

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
- Change Password
- Create Secret (security) Questions
- Password Issues

Logging onto EMO

To access EMO you will need the following details:

Web URL address: www.myadppayroll.com.au

Client ID: S100272

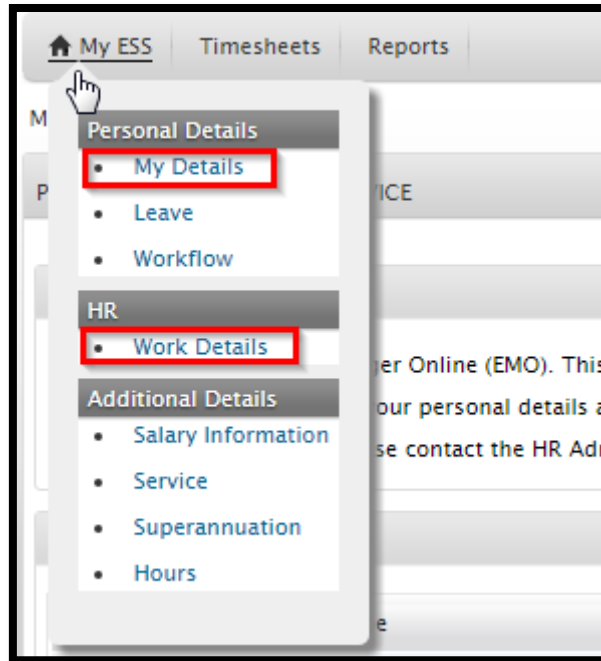
Your User ID: Employee Code

Your password: A default will be provided to you at the start of your employment. You will be asked to change upon your first login.

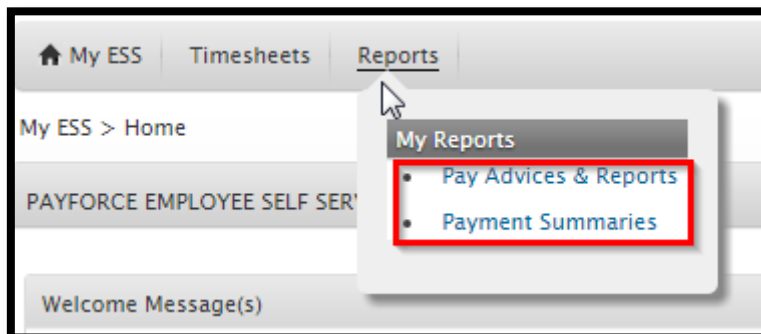
A screenshot of the ADP Secure Client Login page. The page features the ADP logo and tagline 'IN THE BUSINESS OF YOUR SUCCESS™' at the top left. The main content area is a teal box titled 'Secure Client Login' with the instruction 'Please enter your Client ID, User ID and Password.' Below this are three input fields: 'Client ID' (containing 'S100272'), 'User ID', and 'Password'. There is a 'Remember Me' checkbox and a 'Login' button. A link for 'Forgot Your Password?' is also present. At the bottom of the page, there are sections for 'Welcome to ADP', 'Keeping your confidential payroll information... confidential!', and 'Protect your PC' with a list of security tips. A footer note states: 'And a reminder — if you are the payroll administrator, to login, use your Client ID, the User ID of 'admin' and your password.'

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':

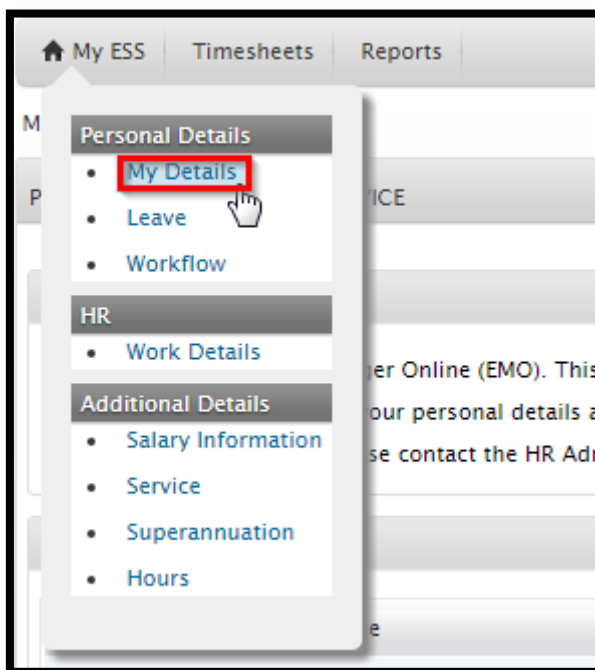


Under 'Reports', you will be able to access Pay Advices & Reports and Payment Summaries.

