

## Job Aid

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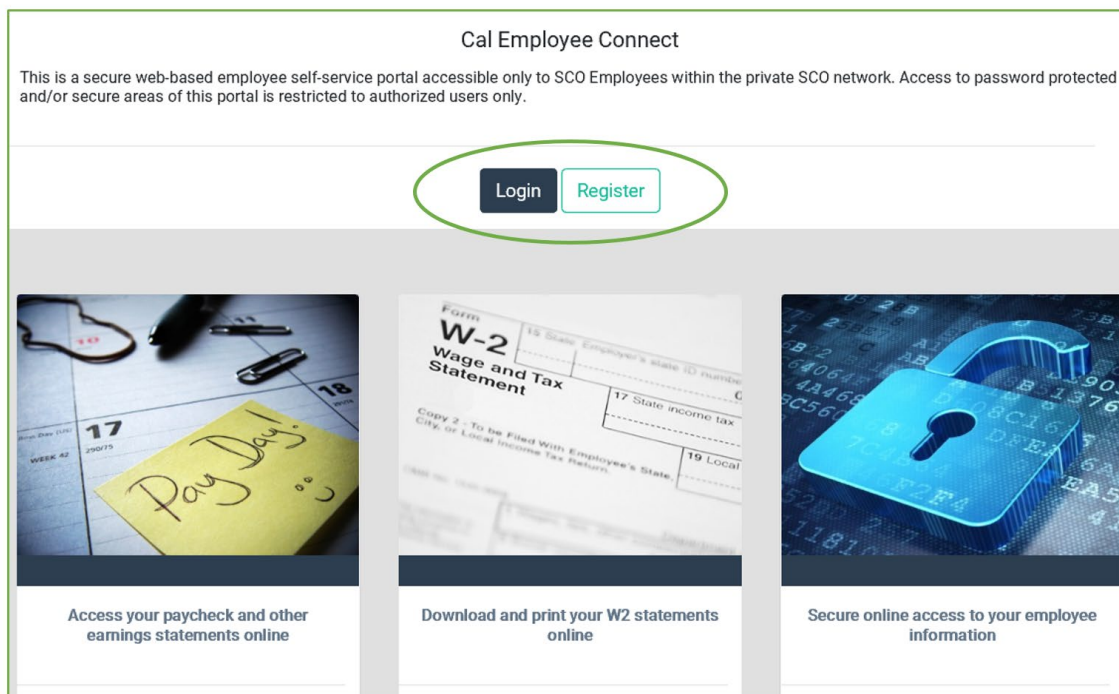
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### Register

- 1) Go to <https://connect.sco.ca.gov/> and click Register to begin the registration process. You will need your social security number, date of birth, and information from a recent State of California earnings statement (also known as a pay stub).



- 2) Read Getting Started then click Continue.

- 3) Read User Agreement then click Accept.

- 4) Enter your Department Name and Agency Code. (To find your agency code, click “Help me find this.”) **Agency Code: 231, Department Name: CSU, Dominguez** (scroll down to find)

- 5) Fill in the information requested then click Submit. If you are not sure where to find the information on your earnings statement, click on “Help me find this.”

EARNINGS		DAYS	HOURS	GROSS	DEDUCTIONS	AMOUNT
REGULAR				6082.66	FEDERAL TAX	712.58
FLEX CASH				140.00	STATE TAX	291.67
					*RETIREMENT	445.57
					SOC SEC	385.80
					MEDICARE	90.23
					CASDI	62.23
					FE ADM CHG	1.00
					VISION-VSP	.00
					FED TAX ADJ	667.00
					SEI1000P	89.71

- 6) Create login details by entering your email address and your preferred username with no spaces. Create a password, which must be at least eight characters including at least one special character and at least one uppercase letter and one lowercase letter.

- 7) Verify your email address then click Submit.
- 8) You will receive an email with a unique code that is valid for 30 minutes from the time the email was sent. Enter the code in the Email Verification Code box.
- 9) You will receive an email with your user ID. This email confirms your registration is complete and you may log into Cal Employee Connect.

## **IMPORTANT NOTES FOR CEC REGISTRATION:**

### **Finding my deduction amount:**

- Total deductions can be simply figured out by following one simple equation
  - *Total gross earnings – Net Pay= total deductions*

### **Enrolled in Flex cash? Find your deduction amount:**

- The exception to this is when employees receive Flex Cash. The equation in this case would be as follows:
  - *(Gross earnings + Flex/ Cash) – Net Pay= Total deductions*

### **Earning Statement Number**

- Paycheck Number (from DH portal) = Earnings Statement Number (for CEC registration).

### **Direct Deposit Number**

- If taking the information from a paystub, then it is “Direct Deposit Number”.

