ADP - Employee Self Service Employee Guide

What is Employee Self Service?

Employee Self Service (ESS) is a module that allows employees to update and view their payroll details. The following actions are available:

- View / Update Address Details
- View / Update Bank Details
- View / Update Emergency Contact Details
- View/Update Contact Email Address (Business Email Address)
- View Payslips
- View Payment Summary (2015 – 2018)
- Change Password

Logging on to EMO

To access EMO you will need the following details:

Web URL address:	www.myadppayroll.com.au
Client ID:	S100272
User ID:	Employee Code
Password:	A default will be provided to you at the start of your employment.*

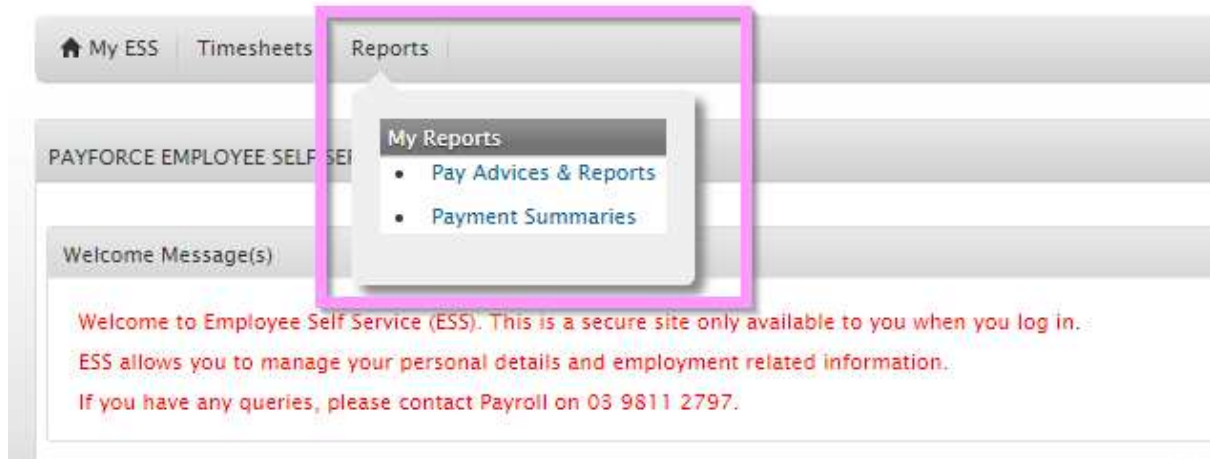*You will be asked to change upon your first login.
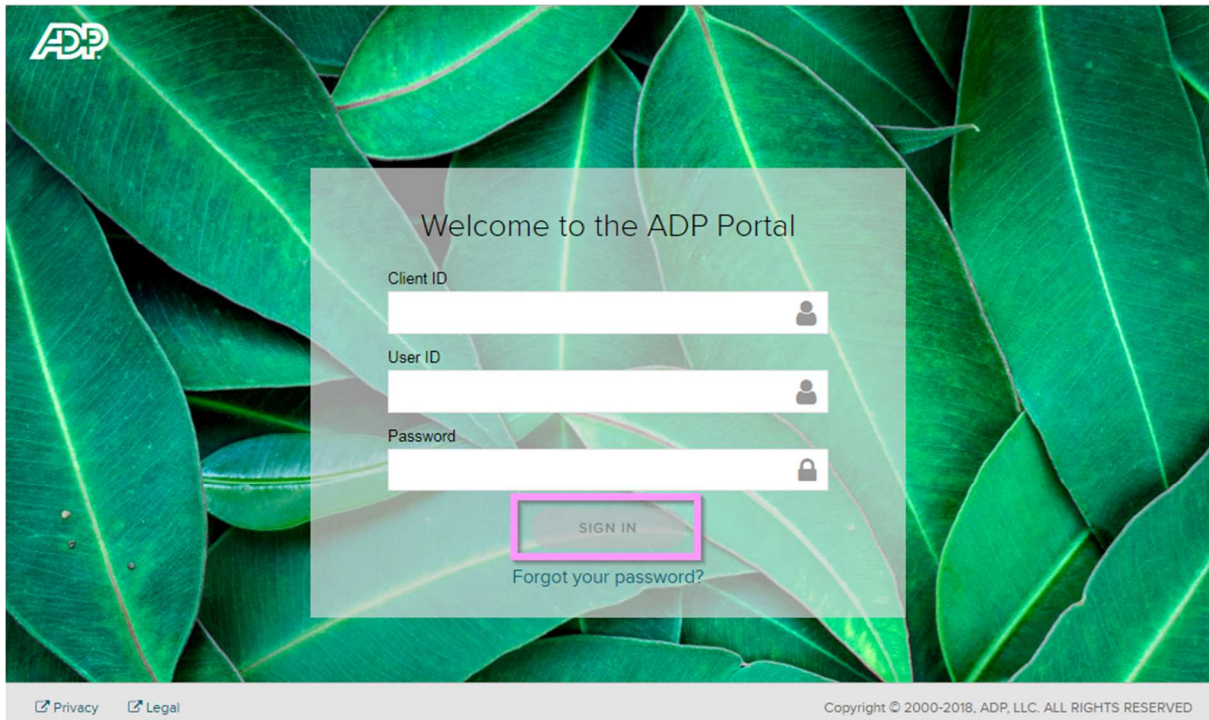
Upon logging in you will see a menu of options at the top of the screen by hovering over the categories.

