Hello Toros! As we are nearing the end of the calendar year, the office of Human Resources would like to share with you the following important reminders.

Address Updates:

Verify that your address is current. Having your most current address on file is important because it can impact your benefits through the

, as well as the timely delivery of your tax information such as W2s and 1095 statements. Details about your annual health care coverage statements (1095B, 1095C) can be found on the CALHR website. Please take a moment to verify that your address is current through the Self-Service Portal. If you have an address change, there are two ways to update your information:

1. Login to **MyCSUDH** Portal, select the **Employees Tab**, select **My Personal Info**, and select **Maintain Personal Information** or
2. Complete the **Employee Action Request (EAR) Form** and submit the completed form to the Payroll Secure Dropbox.

Note: In order for your W-2 to be mailed to the correct address, the address change must be completed by **December 8, 2023**.

Preferred Name Change

Employment records require the use of your legal name as it appears on your Social Security Card. However, CSU Dominguez Hills recognizes that some employees may wish to use a preferred first name other than their legal name to identify themselves. The university

acknowledges that a preferred first name can and should be used where possible in the course of university business and education. To update, login to **MyCSUDH** Portal, select the **Employees Tab**, and select **Preferred Name (Update)**.

Self-Service Options for Employees

Through the Self-Service Portal, you will be able to:

- Maintain your personal information, such as; addresses, phone numbers, email addresses, and emergency contact information.
- Review your current benefit elections.
- View your pay checks.
- Report and view time via Absence Management

Why is updating my emergency contact information so important? It is helpful if you provide the University with the name of at least one individual to contact in the event of an emergency.

For more information on how to update your personal information, please see the Self-Service for Employees Quick Reference Guide.

Beneficiary Designation

In case of a lifechanging event, be sure to have your Beneficiary Designation on file. This designates a person(s), trust, estate, or corporation to receive your state warrants in the event of your passing. To update or add your Beneficiary Designation, please complete the Designation of Person(s) Authorized to Receive Warrants std.243 Form and submit your form to the Payroll Secure Dropbox.

Payroll Services:

Effective November 1, 2023, the process to enroll in the Direct Deposit Program changed. If you are not already enrolled in Direct Deposit, you must enroll through the State Controller's Office 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
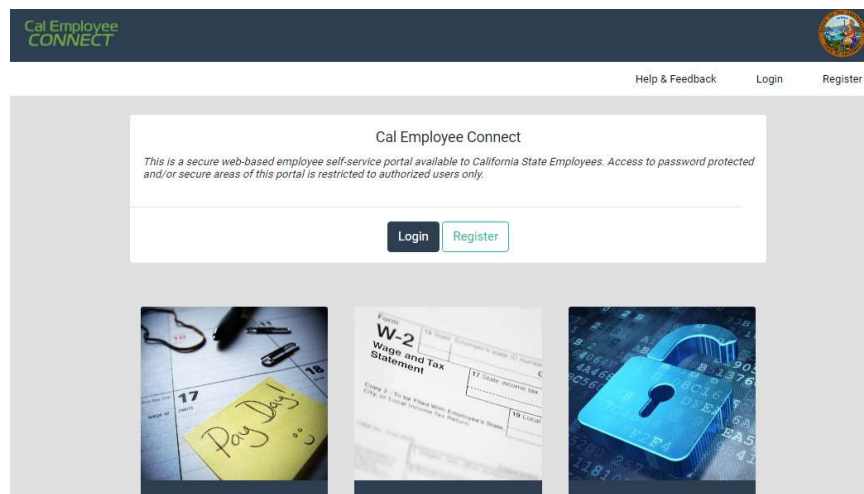
[Registration Instructions- Cal Employee Connect](#) if you are a first-time user. You will also need a paystub available before registering.

To enroll or make changes to Direct Deposit in CEC:
- Login to CEC Portal
  - Enable MFA
- Select Employee Services
- Select 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.

Calendars:
View important calendar information such as payday, campus holidays, and the academic calendar.
- [Payroll Calendar](#)
- [Holiday Calendar](#)
- [Academic Calendar](#)

Benefits Services:

Employee Assistance Program:

LifeMatters is a free employee assistance program (EAP) offered to California State University, Dominguez Hills. Eligible employees and any members of their household, including dependents living away from home, have 24-hour access to confidential services that support emotional well-being, safety, and productivity in the workplace.

For more information, please visit the Life Matters Website, Employee Code: contact HRM at (310) 243-3771 to obtain code. You can also contact Life Matters 24/7 at 1-800-367-7474.

Questions on this topic?

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