

MYOB PayGlobal Australian EOFY Procedures Manual

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Prepared by – MYOB PayGlobal Development Team

Supported by product version: v4.78.0.0 and newer

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Introduction

Welcome to the MYOB PayGlobal Australian Tax Year-End Procedures manual.

This manual assumes that:

- You are a 'supervisor' user who can run the entire end-of-year procedure.
- You have upgraded your database to the Australian tax release version.

If you have not upgraded your database yet, then see the MYOB PayGlobal Upgrade manual.

This manual summarises the:

- Tax and compliance changes for the 2026-27 financial year.
- 2025-26 end-of-financial year tasks
- 2026-27 start-of-financial year tasks.

Note: If you need help installing the June 2026 tax release software or have further questions about end-of-year tasks, then contact Customer Support via payglobalsupport@myob.com.

Please be aware that if the help you need relates to system configuration, you may be handed over to our Professional Services and/or Account Management teams.

Disclaimer

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Changes from 1 July 2025

Tax rate and threshold change summary

Impact **all** 15 withholding schedules and 12 tax tables, which have been updated and will apply from 1 July 2026.

For more information, see the ATO's website: <https://www.ato.gov.au/Rates/Tax-tables/> - many of the 2026/27 tax table values will NOT be updated for the public until at **LEAST MID JUNE**

PAYGW & Medicare Levy

The 2025/26 budget introduces a 1c personal income tax decrease for resident employees in the \$18,201 - \$45,000 taxable income range take effect from 1 July 2026.

The 2026/27 budget announced Medicare Levy threshold adjustments to cater for cost-of-living relief. Low-income thresholds were updated by 2.9%.

Study and training support loans (STSL)

The compulsory repayment threshold increases from \$67,000 to \$69,528

For more information see the ATO website links as follows:

- <https://www.ato.gov.au/tax-rates-and-codes/study-and-training-support-loans-rates-and-repayment-thresholds>

Employment termination payments (ETPs)

- Life benefit termination payments ETP cap increases to \$270K (was \$260K)
Refer ATO Table 17
- Death benefit termination payments ETP cap increases to \$270K (was \$260K)
Refer ATO Table 18
- Genuine redundancy and early retirement scheme payment limits:
Refer ATO Table 20
 - Base Limit = \$13,598 (was \$13,100)
 - For each year of service = \$6,801 (was \$6,552)
- Preservation = remains at to 60,
This will remain as 60 until there's a law changes to adjust the AU retirement age.

See the ATO website for more details:

<https://www.ato.gov.au/tax-rates-and-codes/key-superannuation-rates-and-thresholds/employment-termination-payments?page=18#ato-ETPcapforlifebenefitterminationpayments>

Superannuation

Superannuation minimum contribution amounts

- Super Guarantee (SG) rate remains the same 12%
- SG Base earnings changes from OTE to QE
- Maximum Base Earnings changes from being calculated quarterly (\$62,500) on OTE to annual qualifying earnings (\$270,830)
- SG Contribution payments deadline changes from end of every quarter to the 7 business days of your salary and wage pay day. Exception of new employees and those existing employees' changes funds – this is 20 business days.
- Reporting payments made to independent contractors

It isn't mandatory to report payments made to independent contractors paid mainly for their labour in STP. You'll need to [confirm their eligibility](#) for super.

If you do choose to report for these workers, you'll need to report both QE and super liability.

Please see the **4.78.0.0 Release Notes** for more details about **Pay Super**.

Fringe Benefit Tax (FBT)

Rates remain as follows:

- FBT Rate remains at 47%
- Type 1 Gross up remains at 2.0802
- Type 2 Gross up remains at 1.8868

However, there are some changes to the following, you will want to check your allowance rates are still compliant

- Cents per kilometer for vehicle other than a car
- Reasonable food and drink

See the ATO website for more details.

<https://www.ato.gov.au/tax-rates-and-codes/fringe-benefits-tax-rates-and-thresholds>



Other compliance changes

Minimum Wage Rates

The Fair Work Commission will announce its minimum wage decision at 10 am AEST on Tuesday 2 June 2026.

Until then the minimum wage rate is: \$24.95 per hour or \$948 per week

Source: [Minimum wages - Fair Work Ombudsman](#)

Important: Be careful using that exact weekly from FWO's website, they have just rounded to nearest whole dollars. So are technically 10cents off when you base the weekly calc on a standard 38hr week.

Paid Parental Leave Scheme - Rates and Leave Entitlement

The number of days/weeks an employee can take has increased.

One of the parents can now take up to 130day (26 weeks) and the partner can take 20 days.