Under 'My ESS', you will only need access to 'My Details' and 'Work Details'.

Under 'Reports', you will be able to access 'Pay Advices & Reports' and 'Payment Summaries'.

On the right you will find a list of 'Useful Links'. As a casual employee you are not able to access The Hive and Hive Page – Payroll Australia. You are able to click on the ATO and Fair Work Statement for your reference.

Updating your Details

To update contact, emergency or banking details click 'My Details'.
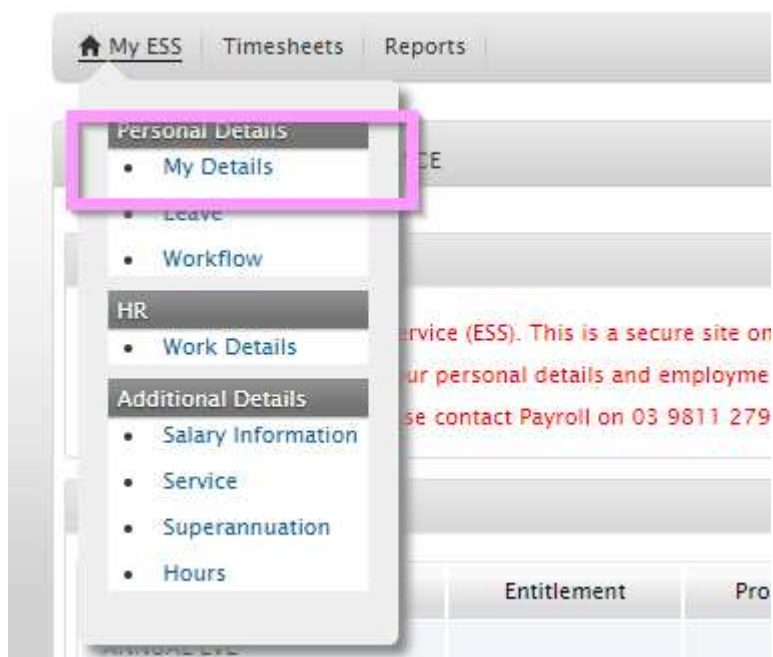
View / Update Personal Details – Under the 'Personal' tab you may update any of the fields below.
Always make sure to click 'Save' in order to record your updates.

View / Update Emergency Contact Details – Under the 'Emergency' tab, please enter or update your emergency contact details using the fields below.
Always make sure to click 'Save' in order to record your updates.

View / Update Your Banking Details – Under the 'Banking' tab you must first read the Conditions of Use before clicking 'Continue'.

You may add or delete bank accounts using the fields shown below. We suggest you leave the 'Unit' on Balance and list one bank account.
Always make sure to click 'Save' in order to record your updates.

Update contact email address – Click on 'Work Details' and enter your email address. Keeping this up to date is important because this is the email used when using the 'Forgot your Password?' function.

