

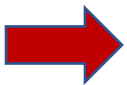
Former Employee Access to W-2 and Payslips

This is a 2-step process:

- Part A: Creating your account. (Pages 1-3)
- Part B: Accessing your W-2 and/or pay slip. (Pages 4 and 5)

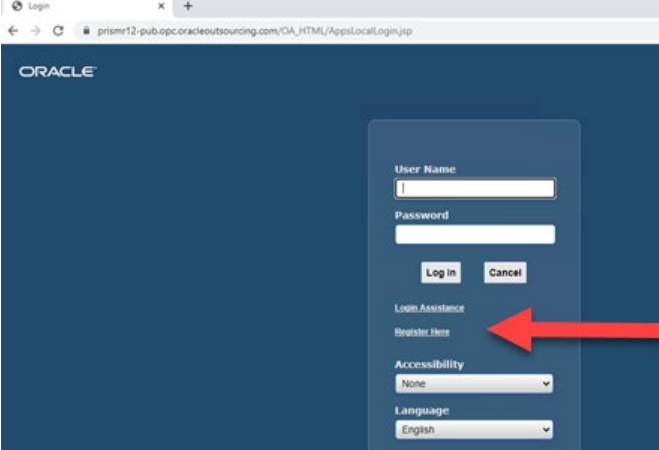
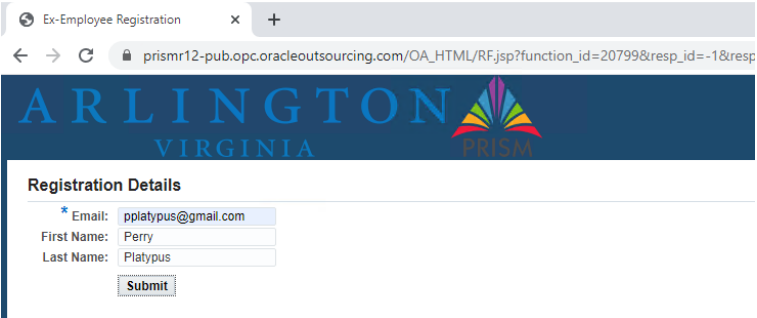
Please note:

- These instructions only work if you provided your personal email address to your department's HR liaison before separating from service.
- Pay slips will be available for viewing by the Friday after payday.
- Your leave is paid out the pay date **after** the pay date for your final regular hours worked.
- W-2s will be available for viewing by January 31 for the prior calendar year.



If you have additional questions about this process, please contact the Payroll Team at payroll@arlingtonva.us or 703.228.3500, Option 3.

Part A: Creating your account.

<p>STEP 1: Login to the following URL and click on "Register Here" https://eprismr12.arlingtonva.us/OA_HTML/AppsLocalLogin.jsp</p>	
<p>STEP 2: Enter your personal email address that you provided to your Department Liaison or HR prior to leaving the County. Enter your First name and Last name. Click on Submit.</p>	

STEP 3: You will receive a notification email confirming your registration which will look like this -

From: Workflow Mailer <wfcoarebspr1@iad.opc.oracleoutsourcing.com>
Sent: Thursday, March 25, 2021 11:16 PM
To: Platypus, Perry <pplatypus@gmail.com>
Subject: For Your Information: Account Request 2633 for Perry Platypus has been approved

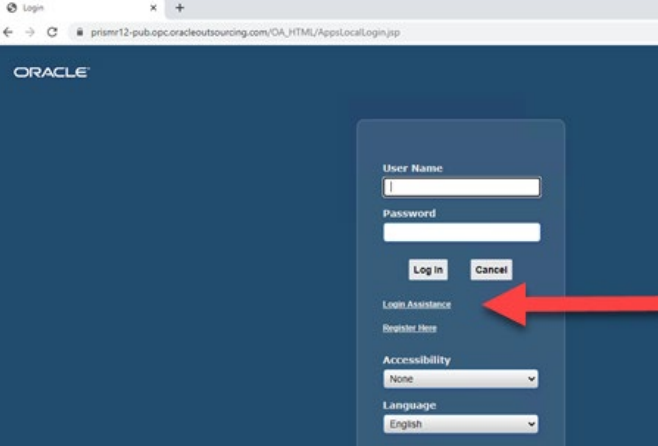
To: Platypus, Perry
Sent: 25-Mar-2021 13:45:00
ID: 22784525