For more information go to Services Australia's website - [How much Parental Leave Pay you can get - Parental Leave Pay - Services Australia](#)



End of Financial Year Checklist

The following table contains a summary of the financial year-end procedures. Print the checklist and tick each checkbox as you complete the step.

Description	Complete
<i>Test Environment</i>	
Implement tax upgrade to test environment and complete user-acceptance testing	<input type="checkbox"/>
<i>Production/Live Environment</i>	
Import externally held data (such as RESC and RFBA) into a manual pay. See page 7 .	<input type="checkbox"/>
Complete and close all standard and manual pay sequences for the current financial year	<input type="checkbox"/>
Upgrade to the new tax release version <i>Additional documentation is available from the Downloads section of PayGlobal Help Centre</i>	<input type="checkbox"/>
View and/or Submit the STP Finalisation Event See page 12 .	<input type="checkbox"/>

2025-26 End of Financial Year Tasks

At the end of each Australian financial year, you must import any externally held data. You should also reconcile your payroll data for the entire Australian financial year before submitting a STP finalisation event to the ATO.

Important: Finalisation Events for 2025-26 must be submitted to the ATO on/before **14 July 2026**.

Reporting via STP means you are NOT required to supply your employees with Payment Summaries (INB, BPS, ETP or FEI).

This information is accessible to your employees online through myGov (<https://my.gov.au/>).

Your employees can also request a copy of this information from the ATO. If employee(s) or Services Australia request more details from you about what they were paid, then the payslip relating to final pay for the Australian financial year also provides some helpful YTD amounts.

Other reports such as the **File Analysis Report (PGPRHIST003V)**, can also be configured to give an employee a breakdown of allowances/deductions applied to a specific YTD. This report is specifically designed to provide a CSV or PDF output.

Importing Externally Held Data

If you manage *Reportable Employer Superannuation Contribution (RESC)* or *Reportable Fringe Benefit Amount (RFBA)* outside your PayGlobal database, then you must **import** these values into PayGlobal **prior to**:

- Closing the first pay in July; and
- Submitting your STP finalisation event to the ATO

You should import RESC and RFBA into separate manual pays using the *Import Pay* command.

Important: After closing the manual pay(s) run the *Refresh Liabilities* command in the Administration folder. This ensures your employee rates and leave liabilities do not revert to the dates referenced in the pay accumulators.

Importing RESC

RESC amounts should be imported AFTER the employee has received their last pay for the financial year.

See *Importing RESC Amounts* in the [Australian Superannuation and Salary Sacrifice manual](#) for further details.

Importing RFBA

Externally held RFBA amounts can be imported anytime from the end of the FBT year until you are ready to complete your ATO EOFY reporting.

If the employer provides one or more fringe benefit amounts to the same employee in the same fringe benefit period and at least one amount complies with section 57A of the Fringe Benefits Tax Assessment Act 1986 and at least one other amount does not comply, these amounts **MUST** be imported as two separate transactions.

- Reportable and employer exempt FBT
- Reportable and employer not exempt.

Change Manual Pay Accumulators for RFBA

If the importing of externally held RFBA values is being done after 31st March 2026, you will need to ensure the manual pay is linked to the correct YTD Code for the Tax Year and FB YTD Code for the required FBT Year.

Important: DO NOT change any other accumulators. Changing the other accumulators – especially the PTD code, will result in UDF values reverting to values as at the PTD end date when you close the pay, e.g. if today is sometime in June/July 2026 and you set the PTD to end of March 2024, then UDF values will be recalculated as at end of March 2024.

This significantly impacts Leave Liability calculations, because on processing any subsequent pay after this RFBA Import pay, the Leave Liability Movement values are likely to be incorrect and require manual interventions.

To change accumulators on a pay, follow these steps:

1. Access Transaction View for the manual pay.
2. Press Ctrl+A to see the *Sequence Header* form.
3. Check/update the YTD code is for tax year ending 30 June 2026
4. Check/update the FB YTD code is for FB year ending 31 March 2026

Payroll YTD corrections

Most YTD corrections are made using a manual pay. At EOFY time, if you are making corrections for the 2025/26, please make sure you press Ctrl+A in Transaction View to see the *Sequence Header* form to check the YTD code is the right Tax year you are wanting to correct for!

If someone in your organisation has already opened that first pay for 2026/27, then the system will deem 2026/27 to be the current tax year even if technically you look at the calendar and we haven't reached the 1 July 2026 yet!

When you close the manual pay now, PayGlobal checks whether the YTD linked to the pay sequence is for the current tax year or not?