## **FAILED REGISTRATION?**

If after carefully entering the required information, your registration failed, please email [Connect Help\(connecthelp@sco.ca.gov\)](mailto:connecthelp@sco.ca.gov) for further assistance.

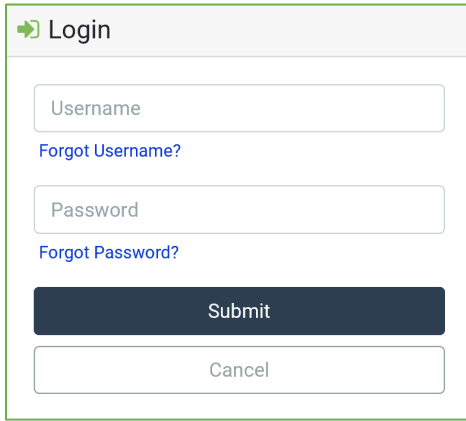
In your email, please include the following information: your agency code, department/campus name, warrant/direct deposit number, and total deductions provided by your campus or department

### **Need More Assistance?**

Click Help & Feedback on the top right side of the screen or email [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov)

## Log In

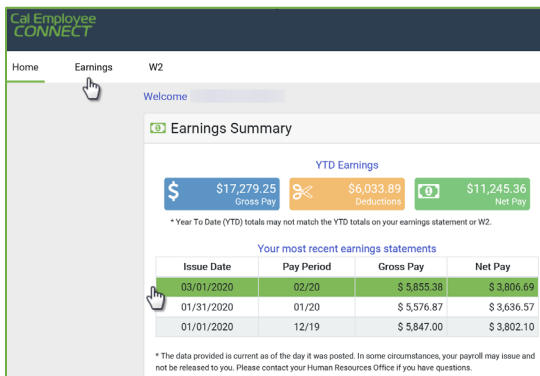
- 1) Go to <https://connect.sco.ca.gov> and click Login.
- 2) Enter your username and password, then click Submit.



The screenshot shows a login form titled "Login" with a green arrow icon. It contains two input fields: "Username" and "Password". Below the "Username" field is a link "Forgot Username?". Below the "Password" field is a link "Forgot Password?". At the bottom of the form are two buttons: a dark blue "Submit" button and a light gray "Cancel" button.

## Look at Earnings Statement

- 1) There are two ways to get to earnings statements.
  - In the Earnings Summary, click an earnings statement.
  - At the employee dashboard on the top of the screen, click Earnings.

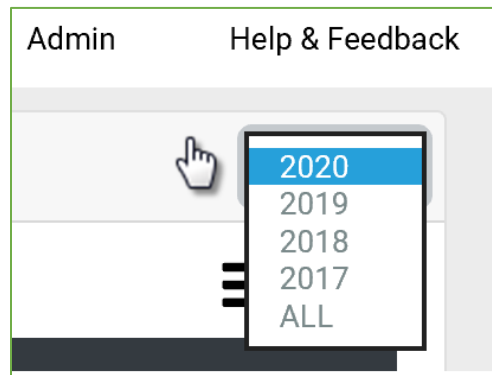


The screenshot shows the "Cal Employee CONNECT" dashboard. The "Earnings" tab is selected. The "Earnings Summary" section displays YTD Earnings: Gross Pay of \$17,279.25, Deductions of \$6,033.89, and Net Pay of \$11,245.36. Below this is a table of recent earnings statements.

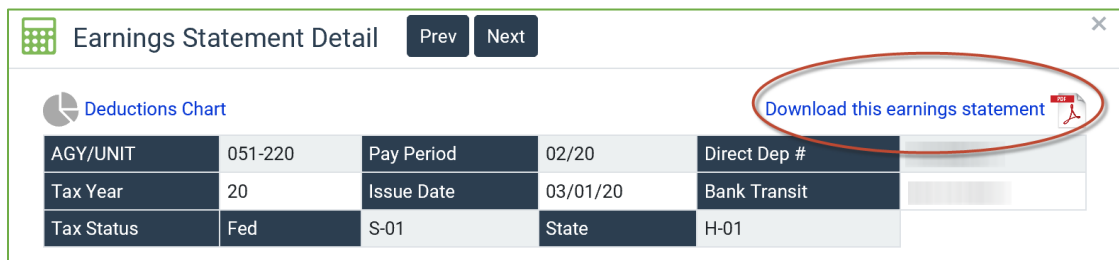
Issue Date	Pay Period	Gross Pay	Net Pay
03/01/2020	02/20	\$ 5,855.38	\$ 3,806.69
01/31/2020	01/20	\$ 5,576.87	\$ 3,636.57
01/01/2020	12/19	\$ 5,847.00	\$ 3,802.10

\* The data provided is current as of the day it was posted. In some circumstances, your payroll may issue and not be released to you. Please contact your Human Resources Office if you have questions.

