

EOFY Checklist 2025/26

foundU EOFY tasks and deadlines for your payroll team.
Tick off each item as you go.

01 Prepare for Payday Super

Deadline

☐ **Register your SSID with the ATO**

30 June 2026

Find SSID on the STP page in foundU, link to ABN in ATO Access Manager, mark 'Declared with ATO' in foundU.

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☐ **Opt in to QE Day Super Batching**

Recommended

Highly recommended before EOFY. Platforms not opted in are auto-migrated on 1 July.

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☐ **Notify employees**

Before 1 July

Let them know Super will be paid every payday from 1 July - ask them to check their fund details are up to date.

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☐ **Review external clearing house**

1 July 2026

Ensure super reaches employee funds within 7 business days of each payment date from 1 July.

☐ **Authorise Flare for Super Stapling**

1 July 2026

Streamline your onboarding. In your ATO Access Manager
> Manage permission > locate Flare Pty Ltd (ABN: 46607120892) > grant permissions.

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02 Plan for Minimum Wage Increases

Deadline

- | | | |
|--------------------------|---|--|
| ☐ | Review and correct employee positions

Ensure all positions are accurate; review above-award employees ahead of rate rises. Addressing discrepancies early leads to a smoother rate rise. | Before July |
| ☐ | Plan Charge-Out Rate increases (Labour hire businesses begin)

Strategising potential increases to charge-out rates. Preparing these adjustments early will save you time during the rate rise implementation. | Before July |
| ☐ | Plan Rate Rise implementation

Decide on a date, allocate time; request Rate Rise Assistance if needed. | Before July

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03 Pay Superannuation Contributions

Deadline

- | | | |
|--------------------------|---|---|
| ☐ | External clearing house deadlines

Check payment deadlines to ensure contributions are received by super funds in FY25/26. | Late June

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| ☐ | Beam Direct Debit payment

Submit by 3:30pm AEST. | 22 June 2026

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| ☐ | Beam EFT/BPAY payment

Submit and pay by 3:30pm AEST. | 23 June 2026

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04 Review WorkCover

Deadline

- | | | |
|--------------------------|--|--|
| ☐ | Update WorkCover (WIC) Rates

Check and increase your WorkCover rates where applicable. | From 1 July

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|--------------------------|--|--|

05 Reconcile Payroll in preparation for STP Finalisation

Deadline



Reconcile payroll data

Complete after submitting your last STP batches for the financial year to the ATO.

After last pay run

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06 STP Finalisation

Deadline



Update terminated employees

Ensure all leavers are terminated in foundU before finalising STP.

Before 14 July



Finalise STP

Submit Single Touch Payroll finalisation for EOFY. Do this after the last pay of the financial year.

14 July 2026

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Import Fringe Benefits

Import employee fringe benefits and submit to the ATO as applicable.

14 July 2026

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07 Apply National Minimum Wage Increases

Deadline



Apply rate increases

[Fair Work](#) announced a 4.75% increase to the National Minimum Wage. Use foundU's Rate Rise Tool to apply the increases. Action after the Pay Guides is released and set to take effect in the first full pay period on or after 1 July.

1st–2nd week July

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08 Update Charge Out Rates

Deadline



Export, update and re-import charge out rates

Labour hire businesses only - decide whether to update alongside rate rises or separately via bulk import. To update, export existing rates, make necessary updates, and import new charge rates in bulk.

Early July

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09 Review Payroll Tax

Deadline



Update Payroll Tax Rates

Check and update rates including retrospective data effective 1 July 2026.

From 1 July

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Automatic Updates in Your Platform

Deadline



Payday Super

Existing pay items mapped to Qualifying Earnings (QE), all platforms migrated to Payment Date super batching. No action required.

Auto 1 July



Tax table updates

foundU will update tax tables effective 1 July 2026. No action required.

Auto 1 July

Need help? Visit the [foundU Help Centre](#) or contact our support team.