



EMPLOYMENT &  
HUMAN SERVICES

MEMORANDUM

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To: All Staff, Code 2A

Date: December 3, 2021

From: Personnel Services

Subject: W-2 Online Option Through Employee Self-Service

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As the 2021 year-end is approaching, please note that employees now have a **W-2 consent** option available through [Employee Self-Service \(ESS\)](#).

You have the option to receive your W-2 year-end form electronically (through ESS) rather than having a paper form mailed out. Here are some benefits of going electronic:

- You have access to your W-2 earlier than if mailed out.
- Online delivery eliminates the chance of having the W-2 form lost, misdirected, delayed, or returned during delivery.
- You can access your online form at any time on ESS, and reprint as needed.
- W-2 form will remain online for several years.
- Reduces paper usage.

Attached is a summary of this feature. If you wish to continue to receive paper W-2 forms by mail, make sure to review your mailing address and update as needed in ESS.

[Click here to log on to Employee Self-Service.](#)

For technical issues in ESS, contact the Department of Information Technology (DoIT) at [helpdesk@doit.cccounty.us](mailto:helpdesk@doit.cccounty.us).

For questions to Payroll, create a ticket through [Personnel Track-It](#) and select “Payroll”, then “General Payroll Questions” from the Transaction Type field.

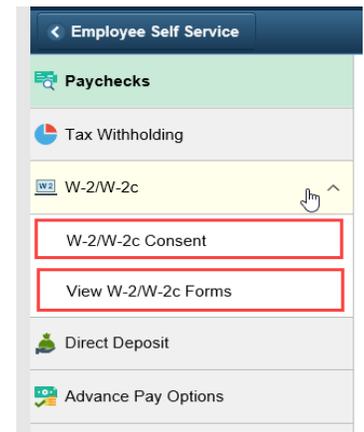


## Employees have access to their W-2/W-2c forms, online.

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

### W-2/W-2c on ESS

To access your W-2 form or view/change your consent status, select 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/W-2c. Select the Tax Year and click on **View Form** to open the PDF document.

Payroll

**View W-2/W-2c Forms**

Tax Year  prior years

Contra Costa County

Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	01/20/2021	<span style="border: 1px solid black; padding: 2px;">View Form</span>	<span style="border: 1px solid black; padding: 2px;">i</span>

most recent

**ESS will have 3-4 tax years available online, with the most recent year displayed on the page. Prior years can be selected via the tax year dropdown.**



# Contra Costa County Employee Self-Service (ESS) – W-2 and W-2c PDF Forms

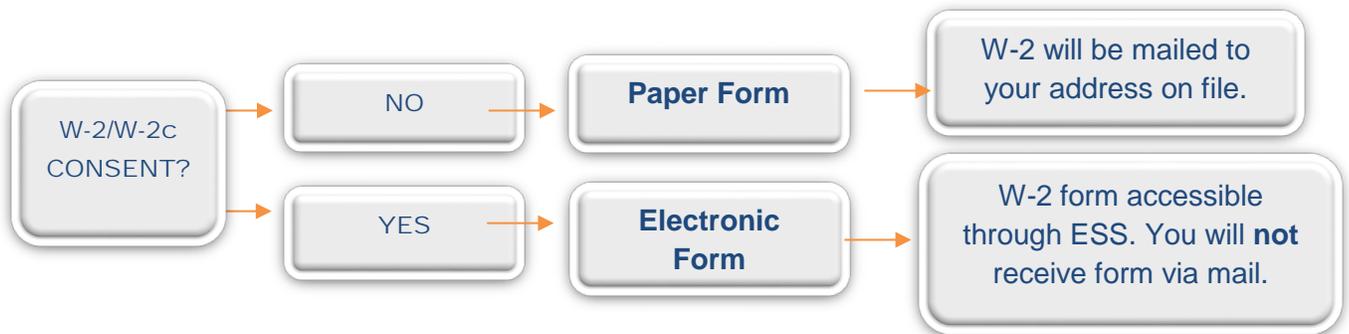
## W-2/W-2c Consent

Employees can indicate how to receive year-end forms, by updating their 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 delivery method.**

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-2's are completed for each tax year, employees will access their form online, and will not receive a W-2 form by mail.

Employees can change their consent as needed, throughout the year. To ensure your preference for receiving W-2 is reflected for the tax year, however, it is highly recommended to update your preferences by December 31<sup>st</sup>.



Regardless of consent option, active employees can access their W-2 forms online. Please contact your departmental payroll personnel, if you need a copy of a prior W-2 that is not available online.

**Terminated/Separated Employees**  
Employee Self-Service is only available to active employees. 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 a Duplicate W-2/W-2c Request Form.