



COUNTY OF RIVERSIDE

OFFICE OF THE AUDITOR-CONTROLLER



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EMPLOYEE EARNINGS RECORDS

Employee Earnings Records can only be produced between certain timeframes such as 'Quarter' or 'Year' increments.

EMPLOYEE REQUEST INFORMATION

Employee Name:

Employee ID #:

Employee Phone:

* From:

(Mo/Qtr./Year)

* To:

(Mo/Qtr./Year)

Employee Current Mailing Address:

Street:

City:

State:

Zip Code:

DEPARTMENT REQUEST FOR EMPLOYEE

Department Name:

Department Representative:

Department Rep. Phone:

Depart. Rep. Email Address:

Employee Signature (Required)

Date

Select one:

Mail

Pick-up

For Auditor-Controller Office Use Only

Processed By:

Date Processed:

Submit completed form to: ACO_Payroll@rivco.org
4080 Lemon Street, 6th Floor, Riverside, CA 92501 | Mail Stop 1050

General Processing information for Employee Records Request

An Employee Earnings Report is a summarized version of an employee's pay stubs. It provides essential information for each pay period, such as Gross Pay, Tax deductions, other deductions, Net Pay, and Hours worked. At the end of the report, it provides a year-to-date summary of the overall income and deductions.

*** Employees must clearly specify the "From" and "To" dates in a month/quarter/year format to produce the report. Earnings records can only be produced for specific timeframes, such as quarterly or yearly increments. For example, requesting earnings for a single month, like May, will result in a report covering the entire quarter (April, May, and June).***

Central Payroll may take one to three business days for processing and mailing, depending on the request. Employees must be prepared to provide a copy of a government-issued photo ID (e.g., driver's license, passport) or any official legal documents when picking up the documents in person.