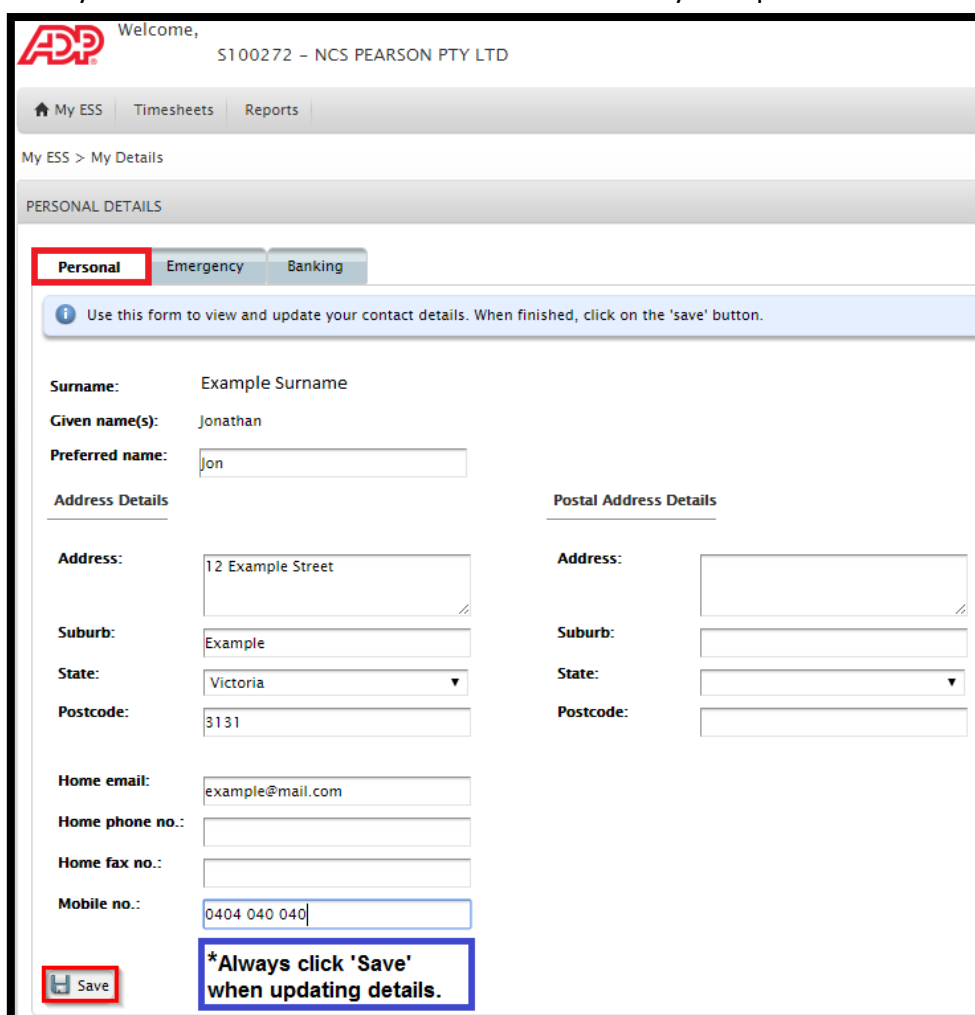


On the right you will find a list of 'Useful Links'. As a casual employee you are not able to access The Hive and Hive Page – Payroll Australia. You are able to click on the ATO and Fair Work Statement for your reference.

