

Consenting or Withdrawing Consent to Receive your W2 Electronically

Table of Contents

Accessing PeopleSoft Self Service.....3

Consenting to Receive an Electronic W24


Withdrawing Consent for an Electronic W26

Accessing PeopleSoft Self Service

Log into the Self Service module of PeopleSoft. At <https://oasishrms.oasis.lcl/psp/HPD9/?cmd=login&languageCd=ENG&>

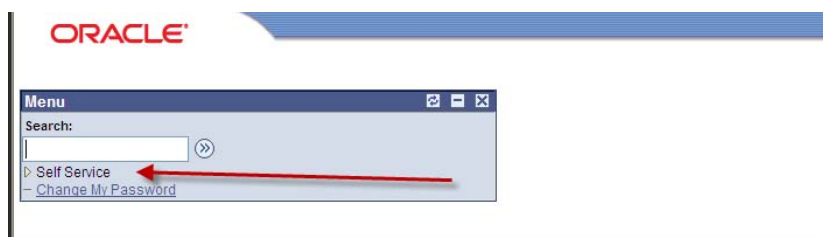
UserID = ESS + EmplID

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



After you log in with your default password, the system will require you to change your password.

Click on the **Self Service** link.

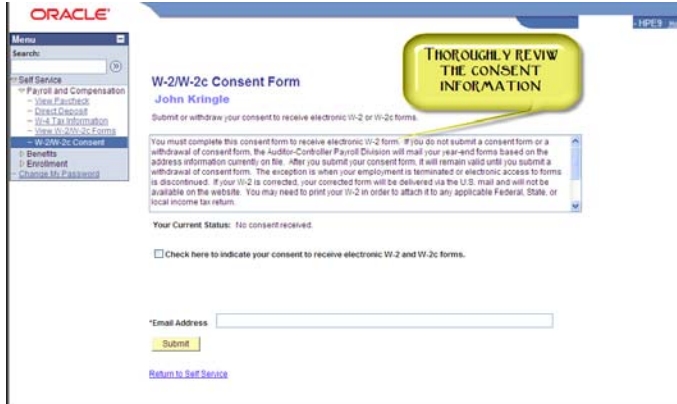


Select **Payroll and Compensation>W2/W2C Consent**



Consenting to Receive an Electronic W2

The following consent page will display. If you want to receive your W2 electronically, thoroughly review the consent information in the window pane.

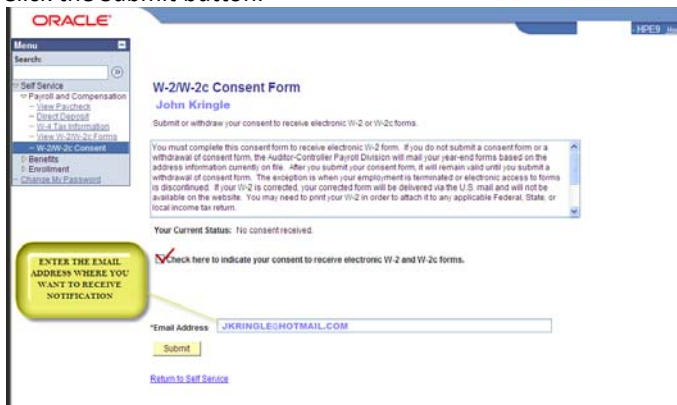


Click the check box to indicate you want to receive an electronic w2.




Enter the email address where you want to receive notification that your W2 is available. This can be any email address.

Click the Submit button.



The identity verification page will display and you will need to reenter your password.



Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click [Sign Out](#).

