

2026 END OF FINANCIAL YEAR CHECKLISTS:

Including key dates and FAQs





Time flies when you're running a business

Although it may feel like it was just yesterday you were rummaging through receipts and spreadsheets ahead of the 31st March, the end of the financial year (EOFY) is upon us again.

We know there's a lot of ground to cover during this period, so to give you peace of mind we've compiled everything you need to know to stay on track:

- Comprehensive EOFY payroll and HR checklists
- A calendar of upcoming employer deduction deadlines
- FAQs

Disclaimer: The information in this checklist is current as at 22 January 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. Some 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 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.

EOFY PAYROLL CHECKLIST



Here's a list of actions you need to take in order to finalise your payroll for the 2025/2026 financial year.

Finalise payroll

- ☐ Process your final pay run for the financial year 2025/2026 before 31 March 2026
- ☐ Submit all pay runs' payday filing employment information to the IRD
- ☐ Approve all submitted expense claims
- ☐ Review any upcoming changes to payroll and KiwiSaver
- ☐ Complete a final check to ensure that payslips, tax codes and pay data are correct
- ☐ (Optional) Generate earnings certificates for all employees and distribute them
- ☐ Run a reconciliation report to check what has gone through payroll, and what is due to the Inland Revenue Department (IRD)

Employee data

- ☐ Ensure you have a copy of all employee information for the full tax year (including KiwiSaver)
- ☐ Confirm that any employees on temporary visas are correctly marked
- ☐ Check you have documented all pay deductions, as well as KiwiSaver deductions and contributions
- ☐ Make sure that all payroll and financial data is backed up and securely stored
- ☐ Ensure you have employment agreements for all employees that accurately reflect their current employment
- ☐ Check any employees with a [tailored tax code](#) can provide a new tailored tax code certificate from the IRD. If the IRD has not supplied a new certificate for them, they'll need to complete a new [IR330 tax code declaration](#).

Rate updates

- ☐ Starting April 1 2026, update all employees earning minimum wage to the new rate of \$23.95 per hour. Likewise, adjust the pay for those on the training and starting-out minimum wage to the new rate of \$19.16 per hour.
- ☐ KiwiSaver contributions will also be increasing to a 3.5% minimum from 1 April 2026. Ensure that you've set the new minimum from that date for all your employees.
- ☐ Run the Employer Superannuation Contribution Tax (ESCT) rate report and update any employee ESCT rates

EOFY HR CHECKLIST



Regulations and compliance

- ☐ Ensure all internal policies are up to date and signed off
 - ☐ Review increases to the minimum wage and leave entitlements for the industry and/or roles
 - ☐ Review any upcoming changes from [Employment New Zealand](#)
 - ☐ Review HR policies and procedures
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Workplace culture and staff engagement

- ☐ Review company values
 - ☐ Reflect on HR and people management goals
 - ☐ Assess culture, feedback and employee happiness
 - ☐ Measure company-wide alignment of goals
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General HR and workforce planning

- ☐ Prepare for upcoming performance reviews
- ☐ Review performance management issues
- ☐ Review goals and set new ones for the next financial year
- ☐ Assess and evaluate the onboarding, retention and recruitment strategy
- ☐ Perform an analysis of employee engagement, happiness and turnover (Employment Hero's Custom Surveys tool can help)
- ☐ Identify and plan for new roles in the upcoming financial year
- ☐ Review current and existing employee disputes
- ☐ Identify potential candidates for internal promotions

YOUR FAQs ANSWERED

OUR PAYROLL SPECIALIST WEIGHS IN



You've looked through our checklists, but you still have questions.

Employment Hero's NZ payroll expert, **Shelley Costello** is here to help. With years of payroll experience, she knows exactly how to streamline EOFY so that you can breeze through the next few weeks.

Q. What are the most important steps to take when preparing for EOFY?

- A. It's crucial that you reconcile payday filing between your payroll platform and what has been reported to IRD. You will also need to update any employees who are on minimum wage to the new minimum and review employer superannuation contribution tax (ESCT) rates for each employee.

Reminder: Starting April 1, 2026, the new adult minimum wage will be \$23.95 gross per hour, and the start-out and training wages will go up to \$19.16 gross per hour.

Q. When should I start my EOFY preparations?

- A. If reconciliations are done every month, there shouldn't be a lot of preparation. If this isn't the case, then reconciliations should be done during the month of March, leading up to the end of the financial year.

Q. Are there any additional tasks that aren't compulsory, but could be useful to complete at EOFY?

A. Definitely. I'd recommend using this time to run any reports required by your accountant, review employee work patterns to ensure they are correct and review casual employees to ensure they are still casual.

As Shelley mentions, the patterns that your employee works can affect whether they're defined as a casual employee or not. A regular work pattern could mean they're [entitled to become permanent](#).

Q. What do you find employers most often forget about the EOFY?

A. Employees with a tailored tax code will need to be reviewed as these certificates expire on 31 March. If they don't provide a new tailored tax code certificate, they will need to complete a new IR330 tax code declaration.

I would also say people frequently forget to review employer superannuation contribution tax (ESCT) rates for all employees – it's an easy one to overlook but it's vital to get right.

Since you're making time for admin, use this time to check your employees all have the correct [individual ESCT rate](#).

2026 INLAND REVENUE EMPLOYER DEDUCTION DEADLINES



Key: Employer deduction deadlines for small to medium employers Employer deduction deadlines for large employers		5 February	20 February	5 March
		Payment due for 16 to 31 January	Payment due for 1 to 15 February Payment due for January	Payment due for 16 to 28 February
20 March	31 March	6 April	20 April	5 May
Payment due for 1 to 15 March Payment due for February	End of the financial year	Payment due for 16 to 31 March	Payment due for 1 to 15 April Payment due for March	Payment due for 16 to 30 April
20 May	5 June	22 June	7 July	20 July
Payment due for 1 to 15 May Payment due for April	Payment due for 16 to 31 May	Payment due for 1 to 15 June Payment due for May	Payment due for 16 to 30 June	Payment due for 1 to 15 July Payment due for June
5 August	20 August	7 September	21 September	5 October
Payment due for 16 to 31 July	Payment due for 1 to 15 August Payment due for July	Payment due for 16 to 31 August	Payment due for 1 to 15 September Payment due for August	Payment due for 16 to 30 September
20 October	5 November	20 November	5 December	21 December
Payment due for 1 to 15 October Payment due for September	Payment due for 16 to 31 October	Payment due for 1 to 15 November Payment due for October	Payment due for 16 to 30 November	Payment due for 1 to 15 December Payment due for November

MAKE THE END OF THE FINANCIAL YEAR EASY

Already broken a sweat thinking about your EOFY to-do list? We get it. There's a lot to remember, and even more to do.

That's where Employment Hero can help, with automated payroll software to guide you through all those essential tasks. You can easily calculate pay, taxes, KiwiSaver contributions, public holiday pay rates and so much more. It's also simple to manage changes to KiwiSaver and the minimum wage.

Plus, with Employment Hero, you can manage HR too. Get notifications when employee certifications are about to expire, request digital acknowledgment of essential workplace policies and auto-schedule 1:1s and performance reviews to keep your team on track to meet their goals.

For more information on how Employment Hero can support your business, get in touch with an Employment Hero partner today.