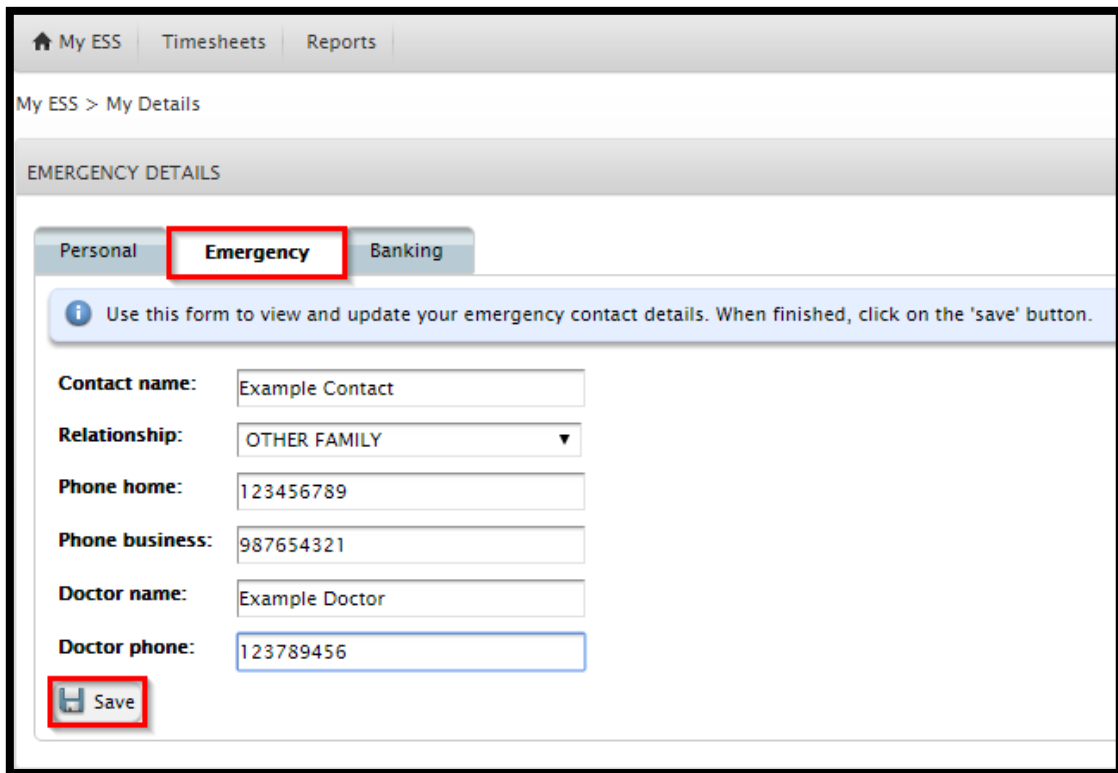
To update contact, emergency or banking details click 'My Details':



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.*

A screenshot of the My ESS 'Personal Details' form. The form is titled 'PERSONAL DETAILS' and has three tabs: 'Personal', 'Emergency', and 'Banking'. The 'Personal' tab is selected and highlighted with a red box. A blue information banner at the top of the form reads: 'Use this form to view and update your contact details. When finished, click on the 'save' button.' The form contains several input fields for personal information: Surname (Example Surname), Given name(s) (Jonathan), Preferred name (Jon), Address Details (Address: 12 Example Street, Suburb: Example, State: Victoria, Postcode: 3131), Postal Address Details (Address, Suburb, State, Postcode), Home email (example@mail.com), Home phone no., Home fax no., and Mobile no. (0404 040 040). At the bottom left, there is a 'Save' button highlighted with a red box. At the bottom center, there is a blue box with the text: '*Always click 'Save' when updating details.' The background shows the My ESS interface with navigation tabs for 'My ESS', 'Timesheets', and 'Reports'.

