Electronic Payslips - Instructions

Staff payslips are available in electronic format via the ADP website.

Each staff member is set up with an individual account.

To access your account go to http://www.adppayroll.com.au/, then click on Client Login.

The Client ID is 46239, then your User ID and temporary password are located in the attached information from ADP. (If you are new to ECKA this information will be sent in the mail to your postal address approximately 1 week after your details have been entered into the payroll system)

If you have any problems with setting up your account please contact Janine at the ECKA office: Mon 8.00-1.00pm, Tues 12.00-5.00, Wed, 12.00-5.00, Thurs 12.00-5.00, Fri 8.00-4.00.

Individual hardcopy payslips will no longer be automatically sent to you, all staff will be expected to access their payslips directly. If this is not possible for you, please contact Janine at the ECKA office to discuss alternative arrangements.

Please ensure you keep a copy of the attached information as there is not a spare copy with the ECKA Administration office. Please also ensure that you keep your password separate to your user id, and in a safe place.

Please monitor your payslips and contact Janine if there are any concerns or questions regarding you pay.

Payslips will be updated fortnightly, on Fridays before your payday. A copy of the current Payroll Processing Schedule is on to the ECKA website, in the Staff information area.

If you have any questions about the electronic payslip system please contact Janine at the ECKA office.

Jo Geurts

CEO ECKA