User ID: **ESS111111**

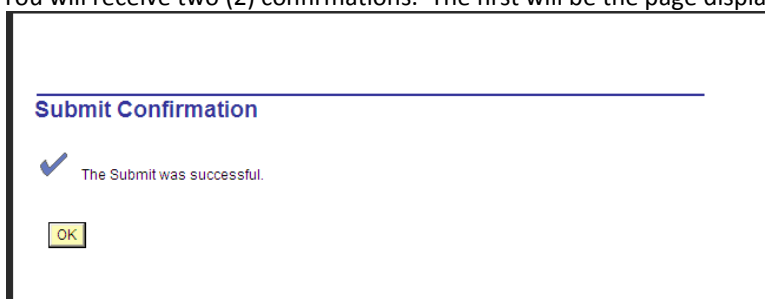
Password:

Enter your password.

[Continue](#) [Cancel](#)

Click continue.

You will receive two (2) confirmations. The first will be the page displayed below.



Submit Confirmation

The Submit was successful.

[OK](#)

The second confirmation will be an email that you receive at the email address you entered previously.

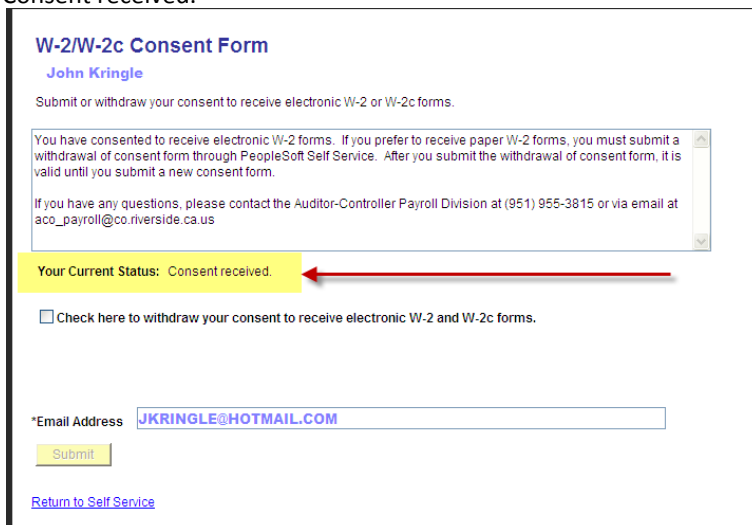


From: PeopleSoft@peoplesoft.com
To: John Kringle
Subject: Consent Granted Confirmation
Sent: 11/19/2010 8:54 AM

This email is to confirm that the ACO Payroll Division has received your consent to receive electronic W-2 forms. The Payroll Division will stop sending you paper W-2 forms. If you prefer to receive paper W-2 forms, you must submit a withdrawal of consent form located through PeopleSoft Self Service.

If you have any questions, please contact the Auditor-Controller Payroll Department at (951) 955-3815 or via email at aco_payroll@co.riverside.ca.us

When you click OK on the confirmation page, the consent page will redisplay and show your current status as Consent received.



W-2/W-2c Consent Form
John Kringle

Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

You have consented to receive electronic W-2 forms. If you prefer to receive paper W-2 forms, you must submit a withdrawal of consent form through PeopleSoft Self Service. After you submit the withdrawal of consent form, it is valid until you submit a new consent form.

If you have any questions, please contact the Auditor-Controller Payroll Division at (951) 955-3815 or via email at aco_payroll@co.riverside.ca.us

Your Current Status: **Consent received.**

Check here to withdraw your consent to receive electronic W-2 and W-2c forms.

*Email Address

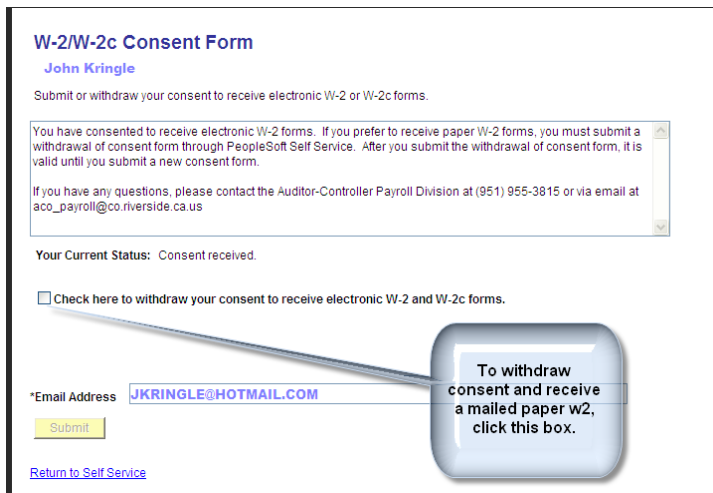
[Submit](#)