- If it is, a Pay Event is created as normal.
- If it isn't AND you are setup to auto-submit, then PayGlobal now creates and sends an Update Event. This process immediately highlights to the ATO you are making a correction.
- If it isn't AND you are manual submitter, then your Close pay audit log will inform you that you need to **manually** create and send the Update Event.

When sending a correction for the current tax year, the Manual Pay's **Payment date** should reflect the date the pay will be paid.

When sending a correction for a prior tax year, the Manual Pay's **Payment date** should reflect the Tax year end date of the YTD code.

Important: When sending an Update Event for a prior tax year, if the employee had previously been marked as finalised, they will now show as 'not tax ready'. The ATO will expect you to send another Finalisation for that employee.

Reconciling with STP data

What is a Payer?

The ATO define a “Payer” by unique ABN and ATO branch number.

In PayGlobal, “Payer” is also defined by unique ABN and ATO branch number. But there is no dedicated entity record. They are just fields on the Internal Company record.

- A single “Payer” can be connected 1 or many Internal Company records.
- A single “Internal Company” can also be connected to 1 or many Pay Periods.
- A single “Period” can only ever be connected to one Internal Company.

When you close a pay, all the transaction tables record the Pay Sequence and the employee code. Only some transaction tables record the Pay Period code per pay sequence. None record the “Payer” per pay sequence.

Therefore, PayGlobal assumes, the Internal Company field on the Pay Period record and the ABN & ATO branch number on the Internal Company record remain unchanged once the first pay is closed and submitted to the ATO. The risk otherwise is that you end up with the incorrect headcount or incorrect YTDs for a given Payer/YTD combo. This can also be time consuming to fix.

STP Data

As an employer (payer), the ATO shows you the following values through the ATO Online Services Portal. When you send a STP submission to the ATO, you are providing the ATO with a refreshed set of YTD amounts for the selected Payer and YTD code and where applicable filtered set of employees.

STP Data is your employee’s total **assessable** income, i.e. it includes salary sacrificed and other non-taxable amount that historically would not have been reported in Payment Summaries or any other PayGlobal reports that focused solely on an employee’s **taxable** income, i.e. only the amount from which PAYGW is calculated/deducted from. For this reason, the number of reports to accurately reconcile with is limited. Please refer to table in **Payee totals** on page 13

Gross Payment

This amount is defined via PayGlobal as:

Sum: “paying” “taxable” allowances

Plus: reportable “paying” “non-taxable” allowances

Minus: Salary Sacrifice amounts, Exempt Foreign Employment Income (EFEI), Lump Sum D and ETP Tax Free components.

PAYGW

This amount is defined via PayGlobal as:

Sum: of tax deducted

You should see one record for each closed pay (standard and manual pays) with a successfully submitted “PayEvent”.

You will be able to use the STP Manager Tool “Pays” tab to help validate you and the ATO both have the same list of pays.

For all other PayGlobal reports except the Historical YTD Trial Balance Report (PGPRHIST044) and the pre-STP era Payment Summary reports (PGPRTAXA09XX) there is no grouping by “Payer”.

There is only grouping by either the:

- **Pay Period code** using the record linked to the employee when the report is run.
- **Internal Company code** using the record linked to the Pay period code which is linked to employee when the report is run.

This means reconciling PayGlobal reports to STP data can be difficult. Especially if you have employees that changed jobs and were rehired in the same YTD but with a different Payer or where some parts of the business have been acquired by other payers. You may wish to develop your own reports to combat this issue and it might mean you need to reconcile more frequently than once a year.

EOFY STP YTD totals

It is recommended to use the Finalisation Event's data to complete reconciliation of data other than Payer Gross and Payer PAYGW Amounts. The STP Finalisation data is viewable before sending it to the ATO.

PG New Finalisation

YTD Code: TY2324 (Tax Year 2023/2024)

ABN : 1111111111 (branch 001)
There are unopened pays in the calendar for this year

Payers	Code	Closed Pays	Open Pays	Unopened Pays	
<input type="checkbox"/> TreeTop Limited	TXLTD	1	0	11	
<input type="checkbox"/> TreeTop Limited	TXLTD1	1	0	11	

Select all Submit Cancel

Clicking the magnifying glass will open the "Proposed Submission Details" form.