Your account request has been approved. Link to set the password will be sent in a separate mail. Please use the following information to access the system:

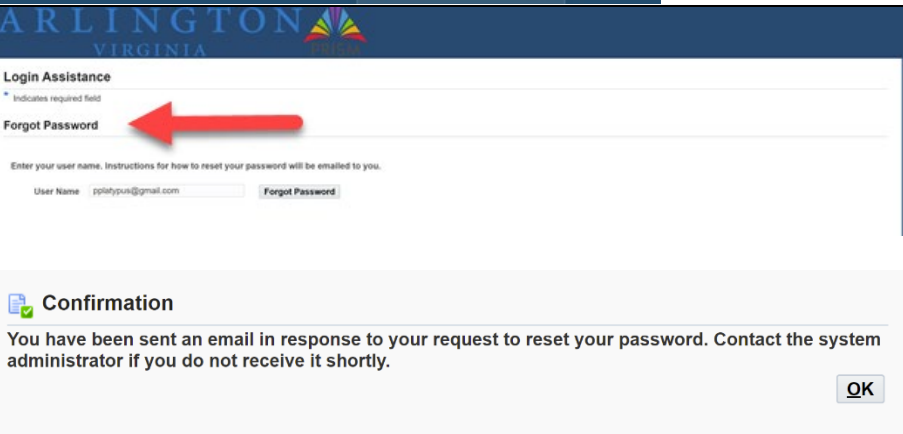
User Name PPLATYPUS@GMAIL.COM

Login URL https://eprismr12.arlingtonva.us/OA_HTML/AppsLocalLogin.jsp

STEP 4 : Once you receive this notification, click on the URL listed in the notification and click on Login Assistance



STEP 5 : Clicking on Login assistance displays this screen. Enter your personal email address used to register and click on "Forgot Password". The confirmation message will be displayed.



STEP 6: You will receive a confirmation notification with a personalized reset password link. Click on the “Reset your password” link to reset your password

From: Workflow Mailer <wfcoarebspr1@iad.opc.oracleoutsourcing.com>
Sent: Friday, March 26, 2021 12:04 AM
To: Platypus, Perry <pplatypus@gmail.com>
Subject: For Your Information: Password Reset

To Platypus, Perry
Sent 25-MAR-2021
14:02:40
ID 22784529

Reset Password using the below link and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time.

Password Url: [Reset your password](#)



STEP 7: Enter your username (Personal email address which you used to register) and choose a password. Click on “Confirm Password” once done.

ARLINGTON VIRGINIA
PRISM

Reset Password
* Indicates required field
Please enter your username and passwords below. The password you enter below will be used to replace your old password.

User Name pplatypus@gmail.com
Password *****
Confirm Your Password *****
Confirm Password

STEP 8: Once you have submitted the new password, you will receive the following confirmation:

ARLINGTON VIRGINIA
PRISM

Reset Password
* Indicates required field
Please enter your username and passwords below. The password you enter below will be used to replace your old password.

User Name pplatypus@gmail.com
Password *****
Confirm Your Password *****
Confirm Password

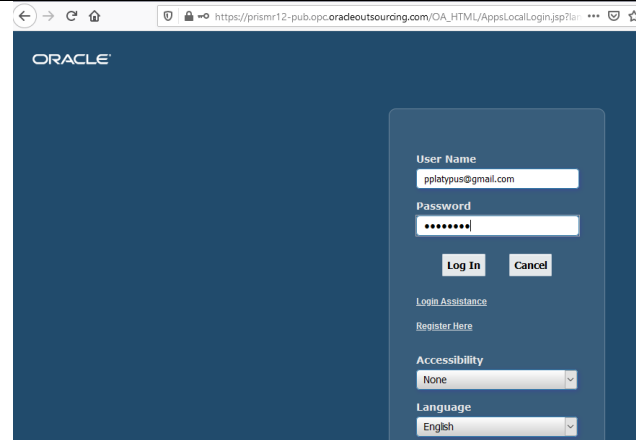
Confirmation
The password has been reset; use the new password to login to the system.
OK

