

Sent: Friday October 27, 2023 3:23 PM
To: All Employees
From: Payrollservices@csudh.edu



Dear Toros,

We are excited to announce a change on the way you sign up for direct deposit or change the banking institution you selected for direct deposit. Effective November 1, 2023, the State Controller's Office (SCO) will no longer be accepting the hardcopy STD.699 Direct Deposit Enrollment Authorization forms for processing. Enrollment or changes to Direct Deposit will only be accepted through the SCO's secure portal, [Cal Employee Connect \(CEC\)](#). To enroll or make changes to Direct Deposit, employees must be connected to the campus network before logging into CEC. Accessing CEC outside of the campus network will have "view only" function. Those who have never accessed CEC are considered a first-time user, therefore CEC registration is required. Please review the [Registration Instructions- Cal Employee Connect](#) if you are a first-time user.

To enroll or make changes to Direct Deposit in CEC:

- Login to CEC Portal
 - Enable MFA
 - Click Employee Services
 - Click Direct Deposit
 - Complete Direct Deposit Request ➡ Submit
- The campus Payroll Services office will receive a CEC confirmation that the Direct Deposit Request has been submitted.

Note: If you wish to **cancel** your direct deposit, you must use the [Direct Deposit Form](#) or contact our Payroll Office immediately by calling (310) 243-3769 or e-mail payrollservices@csudh.edu.

Other Cal Employee Connect (CEC) features

Through the CEC Portal, state employees will be able to view, print, and electronically save their own:

- W2 from the last four years

- Direct-deposit earnings statements
- Download your paystubs, view Year-to-date, and more

CEC Frequently Asked questions are also available on the [CEC website](#).

If you have any questions about your direct deposit, feel free to contact Payroll Services at payrollservices@csudh.edu or (310) 243-3769.

Sincerely,

Payroll Services Team Member

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