ELECTRONIC W-2 FORM

INSTRUCTIONS
# TABLE OF CONTENTS

- Logging into PeopleSoft ................................................................. 1  
- Viewing your W-2 Form ............................................................... 2  
- Viewing your W-2c Form ............................................................. 6  
- Consenting to an Electronic W-2/W-2c Form .............................. 7  
- Withdrawing your Consent ......................................................... 11  
- Calendar Year End ................................................................. 14
LOGGING INTO PEOPLESOFT

SINGLE CLICK “Login to PeopleSoft”

Enter your User ID and password.
VIEWING YOUR ELECTRONIC W-2 FORM

Currently, your W-2 form, if available for viewing, is accessible through Self Service.

Follow the path:
Main Menu > Self Service > Payroll and Compensation
From here you can view both your 2013 W-2 and W-2c forms
NOTE: If you did not have a prior year correction, you will not see the W-2c form option

SINGLE CLICK the link and you should see the appropriate tax year.
To view a different year, **SINGLE CLICK** the link

**SINGLE CLICK** the link and you will see the tax year you wish to view

**SINGLE CLICK** the year you wish to view and you will see this screen.
SINGLE CLICK the link for Year End Form and PeopleSoft will take you to the W-2 form for that year. You can print or save the form from this screen.

SINGLE CLICK the link for Filing Instructions and PeopleSoft will take you to a link with instructions for filing your tax return (see next page).
Filing Instructions

stanislaus.ca.us/cs/hrprod/psfileproc/V_bc2c005d-3f33-41cf-ade1-e3fa31d084b7 - Windows Internet Explorer

Copyright © 2015 Stanislaus County

Notice to Employee

Refund. Even if you do not have to file a tax return, you should file to get a refund if box 2 shows federal income tax withheld or if you can take the earned income credit. Earned income credit (EIC). You may be able to take the EIC for 2013 if you do not have a qualifying child and you earned less than $13,950 ($19,150 if married filing jointly). If you do have one qualifying child and you earned less than $32,200 ($43,050 if married filing jointly), you may have two qualifying children and you earned less than $41,545 ($52,650 if married filing jointly), or if you have three or more qualifying children and you earned less than $53,150 (2013 married filing jointly). You and any qualifying children must have valid social security numbers (SSN). You cannot take the EIC if your gross income is more than $3,524,000, or if you are not in the earned income credit program while you are a resident of a rural area. Any EIC that is more than your tax liability is returned to you, but only if you file a tax return.

Clergy and religious workers. If you are not subject to social security and Medicare taxes, see Pub. 517, Clergy and Religious Worker’s Tax Guide. Members of the clergy and religious workers. If you are subject to social security and Medicare taxes, see Pub. 517, Clergy and Religious Worker’s Tax Guide. Members of the clergy and religious workers.

Informal notice. Informal notice. You must have received an informal notice of the tax return. The notice is informal if the return is not received by the post office or if the notice is not given by you to the post office. You must have received an informal notice of the tax return. The notice is informal if the return is not received by the post office or if the notice is not given by you to the post office.

Cost of employer-sponsored health coverage (if such cost is provided by the employer). The report in box 21, if tax prepared by professional advice, may be more than any amount paid. A Form 1040 may also be used in box 21 of your tax return. You may also take a credit for any amount paid by your employer. The report in box 21, if tax prepared by professional advice, may be more than any amount paid. A Form 1040 may also be used in box 21 of your tax return.

Instructions (continued from the back of Copy B)

Note. If your tax is due on the 15th of the month, you may pay on the 15th or the 1st or 2nd of the month. The due date for your tax return is the 15th of the month. The due date for your tax return is the 15th of the month. The due date for your tax return is the 15th of the month.

