

1. What information do I require to login and obtain my web payslip?

Client ID	S119933
User ID	This is your employee number/code found on your current payslip
Password	Secure Pin Code that has been mailed out to your postal address. Note: If you haven't received the Secure Pin Code please contact your local State Operations office. Don't provide your User ID or Secure Pin Code to anyone.

2. How do I log in to view my web payslip?

There are two ways an employee can access their Payslip online.

1. Through the MSS Employee Portal which then directs you to the Payroll System website, or
2. Going directly into our Payroll System via the website.

MSS Employee Portal	http://www.msssecurity.com.au/employee-portal/payslips <i>Note: If accessing your Payslips via the Employee Portal you need to log into the Employee Portal. Click onto the link Online payslip, enter your User Name and Password. Then click onto to the link www.myadppayroll.com.au and enter your Client ID, User ID and your Password.</i>
Website	Directly via www.myadppayroll.com.au

Option 1: Via MSS Security Employee Portal

- Log onto www.msssecurity.com.au
- Select 'Employee Portal'
- Select the Online Payslip link, found under the employee portal menu option
- Click on 'Sign In'
- Enter your employee portal Username and Password, (you are now logged in to the MSS Security employee portal)
- Now click on the web link 'www.myadppayroll.com.au' and follow the instructions under Option 2 below.

Option 2: Direct via the Payroll System Website

- Log onto www.myadppayroll.com.au
- Type in your Client ID, User ID and Password (Secure Pin Code).
- Select the 'Login' button, you are now logged into the Online Payslip System.
- An ADP Secure Client Login screen will display, similar to the screen displayed below.



Enter in your login details here

3. When will my payslip be available?

Your payslip will be available online on payday. You can access your payslips 365 days per year.

4. I am a new employee, how do I obtain access to the web?

All new Employees will receive their Secure Pin Code sent to their postal address within 2 to 3 days of their pay day. If you are unsure of your employee number and / or your payday etc, please contact the Operations Centre in your State or Territory office.

State	Operations Centre Phone Number
QLD	07 3722 4100

5. What do I do if I have forgotten my secure pin code for the online payslip system?

You can send your requests via the MSS Employee Portal link [ADP Online Password reset](#)

Complete the questions and then submit. Your request will be responded via returned email.

ADP ON-LINE Payroll Password Reset

This form is to be used if you have forgotten your ADP on-line payroll password. Once processed by the Payroll Department an e-mail with your temporary password will be sent to the e-mail address nominated in this form. Note, once reset it is important you keep the password in a safe place.

EMPLOYEE DETAILS

Site:

Employee Number:
6 digit number on your payslip

Payment Frequency:

Employee Surname:

Employee First Name:

Mobile Contact Number:

Personal E-mail Address:

Date of Birth:

6. How do I change my online payslip secure pin code?

Once you have logged in to the 'Online Payslip' website, select:

- 'Change Password' menu option found on the top right hand menu bar.
- Type in your old password (secure pin code), then your new password and then confirm your new password.
- Select the 'Reset Password' button

7. What happens if I am no longer working for MSS Security? How do I obtain my last payslip?

You will be sent a final payslip, detailing your termination payment, in the mail to your postal address. Please note terminated employees will not have access to web payslips after their termination date.