PG Proposed Submission Details

Update Update_1111111111(001)_TY2425_28/05/2026 Preview

Payer Data Payee Data

Summary Income Allowances Deductions Paid Leave Salary Sacrifice Superannuation Fringe Benefits Lump Sums ETP Terminations

Family Name	First Name	Other Name(s)	Commencement Date	Cessation D...	Employment Basis Code	Cessati...	Tax Treatment Code	Income Type Code	Country Code	PAYG	Foreign Tax Paid	Exempt Foreign Income Amount	Gross Amount	Total P
Kingston	Patricia		12/03/1996		F		RTXXXX	SAW		272.00	0.00	0.00	1,400.00	
Smith	Michael		13/05/1999		F		RTXXXX	SAW		169.00	0.00	0.00	1,080.00	
Collins	Clinton		30/05/2012		F		NAXXXX	SAW		16.00	0.00	0.00	36.06	
Davison	Jamie	Gareth	10/01/2012		L		RTXXXX	LAB		66.00	0.00	0.00	740.00	
Jones	Nicholas		12/05/1999		F		RTSXXX	SAW		35.00	0.00	0.00	0.00	
Rapley	Christopher		19/08/1998		F		RNSXXX	SAW		8.00	0.00	0.00	50.48	
Gantson	Julian	Albert	2/06/1996		F		NAXXXX	IAA		180.00	0.00	0.00	400.00	
Jefferson	Patricia	Joyce	30/03/1995		F		RTSXXX	SAW		0.00	0.00	0.00	381.25	
New	New		5/03/2011		V		VCXXXX	VDL		0.00	0.00	0.00	0.00	
Lee	Anna-Maree		26/04/2012		F		NAXXXX	OSP		23.00	0.00	0.00	50.00	
Argent	Yanica		28/11/2014		F		RNSXXX	SAW, FEI	us	0.00	2,000.00	0.00	10,000.00	
										769.00	2,000.00	0.00	14,137.79	

12 rows Copy Submit Cancel

- If the data that you have viewed reconciles with your other reports, then you are ready to submit your finalisation to the ATO.
- If the data that you have viewed does not reconcile with your other reports, then you will need to make all necessary adjustments – what those adjustments entail will be dependent on what isn't reconciling. Some common causes are:

1. Configuration of various entity record settings.
2. Manual Pays linked to incorrect Accumulators (i.e. YTD Code and or FB YTD Code)
3. Change of Payer – recommended process not followed.

In some cases, just the entity records can just be updated via the UI without causing any harm to historical data. There may also be cases where corrections to an employee's YTD amounts need to be made via a manual pay. Both of those cases can usually be done without Support/Professional Services assistance. However, any cases that require corrections that could impact historical reporting or relate to fields that aren't accessible via the UI will require engagement with Professional Services.

STP Finalisation Event

Important: This task must be completed on/before 14 July each year.



You can check to see whether you are ready to send a finalisation event to the ATO by looking at the **Payer EOFY Summary tab** in the Single Touch Manager Tool.

The **New Finalisation** or **Resend latest** buttons will only display if an employer is deemed ready to complete this task (i.e., there are no open pays for the current financial year).

If the **New Finalisation** or **Resend latest** buttons are not displayed, check for any unclosed pays in your pay period calendar.

When you are ready click the button.

You will be prompted to complete a STP Submission Declaration.

Once you click the **OK** button on the STP Submission Declaration you can then go to either the *All Submissions* tab or the *Finalisation tab* to track submission progress.

Refer to the [Single Touch Payroll Manual](#) for further details.

Payee Totals

The STP Manager Tool's Show submission details feature provides the ability to view the employee's YTD values. You may wish to use these details to reconcile more specific components.

For example, you may wish to take the data from the Payee Data Summary tab to compare with other reports.

The following table shows each monetary column from the Payee Data Summary tab, how the STP data is derived and suggestions on what to reconcile with.