[Return to Self Service](#)

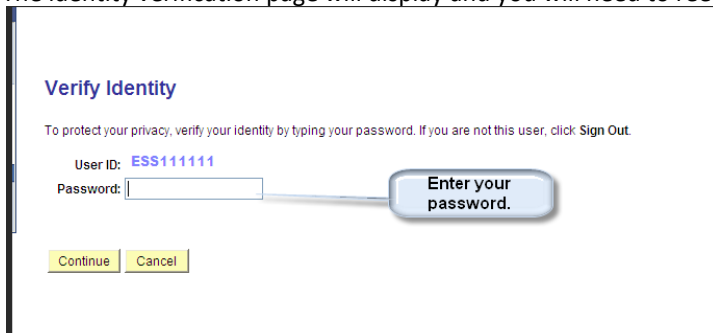
Withdrawing Consent for an Electronic W2

If you no longer wish to receive your W2 electronically, you must withdraw your consent. Click on the check box to indicate you want to withdraw consent.

Click the submit button.



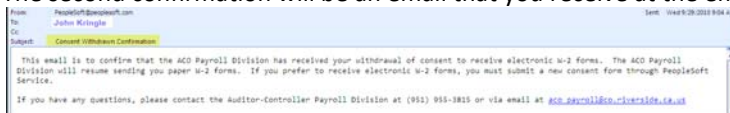
The identity verification page will display and you will need to reenter your password.



You will receive two (2) confirmations. The first will be the page displayed below.



The second confirmation will be an email that you receive at the email address you have on file.



When you click OK on the confirmation page, the consent page will redisplay and show your current status as Consent Withdrawn.

W-2/W-2c Consent Form

John Kringle

Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

You must complete this consent form to receive electronic W-2 form. If you do not submit a consent form or a withdrawal of consent form, the Auditor-Controller Payroll Division will mail your year-end forms based on the address information currently on file. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued. If your W-2 is corrected, your corrected form will be delivered via the U.S. mail and will not be available on the website. You may need to print your W-2 in order to attach it to any applicable Federal, State, or local income tax return.

Your Current Status: Consent Withdrawn

Check here to indicate your consent to receive electronic W-2 and W-2c forms.

*Email Address

[Return to Payroll and Compensation](#)

A paper W2 will be mailed to the mailing address in the PeopleSoft system.

Frequently Asked Questions (FAQ)

Q—I forgot my password, how do I reset it?

A—Email the Oasis help desk at OasisHelpDesk@co.riverside.ca.us or call (951) 358-6100. You can also contact your department Human Resources representative.

Q—What does ESS mean?

A—The letters are an acronym for Employee Self Service.

Q—What is my UserID?

A—Your user id begins with the letters ESS followed by your employee Id number.
For example, ESS123456

Q—Who do I contact if I have questions about my w2?

A—Contact the Auditor-Controller Payroll Division at (951) 955-3815 or via email at aco_payroll@co.riverside.ca.us

Q—How do I get a copy of a prior year W2?

A—Prior year W2's are not available on self-service. Contact the Auditor-Controller Payroll Division at (951) 955-3815 or via email at aco_payroll@co.riverside.ca.us

Q—How do I change my address in PeopleSoft that I designated for W2?

A—Log into self service, enter a new email address and click submit.

Q—Who do I call if I don't receive a confirmation email?

A—Contact the Auditor-Controller Payroll Department at (951) 955-3815 or via email at aco_payroll@co.riverside.ca.us