

EMPLOYMENT & HUMAN SERVICES

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To: All Staff, Code 2A

Date: January 25, 2023

From: Personnel Services

Subject: 2022 Form W-2 Available through Employee Self-Service

The 2022 Form W-2 is now available for viewing and printing through [Employee Self-Service \(ESS\)](#).

Tax form W-2 is primarily used to report an employee's taxable wages and amount of taxes withheld during the past calendar year. Employees will need to refer to their Form W-2 when filing their Federal and State tax return.

All current employees have access to their Form W-2 through ESS. Employees can access the "Payroll Tile" in ESS and navigate to the W-2/W-2c page to view their form.

Printed W-2s will be mailed January 31, 2023 to employees that have not opted out of receiving a printed copy of W-2 by mail.



Employees have access to their W-2/W-2c 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 receive year-end forms electronically or by mail.

Sign into PeopleSoft Employee Self Service:

<https://selfservice2.cccounty.us/psp/cchpss/ESS/?cmd=login>

Enter your User ID (5 digit Employee Number) and your Password then click the Sign In bar.

User ID
12345 ← 5 digit employee number

Password
..... ← enter password

Sign In

Enable Screen Reader Mode

[Forgot your password?](#) [Click on Sign In](#)

After logging into ESS you will see the following tiles.

ORACLE Employee Self Service

Benefits Personal Details Reset User Password Payroll

Last Pay Date 01/10/2023

Click on the Payroll Tile



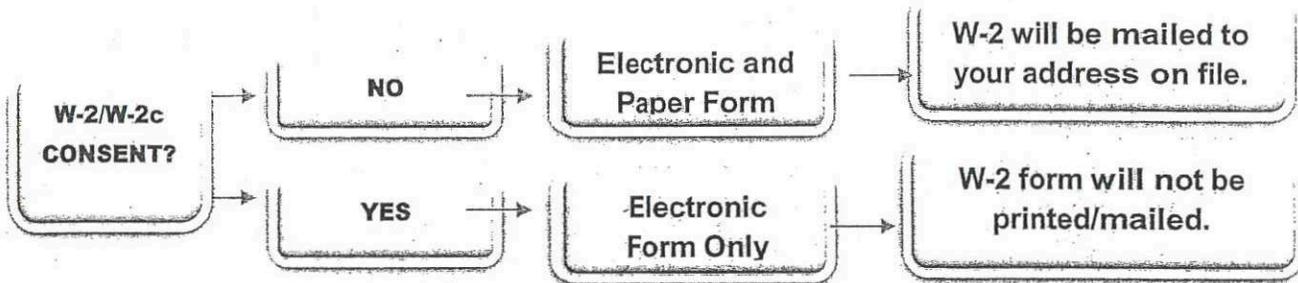
W-2/W-2c Consent

Employees can consent to opting out of having their Form W-2/W-2c printed and mailed by updating their W-2/W-2c preferences through ESS.

All employees are initially set up to receive W-2/W-2c paper forms by mail (no consent). No action is needed if an employee wishes to continue to receive their tax form by US Mail.

Go Paperless

In an effort to go paperless and increase efficiency, employees are highly encouraged to consent to opt out of receiving their Form W-2 by mail. Once W-2's are completed each tax year, employees will access their form online, and will not receive a W-2 form by mail.



Please contact your departmental payroll personnel, if you need to request a copy of a prior tax year 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.