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.*



The screenshot shows a web application interface for managing emergency contact details. At the top, there are navigation tabs: 'My ESS', 'Timesheets', and 'Reports'. Below this, the breadcrumb 'My ESS > My Details' is visible. The main section is titled 'EMERGENCY DETAILS' and contains three tabs: 'Personal', 'Emergency' (which is highlighted with a red box), and 'Banking'. A blue information banner below the tabs reads: 'Use this form to view and update your emergency contact details. When finished, click on the 'save' button.' The form contains the following fields:

- Contact name:** Text input field containing 'Example Contact'.
- Relationship:** Dropdown menu with 'OTHER FAMILY' selected.
- Phone home:** Text input field containing '123456789'.
- Phone business:** Text input field containing '987654321'.
- Doctor name:** Text input field containing 'Example Doctor'.
- Doctor phone:** Text input field containing '123789456'.

At the bottom left of the form, there is a 'Save' button with a floppy disk icon, which is also highlighted with a red box.

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

My ESS > My Details

BANKING DETAILS

Personal Emergency **Banking**

Use this form to view and update your banking details. The monthly payroll deadline to make changes to your bank details is the 8th of the month.

Change Banking Details
Conditions of Use

You can update the Electronic Funds Transfer (EFT) details for your salary payments from this facility.

You can add new bank account details, change or delete existing bank account details, or change the amount or percent directed to particular accounts.

It is very important that you enter the correct Bank Branch Identification (BSB) Numbers and Account Numbers to ensure payments are credited to your accounts without delay.

Please enter the BSB and Account Numbers as provided on your cheque book, encoded deposit slips, passbook or statements. If you are unsure of the correct numbers to use, please confirm details with your financial institution. Your requests to change banking details using this facility replaces any previous signed authorities for EFT payments and will be deemed as your signed authority for all salary payments.

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.*

My ESS > My Details

BANKING DETAILS

Personal Emergency **Banking**

Use this form to view and update your banking details. The monthly payroll deadline to make changes to your bank details is the 8th of the month.

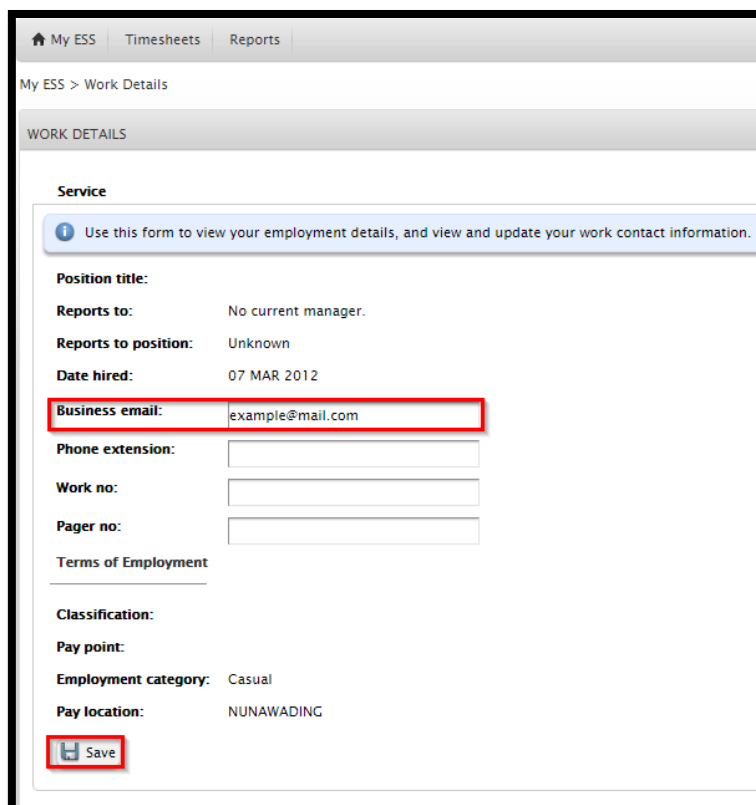
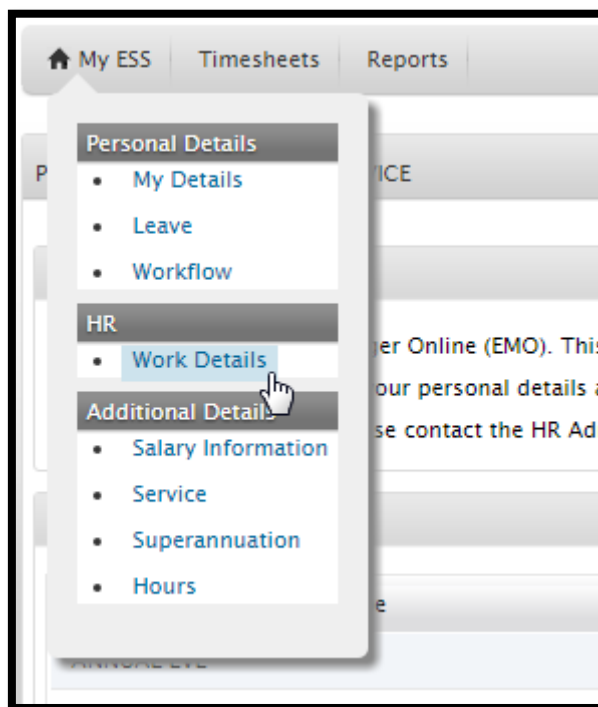
Add New

