**The Employee Self-Service (ESS) Payroll Tile has been updated to include W-2 and W-2c forms online!**

Employees now have access to an electronic, PDF version of their W-2/W-2c forms through Self-Service, as well as the option to consent to receive year-end forms electronically (ESS) or by mail.

Login to Employee Self-Service to view the changes.

W-2/W-2c on ESS

To access your W-2 form or view/change your consent status, access the Payroll Tile under Employee Self Service and click on W-2/W-2c
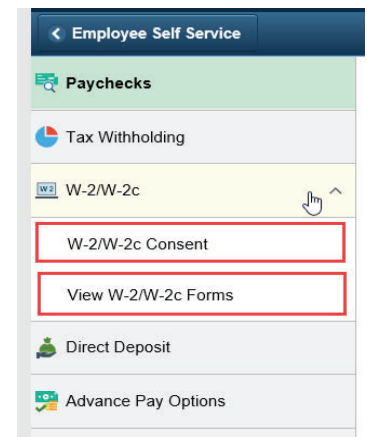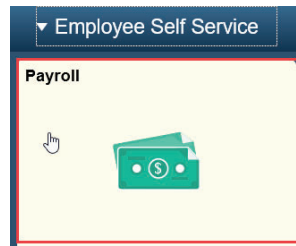
View W-2/W-2c Forms

Click on View W-2/W-2c Forms to access an electronic (PDF) version of your W-2. Select the Tax Year and click on **View Form** to open the PDF document.

Payroll			
View W-2/W-2c Forms			
Tax Year	2019		
Contra Costa County			
Tax Form	**Issue Date**	**Year End Form**	**Filing Instructions**
W-2	10/22/2020	View Form	

Currently, only tax year(s) 2018, 2019 forms are available through ESS. 2020 and future tax years will become available as they are completed, each January.
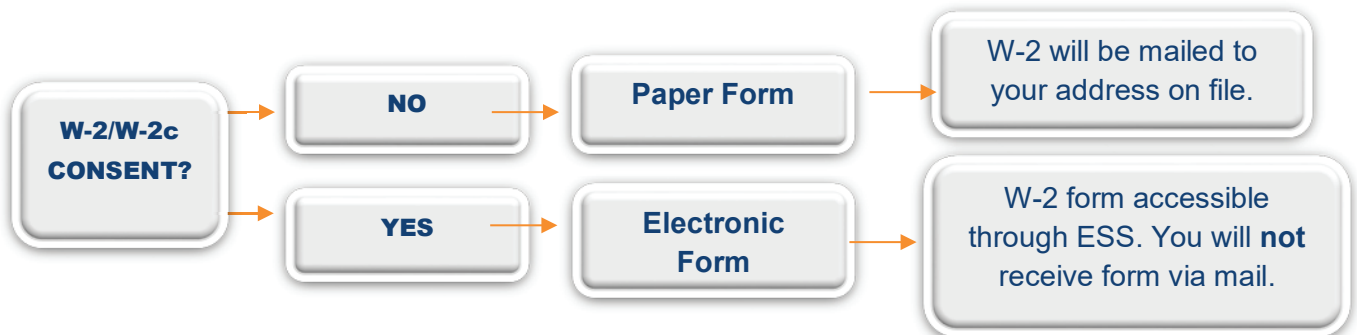
W-2/W-2c Consent

Employees can indicate how to receive year-end forms, by updating W-2/W-2c preferences through ESS.

All employees are initially set up to receive W-2 paper forms by mail (no consent). No action is needed if this is the preferred method of delivery. However, in an effort to go paperless and increase efficiency, employees, are highly encouraged to consent (opt in) to receive **year-end forms electronically** – Once W-2s are completed for each tax year, employees will access their form online, rather than receiving the form by mail.

Regardless of consent option, active employees can access their W-2 via ESS.
For additional instructions on the W-2/W-2c Consent process, please visit ESS Epay, and access the W-2 Consent Job Aid.

Terminated/Separated Employees

With the implementation of W-2 Forms on ESS, terminated employees with a W-2 will have the form sent by mail to their address on file. Former employees who need access to prior year tax forms need to contact their department payroll personnel and submit the request in writing.

Questions or Support

- For questions relating to payroll and/or personal information, please contact your department payroll personnel.

- **First time logging in to Employee Self-Service?**
  - Visit the PeopleSoft Login - https://selfservice2.cccounty.us/
  - Enter your User ID - This is your 5-digit employee ID number
  - Enter your Password - Your initial password is made up of your 4 digit birth year and the last 4 digits of your Social Security number.
    Example: User ID is 12345 (numeric only - 5 digits) Password is 19651234

- For further assistance with Employee Self-Service, such as: password reset, unable to log in, etc., please contact the Support Center during regular business hours at 925-313-1250, or by email.