- 2) To view an earnings statement from a different year, click the dropdown field on the right side of the earnings statement table.

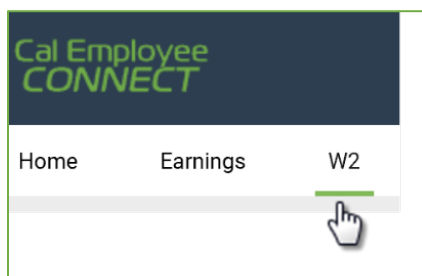


- 3) To get more details on a particular statement, double-click on the desired row.
- 4) To download a PDF, click View/Download this Earnings Statement, then select the download button and save to your computer. (You will only have the option to download your earnings statement if you are enrolled in direct deposit.)



## Look at W2

- 1) At the employee dashboard on the top of the screen, click W2.



2) Click a row to view your W2 for that tax year.

W-2 Statements

**2019 W-2s Are Here**  
You can now view your 2019 W-2 Statement on Cal Employee Connect. Your 2019 Form W-2 will be mailed on or before January 31, 2020 per SCO's Payroll Letter #19-023

*Click on any row in the table to view W-2 detail.*

Tax Year	Total Wages	Federal Tax	State Tax
2019	56,548.28	5,979.00	1,222.47
2018	53,317.20	4,384.24	1,819.20
2017	37,956.60	3,733.74	1,240.78

3) To download a PDF, click View/Download this W2.

W2 Statement Detail

[Download this W-2](#)

b Employer Identification number (EIN)	1 Wages, tips, other compensation <b>56,548.28</b>	2 Federal Income tax withheld <b>5,979.00</b>
c Employer's name, address, and zip code	3 Social security wages	4 Social security tax withheld

a. Accept the Disclaimer.

W-2 Disclaimer

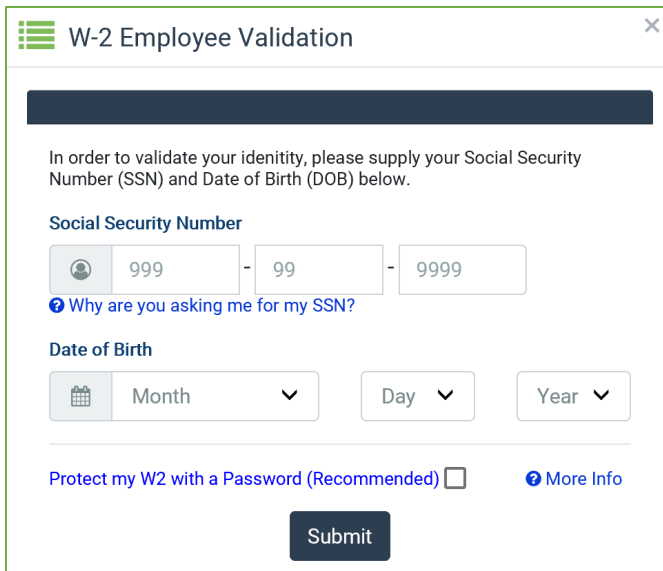
You have requested to render your W-2 with your SSN attached. The computer you are currently using may automatically save your W-2 Statement on its hard drive or in cache. This could potentially allow others using this computer to see your information.

By clicking "Accept" below, you agree that you are solely responsible for protecting your information from access by unauthorized parties. Otherwise click "Decline".

b. Verify your identity using your social security number and date of birth.

c. Optional: Encrypt your W2.

- Click Protect my W2 with a Password.
- Create a password following the prompts, then click Submit.



**W-2 Employee Validation**

In order to validate your identity, please supply your Social Security Number (SSN) and Date of Birth (DOB) below.

**Social Security Number**

999 - 99 - 9999

[Why are you asking me for my SSN?](#)

**Date of Birth**

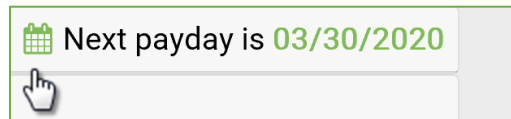
Month Day Year

Protect my W2 with a Password (Recommended) [More Info](#)

**Submit**

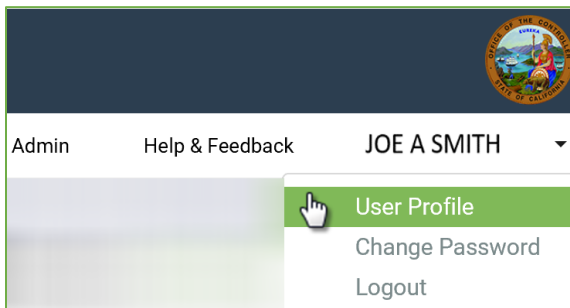
## Calendar

To view pay dates, state holidays, and more, click the calendar at the top of the home screen.



