



**LIGHTNING  
PAYROLL**

**Payroll Made  
Quick & Easy**

## ✓ EOFY Payroll: All You Need to Do



### Simple Steps for Finalising the Year in Lightning Payroll:


- When lodging your final Single Touch Payroll of the financial year, **tick the box marked 'Final pay for the financial year?'**. The first submission for this pay run will be a new/pay event.
- At EOFY we always recommend **lodging a second STP submission as an *update event*** immediately afterwards. Make sure to again tick the box that says **'Final pay for the financial year?'**.


💡 *This two-step approach helps prevent the most common EOFY errors.*

- ☐ Create a new/pay event (additional YTD figures)
- ☒ Create an update event (refresh YTD figures)
- ☐ Adjust incorrect pay/new event parent totals (YTD figures n/a)
- ☒ Final pay for the financial year?
- ☐ Submit zero dollar values?
- ☐ Submit as a third party/tax agent?


## It's All About the Processed Date

As the ATO explains [here](#):


- With regards to financial years, **it is not the pay period but the date of payment that matters.**
- A pay run processed and paid on **1 July** belongs **entirely** to the **new financial year**, even if the pay period ends on **30 June**.
- Make sure you **finalise the 24/25 financial year** in the **final pay run** processed in June.
-  *Processed dates are critical – don't get caught out!*



EMPLOYEES




ROSTERS




PAYS


21 June 2025 - 27 Jun




Edit Pays/s




Create Pays Wizard



Delete Pays Wizard



Mark all as Complete



Timecard (Portal)

End Date	Processed Date	Status
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED
27 Jun 2025	26 Jun 2025	COMPLETED

**NEW** Update Now for the 2025/2026  
Tax Tables

To ensure you're using the latest ATO rates for the new financial year, make sure your Lightning Payroll software is up to date.

✅ **Web and mobile users – you're already up to date!**

🔄 **Desktop users (Windows and Mac) – please check that you're running **version 2026.3** or later.**

Here's how:

- Click '**Check for Updates Now**' on the bottom toolbar of your Lightning Payroll app.
- If that doesn't work, you can **reinstall the latest version manually** using the download links below.

💡 Reinstalling will **not affect your payroll data** – it's a safe and easy way to get the latest updates.

📄 **What's changed this year?**

Only the **STSL (Study and Training Support Loans)** tax tables and a few **minor adjustments** have been made for 2025/2026. The **standard tax thresholds remain unchanged**, so most employees will not see any difference in take-home pay.

We've applied all the latest ATO changes as outlined here:

🔗 [\*\*2025 PAYG Withholding Tax Tables – ATO\*\*](#)



**Windows Download**

**Mac Download**




## EOFY Refresher Training – One-on-One Support


Need peace of mind closing out the financial year?

Our **standard support** remains **100% free** and available if you need quick help.

But if you'd like more focused assistance, we're also offering **dedicated one-hour EOFY training sessions** – a premium service designed to give you tailored, uninterrupted support with one of our payroll specialists.

During your private session, we'll:

-  Guide you through running key reports
-  Check over your pay runs for common issues
-  Walk you step-by-step through the STP finalisation process

 *Perfect if you want a professional check-up before submitting your EOFY reports with confidence.*

 [Learn more about what's included in a session](#)

**Book Now**

## **Still Need Payment Summaries?**


Even though STP finalisation has replaced the need to distribute traditional group certificates, you can still **generate PAYG Payment**

**Summaries** in Lightning Payroll for your records or for employees who request them.

It's easy:


1. Go to the **End of Year** section in Lightning Payroll.
2. Select the relevant **financial year**.
3. Follow the on-screen prompts to **print or email** the summaries.

 [Full instructions in our FAQ](#)

 *Note: There's no longer any need to lodge these with the ATO if you're using STP, but you can still provide them to employees for reference.*


## **EOFY Help, When You Need It**

Whether you're finalising a single pay run or wrapping up a full year of payroll, our friendly support team is here to help you every step of the way.

 **Call us on:** (07) 3051 5895

 **Email:** [support@lightningpayroll.com.au](mailto:support@lightningpayroll.com.au)

**Let's close this year strong with clean books, correct submissions, and confidence.**

 **Lightning Payroll, helping Aussie businesses do payroll right!**





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(07) 3051 5895

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