



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

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



## e-W2 PeopleSoft Self Service

Starting with 2010 W2s, W2s (annual wage and tax statement) will be available electronically through PeopleSoft Self Service rather than through ADP (the company that County contracted with to mail and electronically maintain W2s.) PeopleSoft is the County's financial and human resources management system.

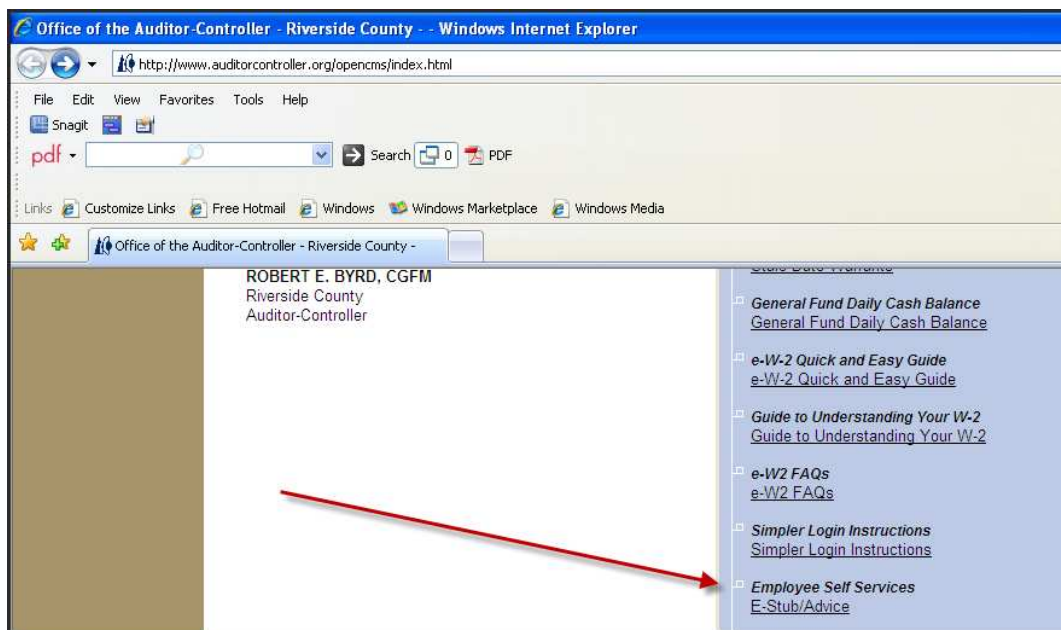
Per IRS regulations, employees wishing to receive their W2s electronically must login to Self Service and submit their consent to receive their W2 electronically for 2010. Past consents will no longer be valid as those consents were to ADP not PeopleSoft.

If you do not consent to receive your W2 electronically by January 13, 2011, your W2 will be postmarked by January 31, 2011 and mailed to your address of record in PeopleSoft. Please ensure you keep your address current with your Payroll Representative.

The address to access self-service is:

[http://www.auditorcontroller.org/opencms/topics\\_interest/ESS.html](http://www.auditorcontroller.org/opencms/topics_interest/ESS.html)

We also have a quick link on our website [www.auditorcontroller.org](http://www.auditorcontroller.org)



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

A step-by-step procedure is available on the Auditor-Controller's website [www.auditorcontroller.org](http://www.auditorcontroller.org) >Payroll>Special Districts

When will my 2010 electronic W2 be available?

Like the traditional paper W2s which are normally mailed to you, the electronic W2s containing your year-end information are processed after the end of the calendar year, and are ready for distribution in late January. Per IRS regulations, all employers must have 2010 W2s available no later than January 31, 2011.

2010 W2s and three years prior will be available through PeopleSoft for three years after the issue date.

If you need assistance please contact ACO at (951) 955-3815 or via email [aco\\_payroll@co.riverside.ca.us](mailto:aco_payroll@co.riverside.ca.us)