Reconciliation Element	STP data source	Reconciliation suggestion
PAYGW	<u>PAYGW formula</u> TransHistoricalMaster.PAYE minus TransHistoricalMaster.LumpP Note: "LumpP" represents amount of tax from an ETP record.	From STP Finalisation: Add all the columns referencing 'PAYG' This should match PGPRPRIM004 "PAYG"
Exempt Foreign Income Amount	Sum of historical transactions where the Allowance has Reporting Category = "ExemptForeignIncome".	PGPRHIST003V filtered to return allowances with Allowance Reporting Category = "ExemptForeignIncome"
Gross	In STP v3 - Gross was the "taxable gross" earnings minus amounts reported separately. In STPv4 – Gross is the total assessable income i.e. "total pre-tax & pre-salary sacrifice" amount, minus the amounts reported separately. The ATO business rules are still coupled with the terminology used from the Payment Summaries <u>Individual Non Business Employees</u> (i.e. employees with an Income Stream Type code: SAW, CHP, IAA, SWP & WHM) formula: Sum of all "paying" "taxable" allowances plus reportable allowance "paying" "non-taxable" plus Taxable Workplace Giving minus CDEP, Taxable Allowance Items, Exempt FEI, RFBA, Lump Sums (A, B, C, D & E) and all pre-tax deductions (this includes the reportable Salary Sacrifice amounts). <u>Business and Personal Services Employees</u> (i.e. employees with Income Stream Type code: LAB, VOL, OTH) formula Sum of all "paying" "taxable" allowances plus	
Total Paid leave	<u>Formulas</u> Sum of historical transactions for allowances setup with ATO Reporting Category = "Paid leave"	Should match PGPRHIST003V filtered to return only allowances with ATO Reporting Category "Paid leave"
Total Allowances	<u>Formula</u> Sum of historical transactions where the Allowance has ATO Reporting Category = "Allowance Type"	The "Total Allowances" from STP should match PGPRHIST003V filtered to return all Allowances with ATO Reporting Category "Allowance Type"
Overtime	<u>Formulas</u> Sum of historical transactions where the allowance has ATO Reporting Category = "Overtime"	Should match PGPRHIST003V filtered to return only allowances with ATO Reporting Category "Overtime"
Bonuses and Commissions	<u>Formulas</u> Sum of historical transactions where the allowance has ATO Reporting Category = "Bonus" or "Commissions"	Should match PGPRHIST003V filtered to return only allowances with ATO Reporting Category "Bonus" or "Commissions"
Directors Fees	<u>Formulas</u> Sum of historical transactions where the allowance has ATO Reporting Category = "Director Fee"	Should match PGPRHIST003V filtered to return only allowances

Reconciliation Element	STP data source	Reconciliation suggestion
		with ATO Reporting Category "Direct Fee"
Total Salary Sacrifice	<p><u>Sum of "Salary Sacrifice for Super" and "Salary Sacrifice Other" or Super</u></p> <ul style="list-style-type: none"> Salary Sacrifice for Super <p><u>Sum of:</u></p> <p>Historical transactions where the Allowance has Salary sacrifice = Yes and Superannuation Allowance = Yes</p> <p><i>Plus</i></p> <p>Historical transactions where the Deduction has Taxable = Yes and Superannuation Deduction = Yes</p> Salary Sacrifice for Other <p><u>Sum of:</u></p> <p>Historical transactions where the Allowance has Salary sacrifice = Yes and Superannuation Allowance = No</p> <p><i>Plus</i></p> <p>Historical transactions where the Deductions has Taxable = Yes and Superannuation Deduction = No"</p> 	
Lump Sums	Lump sums A, B, D, E, Ware each summed from their respect fields in the Historical Master table....	<p>Lump sums A, B, D, E amount from STP should match those on PGPRHIST044.</p> <p>Lump sum W should match PGPRHIST003V filtered to return only allowances with ATO Reporting Category "Return to Work"</p>
ETP Amounts	<p><u>Formulas</u></p> <ul style="list-style-type: none"> ETP Gross Is sum of "ETP Tax Free Component", <i>plus</i> "ETP Taxable Component" ETP PAYG, comes from total tax withheld on the ETP payment 	<p>Match ETP Taxable and Non-taxable to PGPRHIST044 "Lump C (C)</p> <p>Match ETP PAYG to PGPRHIST044:"Lump C (PAYG)"</p>
Total Deductions	<p><u>Formula</u></p> <p>Sum of historical transaction amounts for Deductions setup as:</p> <ul style="list-style-type: none"> "Union fees", this comes from Deductions that have DeductionClass = U. Union. "Other fees", this comes from Deductions that have TaxDeductible = Yes and DeductionClass is not "W. Workplace giving or U.Union". "Workplace Giving" - Deductions that have DeductionClass = W. Workplace giving. 	The "Total Deductions" from STP should match PGPRHIST003V filtered to return all Deductions representing "fees" and "workplace giving"
Super	<p><u>Formulas</u></p> <ul style="list-style-type: none"> SG = TransHistoricalMaster.SGAmount RESC = TransHistoricalMaster.RESCAmount 	Match SG and RESC to PGPRSUPA320
RFBA	<p><u>Formulas</u></p> <p>Sum of historical transactions for allowances setup with ATO Reporting Category = "Reportable Fringe Benefit"</p>	Match RFBA totals to PGPRHIST044 "FBA"



2026-27 Start of Financial Year Checklist

The following table contains a summary of the financial year-end procedures. Print the checklist and tick each checkbox as you complete the step.