Type	ESB Number	Bank / Branch	Account Number	Account Name	Unit	Amount	Priority Up	Priority Down	Delete
EFT1	484-799 <input type="button" value="Validate"/>	Suncorp Operations Services	123456	Account Holder	Balance				<input type="button" value="Delete"/>

You can enter a maximum of 3 EFT accounts(s).

To add a new bank account, click 'Add New' and complete all fields. We suggest that you leave 'Unit' on Balance and have only one bank account listed.

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 Password’ function. *Always make sure to click ‘Save’ in order to record your updates.*



A screenshot of the My ESS Work Details page. The page title is 'My ESS > Work Details'. Below the title is a section for 'Service' with an information icon and the text: 'Use this form to view your employment details, and view and update your work contact information.' The form contains the following fields:

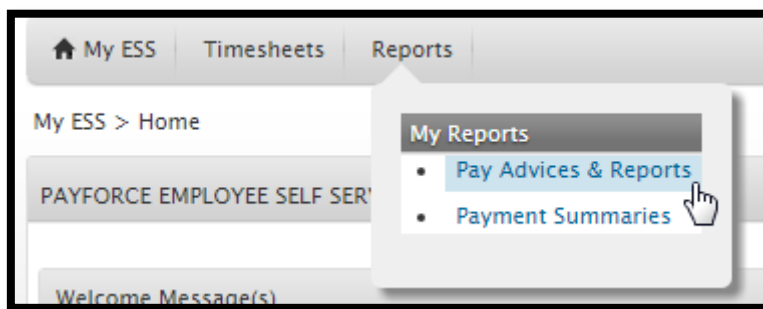
- Position title:
- Reports to: No current manager.
- Reports to position: Unknown
- Date hired: 07 MAR 2012
- Business email: example@mail.com (highlighted with a red box)
- Phone extension:
- Work no:
- Pager no:

Below the form is a section for 'Terms of Employment' with the following fields:

- Classification:
- Pay point:
- Employment category: Casual
- Pay location: NUNAWADING

At the bottom of the page is a 'Save' button (highlighted with a red box).

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.

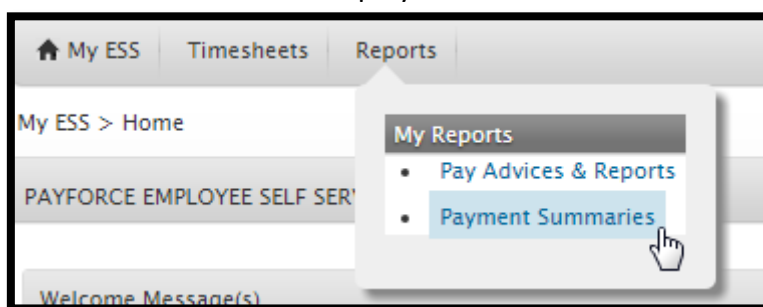


Reports

	Date/Time	Description	Size	View/Download
	30/11/2015 03:56:45 PM	Pay Advices	9.61K	
	17/11/2015 09:09:33 AM	Pay Advices	9.56K	
	02/11/2015 02:23:11 PM	Pay Advices	9.56K	
	20/10/2015 09:17:35 AM	Pay Advices	9.55K	
	06/10/2015 02:03:31 PM	Pay Advices	9.56K	
	22/09/2015 11:49:27 AM	Pay Advices	9.58K	
	07/09/2015 05:14:25 PM	Pay Advices	9.59K	
	25/08/2015 09:42:37 AM	Pay Advices	9.56K	
	11/08/2015 03:17:38 PM	Pay Advices	9.56K	
	29/07/2015 09:04:24 AM	Pay Advices	9.53K	

1 2 3 Next Reports to display: 10 OK

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.