Instructions for Employee

1. Enter this amount on the line on the return:
   a. Enter this amount on the line on the return:
   b. Enter this amount on the line on the return:
   c. Enter this amount on the line on the return:
   d. Enter this amount on the line on the return:
   e. Enter this amount on the line on the return:
   f. Enter this amount on the line on the return:
   g. Enter this amount on the line on the return:
   h. Enter this amount on the line on the return:
   i. Enter this amount on the line on the return:
   j. Enter this amount on the line on the return:
   k. Enter this amount on the line on the return:
   l. Enter this amount on the line on the return:
   m. Enter this amount on the line on the return:
   n. Enter this amount on the line on the return:
   o. Enter this amount on the line on the return:
   p. Enter this amount on the line on the return:
   q. Enter this amount on the line on the return:
   r. Enter this amount on the line on the return:
   s. Enter this amount on the line on the return:
   t. Enter this amount on the line on the return:
   u. Enter this amount on the line on the return:
   v. Enter this amount on the line on the return:
   w. Enter this amount on the line on the return:
   x. Enter this amount on the line on the return:
   y. Enter this amount on the line on the return:
   z. Enter this amount on the line on the return:

Instructions (continued from the back of Copy B)

Note. If your tax is due on the 15th of the month, you may pay on the 15th or the 1st or 2nd of the month. The due date for your tax return is the 15th of the month. The due date for your tax return is the 15th of the month. The due date for your tax return is the 15th of the month.

Instructions for Employee

1. Enter this amount on the line on the return:
   a. Enter this amount on the line on the return:
   b. Enter this amount on the line on the return:
   c. Enter this amount on the line on the return:
   d. Enter this amount on the line on the return:
   e. Enter this amount on the line on the return:
   f. Enter this amount on the line on the return:
   g. Enter this amount on the line on the return:
   h. Enter this amount on the line on the return:
   i. Enter this amount on the line on the return:
   j. Enter this amount on the line on the return:
   k. Enter this amount on the line on the return:
   l. Enter this amount on the line on the return:
   m. Enter this amount on the line on the return:
   n. Enter this amount on the line on the return:
   o. Enter this amount on the line on the return:
   p. Enter this amount on the line on the return:
   q. Enter this amount on the line on the return:
   r. Enter this amount on the line on the return:
   s. Enter this amount on the line on the return:
   t. Enter this amount on the line on the return:
   u. Enter this amount on the line on the return:
   v. Enter this amount on the line on the return:
   w. Enter this amount on the line on the return:
   x. Enter this amount on the line on the return:
   y. Enter this amount on the line on the return:
   z. Enter this amount on the line on the return:

Instructions (continued from the back of Copy B)

Note. If your tax is due on the 15th of the month, you may pay on the 15th or the 1st or 2nd of the month. The due date for your tax return is the 15th of the month. The due date for your tax return is the 15th of the month. The due date for your tax return is the 15th of the month.

Instructions for Employee

1. Enter this amount on the line on the return:
   a. Enter this amount on the line on the return:
   b. Enter this amount on the line on the return:
   c. Enter this amount on the line on the return:
   d. Enter this amount on the line on the return:
   e. Enter this amount on the line on the return:
   f. Enter this amount on the line on the return:
   g. Enter this amount on the line on the return:
   h. Enter this amount on the line on the return:
   i. Enter this amount on the line on the return:
   j. Enter this amount on the line on the return:
   k. Enter this amount on the line on the return:
   l. Enter this amount on the line on the return:
   m. Enter this amount on the line on the return:
   n. Enter this amount on the line on the return:
   o. Enter this amount on the line on the return:
   p. Enter this amount on the line on the return:
   q. Enter this amount on the line on the return:
   r. Enter this amount on the line on the return:
   s. Enter this amount on the line on the return:
   t. Enter this amount on the line on the return:
   u. Enter this amount on the line on the return:
   v. Enter this amount on the line on the return:
   w. Enter this amount on the line on the return:
   x. Enter this amount on the line on the return:
   y. Enter this amount on the line on the return:
   z. Enter this amount on the line on the return:

Instructions (continued from the back of Copy B)

Note. If your tax is due on the 15th of the month, you may pay on the 15th or the 1st or 2nd of the month. The due date for your tax return is the 15th of the month. The due date for your tax return is the 15th of the month. The due date for your tax return is the 15th of the month.