Description	Complete
<i>Test Environment</i>	
Implement tax upgrade to test environment and complete user-acceptance testing	<input type="checkbox"/>
<i>Production/Live Environment</i>	
Upgrade to the new tax release version (see the Australian tax release upgrade documentation)	<input type="checkbox"/>
Review/Update – Employee's SG contribution amounts	<input type="checkbox"/>
Review/Update – Employee's Medicare Levy Surcharge variation declarations (on page 18)	<input type="checkbox"/>
Review/Update - Setup of Fringe Benefit allowances	<input type="checkbox"/>
Add Super Settings Record (on page 15)	<input type="checkbox"/>
Run Superannuation Update Tool (on page 17)	<input type="checkbox"/>
Update Paid Parental Leave Scheme (PPL) Allowance" (on page 18)	<input type="checkbox"/>
Setup pay period calendars (on page 18)	<input type="checkbox"/>
Maintain Holidays (on page 20)	<input type="checkbox"/>
Refresh BSN (on page 20)	<input type="checkbox"/>
Clear Cost Centre Amounts (on page 21)	<input type="checkbox"/>
Open the first pay of the new financial year.	<input type="checkbox"/>

2026-27 Start of Financial Year Tasks

Check “DEFAULT” Super Settings Record

The Super Settings record helps you meet your Super Guarantee obligations. Each upgrade, if compliance changes apply, PayGlobal will check to see if a record with the correct settings exists. If no record exists or the record is incomplete/incorrect the record will be PayGlobal will make appropriate changes for you. However, it is recommended that you verify a record with the correct settings does exist before you process your first pay due this table being editable by end-users.

If in doubt of the values in this manual, please refer to the ATO website - <https://www.ato.gov.au/tax-rates-and-codes/key-superannuation-rates-and-thresholds/super-guarantee>

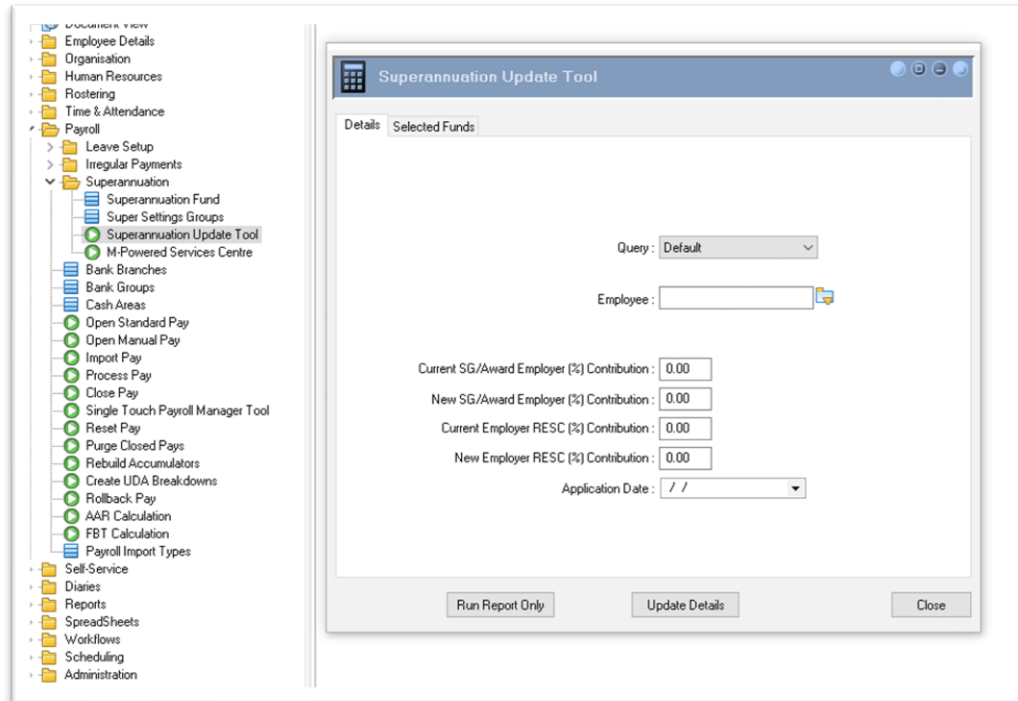
1. Navigate to Payroll | Superannuation | Super Settings Groups.
2. Open the DEFAULT *Super Settings Group* record.
3. In the *Super Settings Groups* record, click Edit.
4. Click the *Super Settings* tab and press Insert.
5. Enter the following values on the *Super Settings | Details* tab.