Always make sure to click 'Save' in order to record your updates.
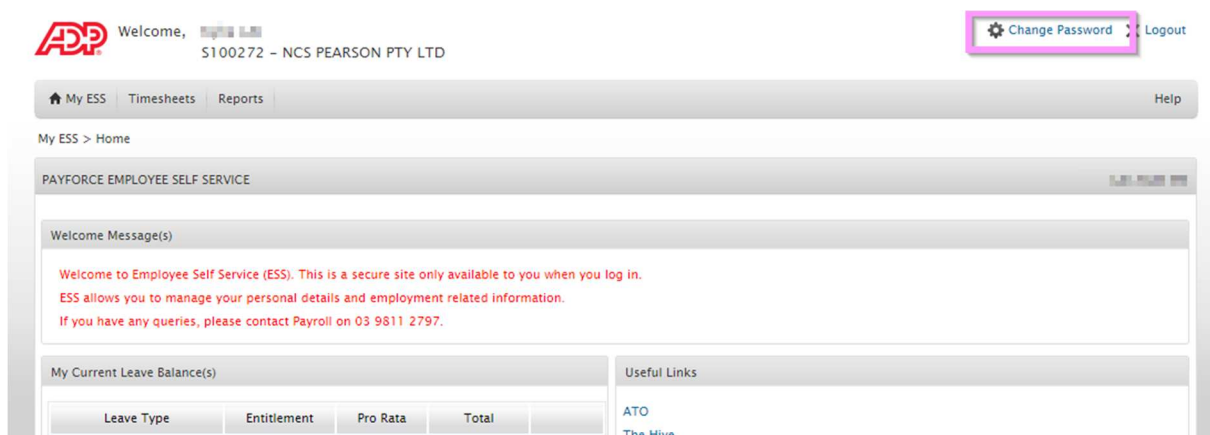
View Pay Slips – Hover over 'My Reports' and click on 'Pay Advices & Reports' to view your payslips as shown in the example below. These will not be mailed or emailed to employees.
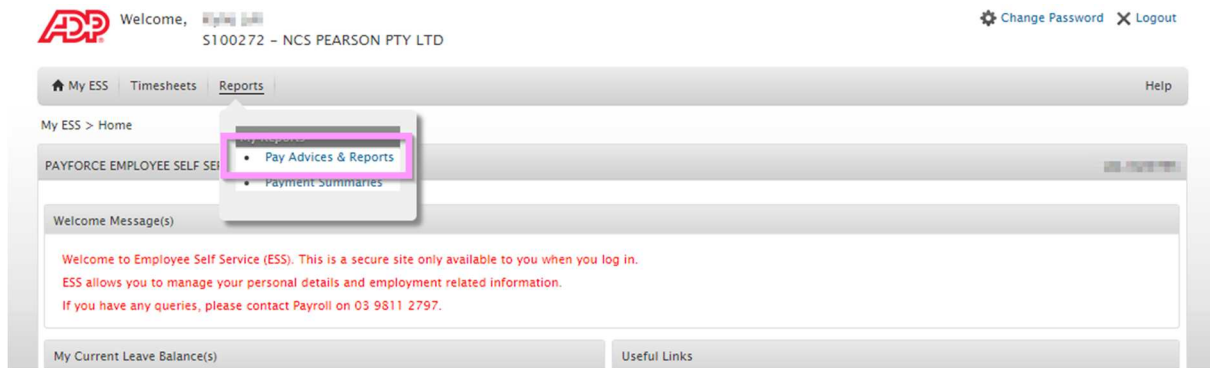
View Payment Summaries/Group Certificates – Hover over 'My Reports' and click on 'Payment Summaries'. These will be displayed shortly after the end of the financial year. *These will not be mailed or emailed to employees.
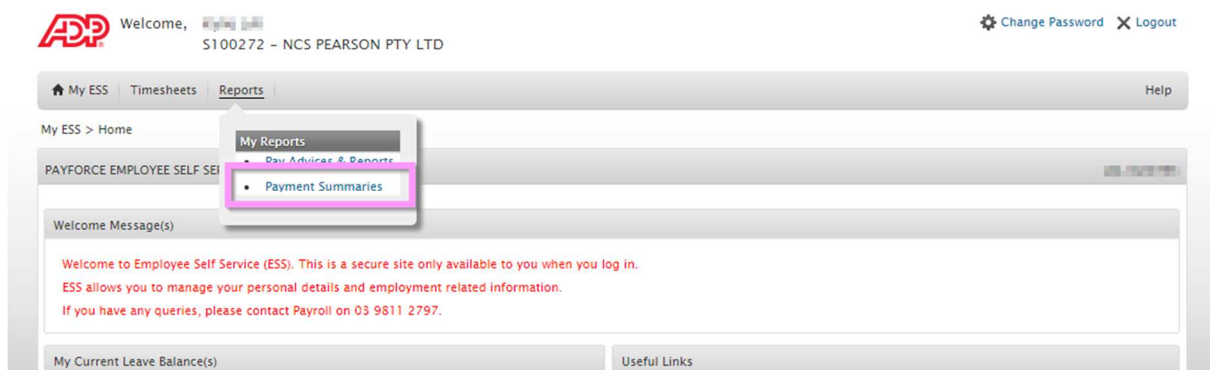
Change password – You may change your password at any time by clicking 'Change Password' on the top right side of your screen.

Please note the password guidelines. *Remember to click Reset Password.*

Password Issues – If you cannot use the 'Forgot your password?' function, then you will need to contact prapayroll@pearson.com.