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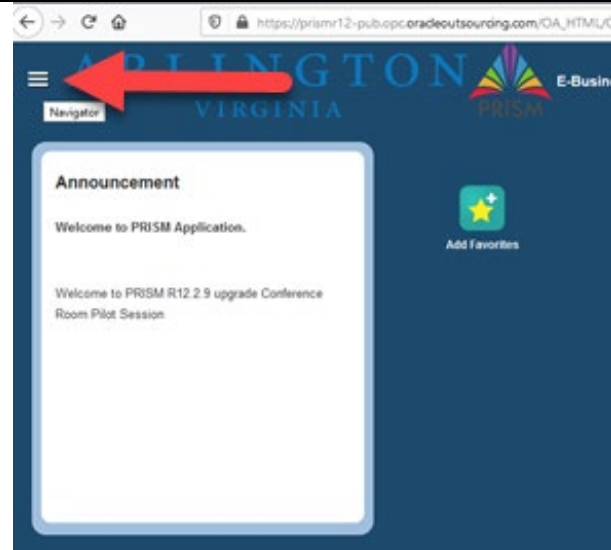
Part B: Viewing Your Payslips and W-2s.

STEP 1: You can now logon successfully using the username (Personal email id used to register) and the password that you set at

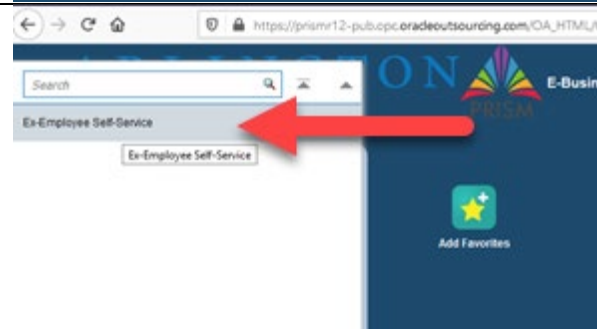
https://eprismr12.arlingtonva.us/OA_HTML/AppsLocalLogin.jsp



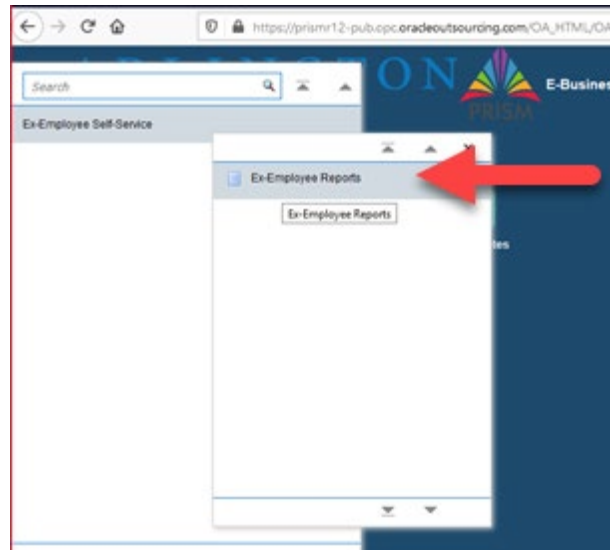
STEP 2: Once you login, the following screen will be displayed. Click on the 3 lines at the top left corner.



STEP 3: You will have one option listed – Ex-Employee Self Service



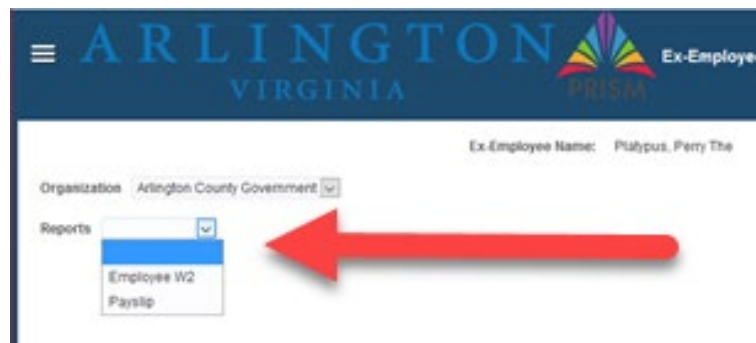
STEP 4: Click on Ex-Employee Self Service > Ex-employee Reports



STEP 5: Enter the value for Organization by picking "Arlington County Government" from the list of values for Organization



STEP 6: You will have 2 options for Reports. Pick W-2 or pay slip. Choose whatever you need to view.



STEP 7: You are now able to view your specific pay slip or your W-2 without having to depend on the HR department.