Field	Value
Start Date	01/07/2026
End date	leave blank
Max earnings base (\$)	\$270,830
SG minimum percentage	12.000000 for Australian residents
Under 18 years old employees	<p>Important: The field in the under 18 years section, only needs to be populated if your organisation is providing the minimum legislative obligations for paying Superannuation. If all employees irrespective of their age or hours that they work will receive super than leave these field empty.</p>
Minimum weekly hours worked	30.00
Allowance group for weekly hours worked	<p>There are two criteria that must be considered when choosing an appropriate allowance group.</p> <ol style="list-style-type: none"> 1. The group contains only allowances that represent Super Qualifying Earnings (QE) for actual hours worked or on paid leave. 2. The group contains only allowances where the quantity represents units in hours.

6. Click Save + Close.

Run Superannuation Update Tool

No change to minimum compulsory employer SG amount for 2026-27. Therefore, you should only need to use this tool if your employee has an Industrial Instrument stating there is an increase to the SG Employer or Employer RESC value; i.e. ANY legally enforceable document, that provide conditions in addition to the minimum statutory standards set by the Fair Work Act. Typically, these are Awards, Enterprise Agreements and Individual Employment Agreements.



When you decide to update the selected details, the Superannuation Update Tool does the following for each Employee Super Funds record that requires updating.

1. Identifies the first non-closed pay period (Period PTD) with a Payment date on or after the Application Date.
2. Identifies the employee's 'current' Employee Super Funds record.
 - a. If the Start date of the 'current' Employee Super Funds record is within the date range of the pay period identified in Step 1, the tool simply updates the SG/Award - Employer (%) field with the new value.
 - b. If the Start date of the 'current' Employee Super Funds record is before the Date from of the pay period identified in Step 1 or blank, the tool:
 - i. Enters an End date that is one day before that Date from value.
 - ii. Models the 'current' Employee Super Funds record to create a new record that has a Start date equal to the Application Date and contains the updated SG/Award - Employer (%) value.
 - iii. Creates a new record in Employee Notes.

Further Reading:: For instructions on how to use this tool refer to the [PayGlobal Helpfile topic – 10488 - Superannuation Update Tool \(Australia\)](#)

Update Paid Parental Leave Scheme (PPL) Allowance

To manage the process of paying your employees their parental leave payments under this scheme, you need to maintain rates applied to your PPL allowances annually. The latest rates are normally announced in July of each year.

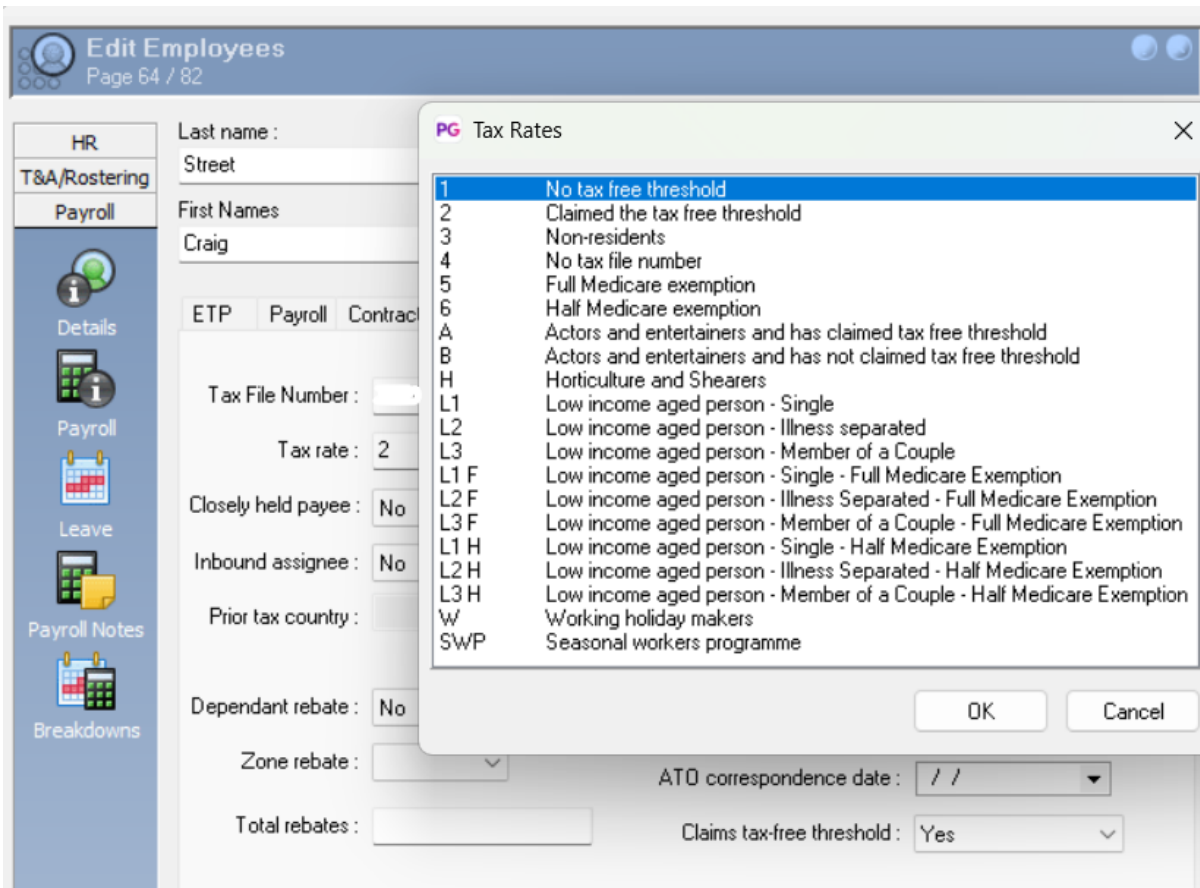
For the current rates got to: <https://www.servicesaustralia.gov.au/parental-leave-pay>