Help > Payment Summaries

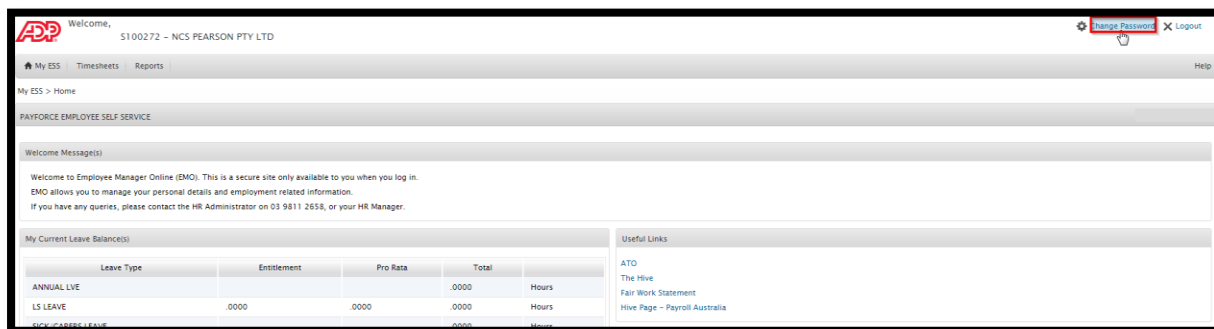
Employee Reports

Show 10 entries

First Previous 1 Next Last

Created Date	Description	File Size (KB)	View/Download
26/06/2015 05:39:46 PM	2015 INB Payment Summary -	3.34	

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.*

The screenshot shows the 'User Security Settings' page. The 'Password' tab is selected and highlighted with a red box. The page lists password requirements and includes a 'Reset Password' button at the bottom left, also highlighted with a red box. A blue box highlights the text: '*Please note the password guidelines.*'

User Security Settings

User Details

Employee Id:

Employee Name:

Password Secret Questions Email

Current passwords must conform to the following:

- Passwords must be between 8 and 40 characters.
- Passwords must contain at least 2 numerics and 2 alphabetic characters.
- Passwords must not contain more than 4 repeating characters (eg aaaa).
- Passwords must not contain your User or Client ID.
- Passwords cannot be the same as your previous 4 passwords.
- Passwords are case sensitive.

Please enter your old and new password.

Old Password:

New Password: 0% Enter your password

Confirm Password:

Reset Password

Create Secret Questions – Selecting the ‘Change Password’ menu option and then under the ‘Secret Questions’ tab you can type in the *three required questions* along with the answers. *Always make sure to click ‘Save’ in order to record your updates.*

You must type in three questions, anything less and your questions will not be saved.

It is **VERY IMPORTANT** that you create secret questions. If you do not, you will not be able to use the ‘forgot password’ function.

User Security Settings

User Details

Employee Id:

Employee Name:

Secret Questions

Please ensure you enter all THREE questions and answers. Then click 'Save'.

***This is VERY important. If no secret questions are entered then you are not able to use the forgot password function.**

If you forget your password, the ADP web site allows you to reset your password by answering a number of questions. To use this functionality, you need to provide questions and answers below.

Add Secret Questions

Number	Question	Answer
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Save

Password Issues – If you cannot use the ‘forgot password’ function, then you will need to contact ADP directly on (+61) 1300 726 596 to request a password reset. You may need to provide verification details such as:

- Pearson Australia Group's client ID which is S100272
- Your name
- Your Pearson employee number
- Your date of birth
- Your home address

Once you are able to log back into ESS, ensure you create your secret questions and double check your business email address.