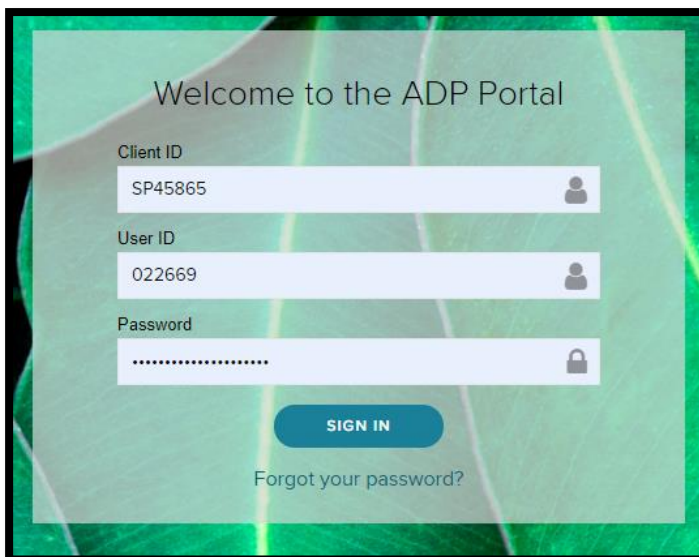


HOW TO ACCESS YOUR PAY ADVICE FROM ADP ESS

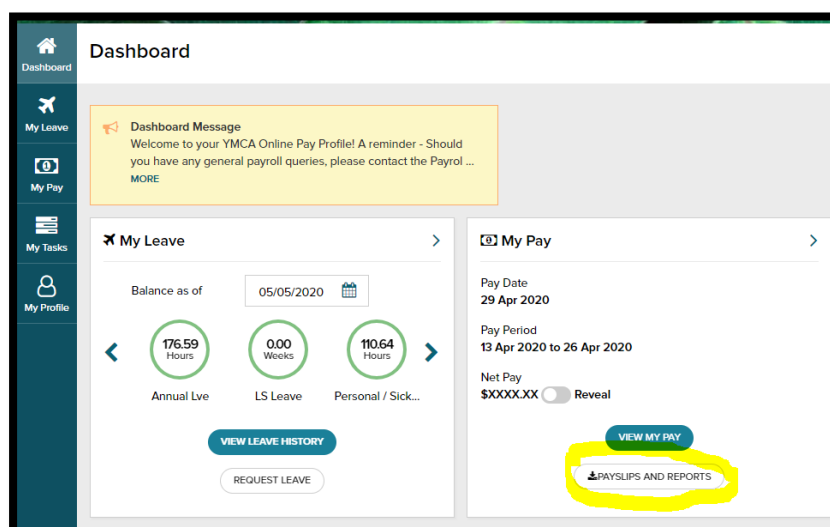
1. Please go to www.myadppayroll.com.au
2. Enter in the Client ID (SP45865), User ID (Employee ID 6 digit code, including any leading zeros) and your password as per below.



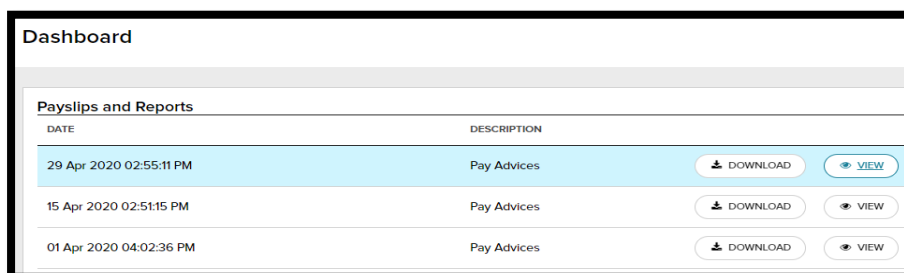
Note: If you have forgotten your password, please refer to the instructions *How to Reset Password Via Mobile Device* found on Y-net or click the link below.

<https://ynet.ymca.org.au/vic/hr/pay/Shared%20Documents/How%20to%20Reset%20ADP%20ESS%20Password%20via%20Mobile.pdf>

3. Once you have logged in you will be directed to your ESS Dashboard. Click on Payslips & Reports (highlighted below).



4. You can then click on the pay slip you want and either download or just view it.



DATE	DESCRIPTION		
29 Apr 2020 02:55:11 PM	Pay Advices	DOWNLOAD	VIEW
15 Apr 2020 02:51:15 PM	Pay Advices	DOWNLOAD	VIEW
01 Apr 2020 04:02:36 PM	Pay Advices	DOWNLOAD	VIEW

Note: You can also update your personal details on your ESS (such as bank details, address etc) through your Dashboard by clicking on "My Profile" in the left hand menu.