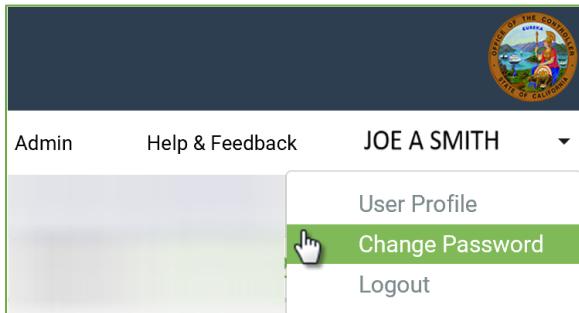
## Personal Data

To view personal data, click your name at the top right side of the screen then click User Profile.



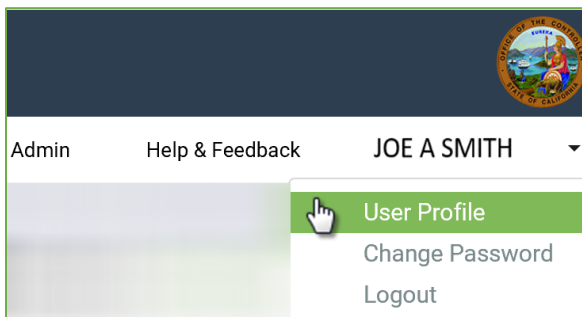
## Change Password

- 1) To change your password, click your name at the top right side of the screen then click Change Password.
- 2) Enter your current password.
- 3) Enter your new password and click Submit.

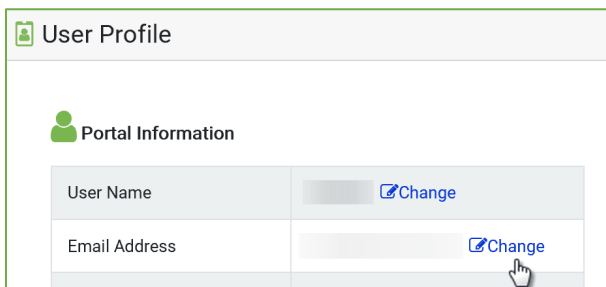


## Change Email

- 1) To change your email address, click your name at the top right side of the screen then click User Profile.



- 2) Click the change tool and enter your new email.



- 3) Enter your password. (This might already be filled in.)



- 4) Click "I'm not a robot" and click Change Email.

Change Email

Old Email  
Joeasmith@xyz.ca.gov

New Email  
Joeasmith@gmail.com

Re-enter new email  
Joeasmith@gmail.com

Password  
.....

I'm not a robot reCAPTCHA Privacy - Terms

Change email Cancel

- 5) You will receive a validation email with a security notice indicating you are making a change to your Cal Employee Connect account. Enter the validation code and click Submit. (The code will expire after 30 minutes. If you need your code sent again, click Resend.)
- 6) A confirmation notice will appear at the bottom of your User Profile.

### Change Username

- 1) Click your name at the top right side of the screen then click User Profile.
- 2) Click the change tool and enter your new user name.

User Profile

Portal Information

User Name	<input type="text"/>	<a href="#">Change</a>
Email Address	<input type="text"/>	<a href="#">Change</a>

- 3) Enter your password. (This might already be filled in.)

4) Click “I’m not a robot” and click Change Username.


**Change Username**

Old Username  
Joeasmith

New Username  
Joeasmith1X

Re-enter new username  
Joeasmith1X

Password  
●●●●●●●●

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Change Username** Cancel

5) You will receive a validation email with a security notice indicating you are making a change to your Cal Employee Connect account. Enter the validation code and click Submit. (The code will expire after 30 minutes. If you need your code sent again, click Resend.)

6) A confirmation notice will appear at the bottom of your User Profile.

## Leave Balances

To view your leave balances, look at the table on the right side of the home screen. Balances will be one month in arrears, consistent with what is on your most recent earnings statement.

**Leave Balances**

	1/20 Begin Bal	Credit	Used	Misc.	2/20 Begin
ANNUAL	56.75	15.00	20.00	0.00	51.75
PH (UNITS)	0.00	0.00	0.00	0.00	0.00
VPLP	0.00	8.00	0.00	0.00	8.00
TRNG/DEV	16.00	0.00	0.00	0.00	16.00

[Leave balance information](#)