Instructions for Employee

1. Enter this amount on the line on the return:
   a. Enter this amount on the line on the return:
   b. Enter this amount on the line on the return:
   c. Enter this amount on the line on the return:
   d. Enter this amount on the line on the return:
   e. Enter this amount on the line on the return:
   f. Enter this amount on the line on the return:
   g. Enter this amount on the line on the return:
   h. Enter this amount on the line on the return:
   i. Enter this amount on the line on the return:
   j. Enter this amount on the line on the return:
   k. Enter this amount on the line on the return:
   l. Enter this amount on the line on the return:
   m. Enter this amount on the line on the return:
   n. Enter this amount on the line on the return:
   o. Enter this amount on the line on the return:
   p. Enter this amount on the line on the return:
   q. Enter this amount on the line on the return:
   r. Enter this amount on the line on the return:
   s. Enter this amount on the line on the return:
   t. Enter this amount on the line on the return:
   u. Enter this amount on the line on the return:
   v. Enter this amount on the line on the return:
   w. Enter this amount on the line on the return:
   x. Enter this amount on the line on the return:
   y. Enter this amount on the line on the return:
   z. Enter this amount on the line on the return:

Instructions (continued from the back of Copy B)

Note. If your tax is due on the 15th of the month, you may pay on the 15th or the 1st or 2nd of the month. The due date for your tax return is the 15th of the month. The due date for your tax return is the 15th of the month. The due date for your tax return is the 15th of the month.
Occasionally corrections need to be made to an employee's taxable income. When corrections are made, a W-2c form is generated. These forms can be accessed from the same page and in the same manner as your W-2 form. If you have a correction you will see the W-2c form listed under the Tax Form ID.

You can see the form and the filing instructions by SINGLE CLICKING on the link.
CONSENTING TO AN ELECTRONIC W-2/W-2C FORMS

IRS Regulations require that employees must consent to receiving an electronic copy of their W-2 form. PeopleSoft provides a process to activate this option. Employees are encouraged to exercise this option but are not required to do so if a W-2 form hard copy is preferred.

Employees can view their W-2 form and print their own copy or save a copy for use when filing their taxes. Since this option will be available at any time after the issuance of the W-2 form, if an employee needs an additional copy at a later time, the employee can print their own without having to contact the Auditor-Controller’s Office Payroll Division and pay the $5.00 fee for a duplicate.

To consent to receive an electronic copy, follow the path:
Main Menu > Self Service > Payroll and Compensation > W-2/W-2c Consent
You will receive the following message. To choose to receive an electronic W-2 or W-2c form, you should **check the box** next to the consent.

After you check the box, **SINGLE CLICK** the Submit button.

The message states:

You must complete this consent form to receive electronic W-2 or W-2c forms. If you do not submit a consent form or a withdrawal of consent form, the Auditor-Controller’s Office Payroll Division will process your year-end forms based on the 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 you have any questions, please contact the Auditor-Controller’s Office Payroll Division.
You will be asked to verify your identity by entering your password.

After entering your password, **SINGLE CLICK** the Continue button.

You will receive confirmation that you have submitted your request successfully.
You will receive an e-mail confirming your consent has been processed.

Once you have submitted your request, you will not receive a hard copy W-2 form when processed.
WITHDRAWING YOUR CONSENT

If you should decide to withdraw consent and receive a hard copy of the W-2 form, follow the same path and you will now see the option to withdraw your consent.

**SINGLE CLICK** on the check box.

**SINGLE CLICK** the submit button.

The message states:

You have consented to receive electronic W-2 and W-2c forms. If you prefer to receive paper W-2 and W-2c forms, you must submit a withdrawal of consent form. After you submit the withdrawal of consent form, it is valid until you submit a new consent form.
Enter your password

SINGLE CLICK the Continue button.

You will receive confirmation that you have submitted your request successfully.
You will receive an e-mail confirming your consent has been withdrawn.

Once you have completed this process, you will once again receive a hard copy of your W-2 form when processed.
CALENDAR YEAR END

When the W-2’s are completed by the Auditor-Controller’s Payroll Division, an e-mail notification will be sent to all “Consented” employees informing them of the availability of their W-2 through Self Service.