL CHECKLIST 2025/26

Here's a list of actions you need to take to finalise your payroll for 2025/26.

Finalise payroll

Process your final payroll for the year



- Process your final payroll for the year
- Confirm an [update event](#) has been processed prior to STP finalisation (required when you need to correct or update employee data already reported via STP before lodging your finalisation).
- Include reportable Fringe Benefits Tax (FBT) figures.
- Complete all payroll for 2025/26 and report to the Australian Taxation Office (ATO) via STP.

Reconcile and verify

- Verify each pay category in your payroll software is mapped to the correct STP Phase 2 gross payment classification, confirming gross amounts are correctly reported for, including allowances, bonuses and commissions, directors' fees, overtime, paid leave and salary sacrifice.
- Reconcile year-to-date (YTD) figures against your payroll records.
- Reconcile superannuation contributions against payroll records.
- Check for unpaid super and confirm no contributions are outstanding or at risk of missing the 30 June cut-off for tax deductibility.
- Confirm any employee terminations during the year have been correctly reported, with final entitlements (leave, redundancy, etc.) accurately reflected before finalisation.
- Correct any prior-year errors by lodging an amended STP event before finalisation.

Pre-lodgement checks

- Confirm your ATO lodgement authority is correctly set. You should have nominated one of the following:
 - **Employer:** no external agent is processing or finalising STP for the business.
 - **Registered Tax/BAS Agent:** a registered agent is lodging on your behalf.
 - **Intermediary for multiple employing entities:** there's more than one entity and the employer is lodging all submissions.
- Confirm whether your business is exempt from Fringe Benefits Tax (FBT) under section 57A of the Fringe Benefits Tax Assessment Act 1986 (FBTAA 1986) and make sure the correct setting is applied in your payroll platform. If any employees perform both exempt and non-exempt duties, separate reporting will be required for each.
- Check that any contractors you pay are correctly set up for superannuation. Note that some contractors may be entitled to super contributions even if they're not employees.
- Review outstanding leave balances. Excessive accrued leave (particularly long service leave) can carry risk into the new year.
- Provide a payment summary to employees (only applicable to employers who don't report through STP).

Lodge and wrap up

- Lodge your finalisation event by 14 July 2026.
- Notify employees by email that their Income Statement is available via myGov once finalised. Employees without a myGov account will need to create one and link ATO online services.
- Retain all payroll records for a minimum of seven years in line with Fair Work Act requirements.



EOFY doesn't have to mean weeks of admin.

Employment Hero's Employment Operating System is built to take the stress out of the end of the financial year, automating the compliance tasks that typically eat up days of admin.

- ✔ **STP EOFY wizard:** A step-by-step guided workflow walks you through your STP finalisation declaration, flags any employee data errors before you submit and lodges directly to the ATO with a few clicks. Learn more about the [STP EOFY wizard](#).
- ✔ **Automatic compliance updates:** Tax tables update automatically at the start of each new financial year without the need for any manual adjustments. Learn more [here](#).
- ✔ **Payroll reconciliation tools:** Built-in reconciliation reports let you compare what was reported via STP against what was processed in your pay runs, with a variance report that highlights any discrepancies before you finalise. Learn more about [EOFY reconciliation](#).
- ✔ **Employee self-service:** Employees can access their payslips and leave balances directly through the platform, reducing the volume of EOFY queries landing in your inbox.
- ✔ **EOFY hub and webinars:** A dedicated EOFY Hub in the Employment Hero platform brings together key dates, reconciliation guides, tutorials and live webinars, so your team always knows what needs to happen and when.

Prepare for the new financial year

- ☐ Update your payroll software with the ATO's revised tax withheld schedules, effective 1 July 2026.
- ☐ Review the Fair Work Commission's annual wage review decision (typically handed down in early June) and update any affected award rates and minimum wages before the first pay run of 2026/27.
- ☐ Review salary sacrifice arrangements to confirm they remain compliant and are updated for the new financial year.

Payday Super: coming 1 July 2026

This is a significant change requiring action before 30 June 2026. Key things to know:

- ☐ Super must now be paid on every payday (not quarterly) and contributions must reach the employee's fund within seven business days.
- ☐ The ATO's Small Business Superannuation Clearing House closes permanently on 1 July 2026. If you currently use it, switch to a SuperStream-compliant alternative (like [HeroClear](#), Employment Hero's embedded clearing house) before 30 June 2026 and download your full transaction history before closure, as records will not be accessible afterwards.
- ☐ For more information on preparing for this change, visit our [Payday Super hub](#).

Make Payday Super easy with HeroClear



HeroClear is a first-of-its-kind payment engine built directly inside Employment Hero Payroll. Instead of relying on slow batch processing or external portals, it automatically validates employee fund details, initiates payments via fast rails like PayTo and tracks every contribution in real time. It is the smartest way to be confident your business meets the new seven-business-day receipt rule without adding hours of manual admin to your week.

EOFY HR CHECKLIST

While EOFY is focused on wrapping up your payroll, it also marks the halfway point of the calendar year, making it a great time to check in on your HR goals and processes.

Regulations and compliance



- Confirm all internal policies are up to date, reviewed and signed off by the relevant stakeholders, including any policies that may have been updated informally throughout the year.
- Review any upcoming employment law changes from the Fair Work Ombudsman. Download our [2026 Employment Law Updates Factsheet](#) to learn more.
- Review and apply increases to awards and the national minimum wage for your industry and/or roles, effective 1 July 2026. The Fair Work Commission's Annual Wage Review decision is expected in early June 2026. Be sure to monitor the FWC website and update your payroll ahead of the first full pay period on or after 1 July.
- Review HR policies and procedures to make sure they reflect current legislation, your actual workplace practices and any changes to your team structure over the past year.

Culture and goals

- Review company values and make sure they still resonate with and drive your team.
- Assess culture through structured feedback. Consider pulse surveys, exit interview data or a formal engagement survey to get a good read on employee happiness and team morale.
- Reflect on HR and people management goals for the year. Review what was achieved, what stalled and what needs to carry forward into 2026/27.
- Measure company-wide alignment on goals and check whether teams understand how their work connects to broader business objectives.
- Begin planning your end-of-year celebrations.

General HR and workforce planning

- Prepare for upcoming performance reviews by ensuring managers have the data, templates and training they need to deliver meaningful, consistent feedback.
- Review goals from 2025/26 and set clear, measurable objectives for the 2026/27 financial year across teams and individuals.
- Perform an analysis of employee engagement, happiness and turnover. Employment Hero's Custom Surveys tool can help you gather real-time feedback directly from your team.
- Assess and evaluate your onboarding, retention and recruitment strategy. Look at time-to-hire, early attrition rates and candidate feedback to identify what's working and what needs improvement.
- Identify and plan for new roles needed in the upcoming financial year, factoring in growth targets, workload gaps and any structural changes to the business.
- Consider candidates for internal promotions and plan any conversations or announcements ahead of the new financial year.
- Let your team know what they can claim on tax if they have been working from home. You can direct them to the ATO's working from home deduction guidance, which covers the fixed rate and actual cost methods.

Looking for more EOFY tips?
Visit our [EOFY Hub](#).

