

# ADP Payroll WorkCenter

Using ADP's Payroll WorkCenter, employees can access and modify payroll-related information online 24x7. Accessing Payroll WorkCenter via secure connections from home or on-the-road, employees are able to:

- View and print paychecks - up to 3 years of pay history online
- View and print W-2s
- Change direct deposit designations
- Update W-4 tax withholding
- Print state tax withholding forms

How to access ADP's Payroll WorkCenter?

- Log onto <http://workcenter.secure.probusiness.com>
- Click on the marble in the middle of the page



- At the login screen select “first time user, click here”

- At the next screen type in your social security number and hit enter

- At the next screen you will be prompted for your date of birthday, date of hire and ID. The ID can be located on your paycheck to the right of your name. Your date of hire is located on our paycheck underneath the ID and to the left.
- You will be presented with an agreement screen. “Click” accept at the bottom.
- You are now logged into the Workcenter.
- You will be prompted to establish and confirm a unique password between 6 and 12 characters long.

***You can now utilize all functions within the WorkCenter.***