



**RIVERSIDE COUNTY  
OFFICE OF THE  
AUDITOR-CONTROLLER**

County Administrative Center  
4080 Lemon Street, 11<sup>th</sup> Floor  
P.O. Box 1326  
Riverside, CA 92502-1326  
(951) 955-3800  
Fax (951) 955-3802



## Changes in the Distribution of Pay Advices

As you may be aware, the County is looking for cost savings during these economic challenging times.

On December 1, 2010, the Auditor-Controller introduced improved pay advices in Employee Self Service (ESS) which more closely resemble the advices that employees receive in the mail.

Riverside County Board of Supervisors agenda item 3.91 from January 11, 2011 introduced P.A.S.S. (Pay Advice Self Service). In accordance with that Board item and SCRAPE (Safeguard County of Riverside Against Preventable Expenses), beginning pay period 4 (pay date 2/23/11) the Office of the Auditor-Controller will stop mailing pay advices to employees with direct deposit in the following bargaining units:

- District Attorney
- Service Employees International Union (SEIU)
- Management, Confidential and Unrepresented Employees
- Law Enforcement Management (LEMU)
- California Probation, Parole and Correction Association (CPPCA)

The union agreements for LIUNA and RSA currently require that their members continue to receive paper advices mailed to their address of record. However, you have the option to discontinue the mailing of your pay advice. Please contact the Auditor-Controller's Office Payroll Division if you would like to discontinue receiving your advice via the US mail.

Pay advices and pay stubs are available to view, save or print on the Monday prior to payday. This allows employees an opportunity to view their pay early and ensure their time was reported correctly.

Instructions on viewing your pay advices are available on the reverse side of this document. You can also access information on the Auditor-Controller's website, [www.auditorcontroller.org](http://www.auditorcontroller.org). On our website you will find the Quick and Easy Guide to Printing Your Pay Advice and the link to Employee Self Service.

If you don't have access to a computer to view and print your pay advice, your department payroll representative will be able to assist you or you may contact the Auditor-Controller Payroll Division at (951) 955-3810 or via email at [ACO\\_Payroll@co.riverside.ca.us](mailto:ACO_Payroll@co.riverside.ca.us).

4080 Lemon Street, 3rd Floor  
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Phone: (951) 955-3810 Fax (951) 955-3814  
Email: [ACO\\_Payroll@co.riverside.ca.us](mailto:ACO_Payroll@co.riverside.ca.us)

1/26/2011

## Accessing PeopleSoft Self Service

Log into the Self Service module of PeopleSoft at:

<https://oasishrms.oasis.lcl/psp/HPD9/?cmd=login&languageCd=ENG&>

UserID = ESS + EmplID

Password = ESS + EmplID + \$ + last four digits of social security

ORACLE  
PEOPLESFT ENTERPRISE

ENTER YOUR USER ID AND PASSWORD

User ID:

Password:

Sign In

Select a Language:

- English
- Dansk
- Français
- Italiano
- Nederlands
- Polski
- Suomi
- Čeština
- 한국어
- 日本語
- 繁體中文
- Español
- Deutsch
- Français du Canada
- Magyar
- Norsk
- Português
- Svenska
- 日本語
- 한국어
- 繁體中文

After you log in with your default password, the system will require you to change your password. If the default does not work, contact your department Human Resources Representative to have your password reset.

Click on the Self Service link.

ORACLE

Menu

Search:

Self Service

Change My Password

Select Payroll and Compensation > **View Paycheck**

ORACLE

ESS HPE9 Home Sign out

Main Menu > Self Service >

Payroll and Compensation

Review your pay and compensation history, update your direct deposit and other deduction or contribution information.

View Paycheck  
Review current and prior paychecks.

Direct Deposit  
Add or update your direct deposit information.

W-4 Tax Information  
Review or change your W-4 information.

View W-2/W-2c Forms  
View electronic W-2 and W-2c forms.

W-2/W-2c Consent  
Grant or withdraw consent to receive electronic W-2 and W-2c forms.