

View W-2/W-2c Forms

Step	Action					
1.	Login in to Employee Self Service, and click on the Payroll Tile.					
	Employ	ee Self Service Personal	Details			
2.	Click on the W-2/W-2c	panel to expan	d the drop down.			
3.	Image: Self Service Paychecks Tax Withholding W v2W-2c Direct Deposit Advance Pay Options Click on View W-2/W-2c Forms W v2/W-2c Consent W-2/W-2c Forms					
4.	The View W-2/W-2c Fo	rms page is dis	played. The mos	st recent W-2 data	will appear on the screen.	
	Use the dropdown to select a previous year's tax form.					
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	Employee Self Service		Pay	roll	Â	
	💐 Paychecks	View W-2/W-2c Fo	rms			
	Cax Withholding		Tax Year 2019			
	<u>wa</u> W-2/W-2c	Contra Costa County				
	W-2/W-2c Consent	Tax Form W-2	Issue Date 11/16/2020	Year End Form	Filing Instructions	
	View W-2/W-2c Forms	VV-Z	11/10/2020	View Form	0	
	🍐 Direct Deposit					
	🚆 Advance Pay Options					



Step	Action						
5.	Note: There is a limit on the tax years that are available online. If you need to view a W-2 form for a tax year that is not available on ESS, please contact your department payroll.						
6.	To view your W-2, click on View Form .						
	C Employee Self Service	Payroll					
	Raychecks	View W-2/W-2c Forms					
	Tax Withholding	Tax Year 2019					
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	W-2/W-2c Consent	Tax Form Issue Date Year End Form Filing Instructions					
	View W-2/W-2c Forms	W-2 11/16/2020 View Form					
	Direct Deposit						
	Padvance Pay Options						
7.		n another window as a PDF. Depending on your browser, you may need to b-ups to view the PDF.					
8. 9.	As your tax form displays personal information, ensure you close out of the PDF once you have completed your review. This is especially important if you are accessing through a public computer. Click on Filing Instructions icon to open up additional information on the W-2 form. This will also open as PDF document.						
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	Raychecks	View W-2/W-2c Forms					
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	W-2/W-2c Consent	Tax Form Issue Date Year End Form Filing Instructions W-2 11/16/2020 View Form Image: Control of Contro of Contro of Control of Control of Contro of Control of Contro of					
	View W-2/W-2c Forms	View Form					
	👗 Direct Deposit						
	Advance Pay Options						
10.	If you are completed	with your changes, log out of PeopleSoft, by clicking on the menu bar on the top					
	right of page, and se	lecting Sign Out.					