Further Reading: For details on how to setup your PPL allowances refer to [PayGlobal Help Topic:10377 – Paid Parental Leave \(Aus\)](#)

Medicare Levy Variation Declarations

Variations effecting Tax Rates

When your employees provide you with a Medicare Levy variation declaration form requesting you make a change to how Medicare is calculated, this affects the Tax Rate you need to have set on their employee record. The correct Tax Rate must be set before you process the pay in which the variation is effective from.



Medicare Levy Surcharge

When your employees provide you with a Medicare Levy variation declaration form requesting you make deductions for Medicare Levy Surcharge, you can now record the details from the variation within PayGlobal.

You need to complete all fields except the *Effective end date*. You only need to populate the *Effective end date* if/when you know when the MLS deduction needs to be stopped.

The screenshot displays the 'Edit Employees' window with the 'Payroll' tab selected. The employee's name is Nicholas Jones. The 'Medicare Levy Surcharge' section includes a table with the following data:

Declared On	Start Date	End Date	MLS Rate
01/05/2024	01/05/2024		1.00

The 'View Employee Medicare Levy Variations' dialog box is open, showing details for Code 1201, Name Nicholas Jones. The fields are as follows:

- Declared on: 01/05/2024
- Effective start date: 01/05/2024
- Effective end date: / /
- MLS rate: 1.00



Setup pay period calendars

You can set up your period calendars for the following financial year at any time – there is no need to wait until the EOFY period.

Further Reading: See the [Period Calendars Creation Tool manual](#) for more information.

Maintain Holidays

To ensure your employees are paid correctly for worked and non-worked days that are designated as “Holiday” (public/statutory/staff day or other) you must update your Holidays and Holiday Groups records.

This task can be done at any time of the year – not just EOFY time.

Further reading: For details on how to do this please refer to [PayGlobal Help Topic 2070 - Holidays](#)

Refresh BSN

This release contains the latest BSN text file from the Australian Payments Clearing Association (APCA).

If you use BSN validation, your database contains *Bank Branch* records, so you can update these records after upgrading. In the *Administration* folder, run the *Refresh BSN* command with *Delete existing items before refresh = "No"* to ensure that any manually added Bank Branch records are not deleted.

Clear Cost Centre Amounts

If you use the *Cost Centres | Costing* tab fields, you must:

1. Clear the values from the Total amount and Total FTE hours fields to restart them for the new year.
2. Enter Budgeted amount and Budgeted FTE hours values for the new year.

Note: You can use Model Field to 'zero' field values or enter new values in multiple Cost Centres records.

The screenshot shows the 'Add Cost Centres' window in MYOB software. The window title is 'Add Cost Centres' and it is on 'Page 3 / 6'. The 'Code' field contains an asterisk (*). The 'Description' field is empty. The 'Costing' tab is selected, showing the following fields:

- Budget Centre: (with a folder icon)
- Total amount:
- Budgeted amount:
- Total FTE hours:
- Budgeted FTE hours:
- Operating Cost: Yes (dropdown menu)

At the bottom of the window, there are three buttons: 'Save', 'Cancel', and 'Save + Close'.



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