



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

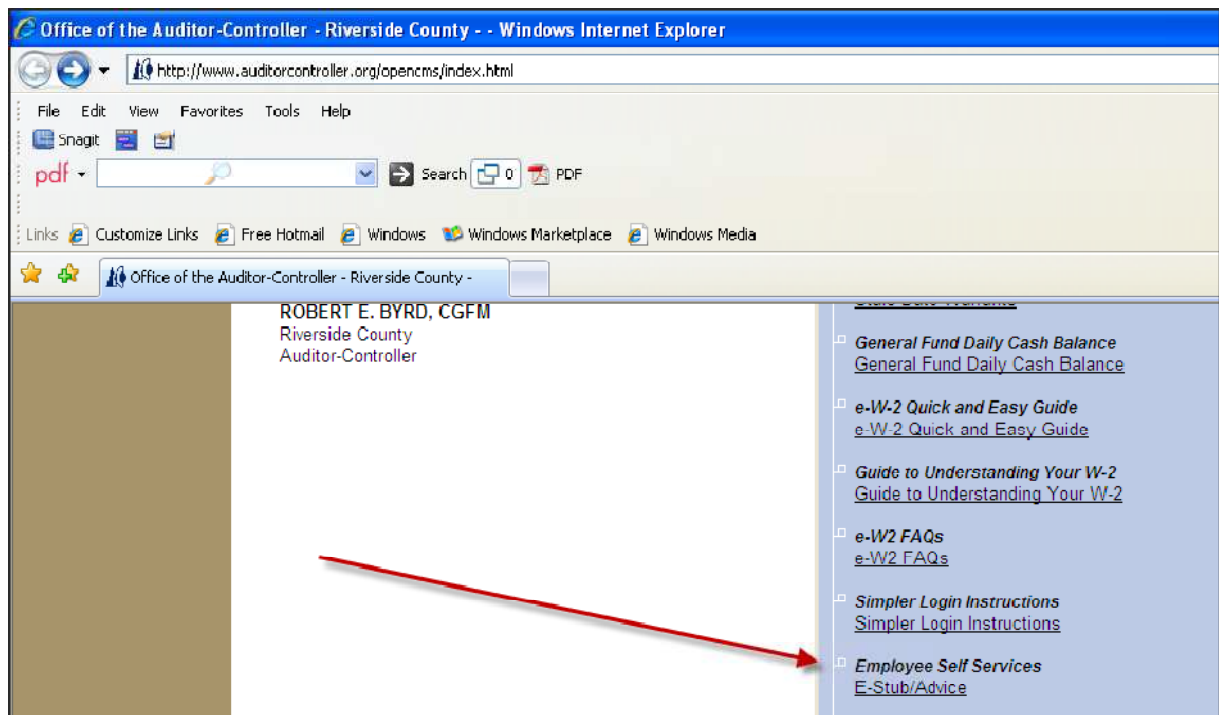
County Administrative Center
4080 Lemon Street, 11th Floor
P.O. Box 1326
Riverside, CA 92502-1326



PeopleSoft Self Service

Effective Wednesday, December 1, 2010, the Auditor-Controller's Office (ACO) will release one improved and two new employee self-service features for active county employees. Step-by-step procedures are available on the Auditor-Controller's website to assist you in navigating self-service. You can also contact the Auditor-Controller's office and a staff member can assist you with the process.

Currently, employees are able to view/print their current and prior pay advices, submit consent for electronic delivery of their W2, and view prior years W2's. If you have problems with your ESS password, please contact your Human Resources Representative.



e-stub/advice

Pay advices have been redesigned in self service to look more like the advices employees are used to seeing in their mailboxes every two weeks. The newly designed advices will be for the pay date of December 1, 2010 forward. All prior pay advices will still be in the old format.

4080 Lemon Street, 3rd Floor
Riverside, CA 92502
Phone: (951) 955-3810 Fax (951) 955-3814
Email: ACO_Payroll@co.riverside.ca.us

e-Direct Deposit

Employees will now have the ability to add accounts, delete accounts and change existing accounts instead of submitting paper documents to the Auditor-Controller for processing. The ACO policies for pre-noting have not changed. New accounts or changes to account and routing information will require 2-3 pay periods to pre-note. During that timeframe you will receive a mailed paper warrant.

If you bank with Bank of America please review their FAQ's regarding routing and account numbers that is available through the link below.

http://www.bankofamerica.com/deposits/checksave/index.cfm?template=lc_faq_aba#question1b

e-W4 Federal Earnings Withholding Certificates

Employees will be able to change their W4 withholding status and allowances for federal income tax. Changes will take effect immediately except when made between non-pay week Thursday and payday. Changes made during this period will take effect on the following paycheck.

Changes to your state withholding are not available in self-service. If you want to change your state withholding status or allowance, you need to submit the California Form DE4—Employee's Earnings Withholding Allowance. This form is available on the Auditor-Controller's website www.auditorcontroller.org. Forms must be filled out completely and they cannot be altered. Incomplete or altered forms will not be processed and will be returned with an explanation of what is still needed to complete the form.

Claiming Exempt from Withholding Federal Withholding

Per the instructions in IRS Publication 505, Tax Withholding and Estimated Tax, "You can claim exemption from withholding for 2010 only if both of the following situations apply.

- For 2009, you had a right to a refund of all federal income tax withheld because you had no tax liability.
- For 2010, you expect refund of all federal income tax withheld because you expect to have no tax liability."
- "If you claim exemption, but later your situation changes so that you will have to pay income tax after all, you must file a new Form W-4 within 10 days after the change."
- "Finally, an exemption is only good for one year. You must give your employer a new Form W-4 by February 15 each year to continue your exemption." If you do not turn it in, your withholding will be changed to single and zero.
- If you want to claim exempt from withholding of income tax on your W-4, please only fill out the following boxes. Filling out any more invalidates the form. Fill out boxes 1, 2, 3, 4, and 7. Then sign the form to validate it. (Note: you cannot claim exempt and request an additional amount be withheld.)

California Withholding

To claim exemption from withholding for California, you must file the federal Form W-4. Please write at the top of the page containing the Form W-4 that you are claiming exempt for both California and Federal as without the note, only federal will be changed. Please note, you can claim exempt for federal only, however to claim exempt for California, you must claim exempt for both federal and California. To claim exempt for California, the federal rules listed above from Publication 505 on exemptions still apply.