

Image: Picture of Cal Employee Connect logo banner.

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 (or PeopleSoft View Paycheck).

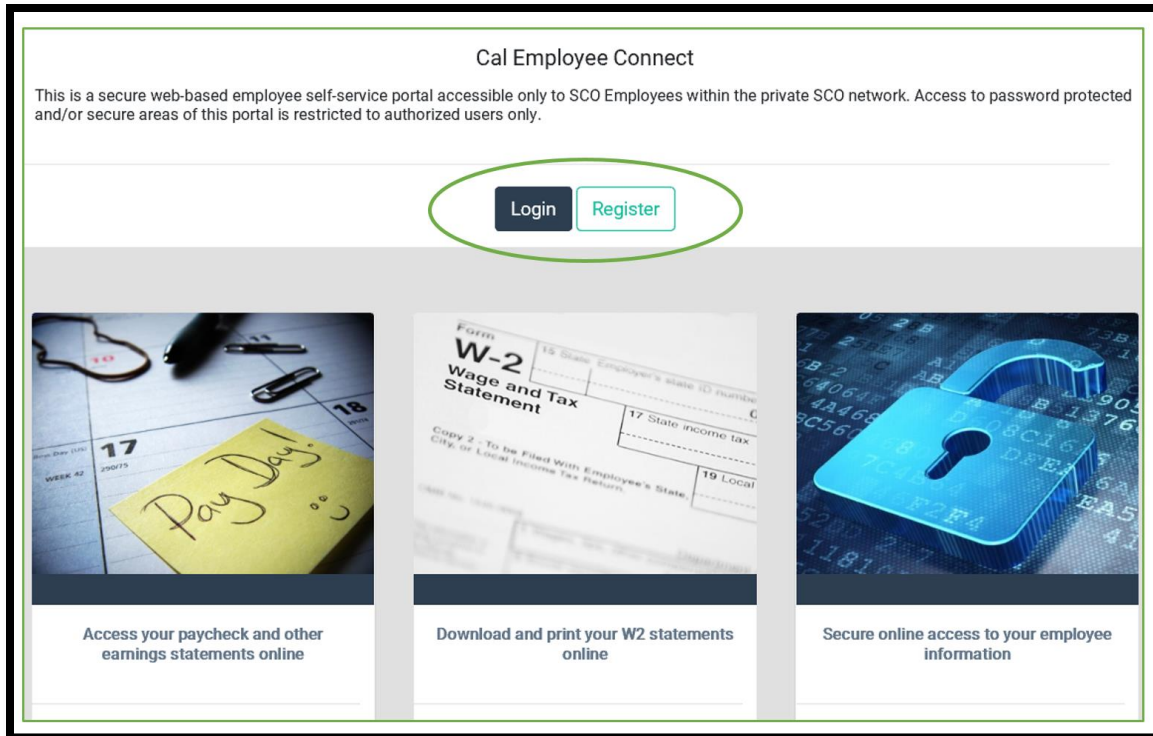


Image: Picture of Cal Employee Connect Login Page with green circle around “Login and Register” buttons.

- 2) Read Getting Started then click Continue.
- 3) Read User Agreement then click Accept.
- 4) Enter your Department Name and Agency Code. (*CSU, San Bernardino; 222*).

Registration

1
2
3
4

User Agreement
Employee Validation
User Sign-Up
Email Verification

Before starting the registration process, we will need to know what department you work for. Please select your department from the drop-down list and enter the agency code from your earnings statement.

Department

Select your department

[What if my department isn't listed?](#)

Agency Code

999

[Help me find this](#)

☐ I'm not a robot

[Privacy - Terms](#)

Submit
Cancel

Image: Picture of Cal Employee Connect Registration Page

- 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.”

STATE OF CALIFORNIA

DIRECT DEPOSIT ADVICE

DIRECT DEPOSIT NUMBER
09-855665

Not using Direct Deposit? Your Earnings Statement number will be labeled **Warrant #.**

TO J D DOE

016-190
AGENCY UNIT

NOT

NEGOTIABLE

BETTY T. YEE
CALIFORNIA STATE CONTROLLER

When changing accounts or financial institutions, notify your personnel office immediately.
Do not close your old account until you have received your first payment in your new account.

STATE OF CALIFORNIA				STATEMENT OF EARNINGS AND DEDUCTIONS				OFFICE OF STATE CONTROLLER			
J D DOE				SOC SEC NO 6789							
AGI/UNIT 016-190				PAY PERIOD 04/18				DIRECT DEP # 09-855665			
TAX YEAR 18				ISSUE DATE 05/01/18				BANK TRANSIT 999999999			
TAX STATUS FED S-02 STATE S-02											
CURRENT		GROSS PAY		TAXABLE GROSS		DEDUCTIONS		NET PAY			
		6222.66		5777.09		2745.79		3476.87			
YEAR-TO-DATE ¹		30515.14									
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	
								SEIU1000F		89.71	

Image: Picture of sample pay warrant- Green Arrow pointing at text box that states “Not using direct deposit? Your earnings statement will be labeled warrant #”

NOTE: If you are using information from View Paycheck in PeopleSoft, to calculate total Deductions, subtract Net Pay Amount from Gross Earnings amount.

- 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.

Log In

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

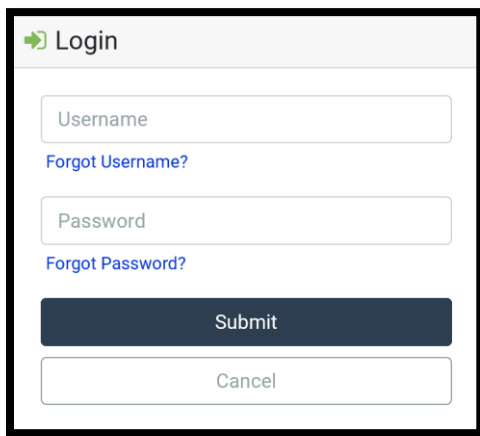
A screenshot of the Cal Employee Connect Login page. The page has a light gray header with a green arrow icon and the word "Login". Below the header, there are two input fields: "Username" and "Password". Below the "Username" field is a blue link that says "Forgot Username?". Below the "Password" field is a blue link that says "Forgot Password?". At the bottom of the form are two buttons: a dark blue "Submit" button and a light gray "Cancel" button.

Image: Cal Employee Connect Login

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.

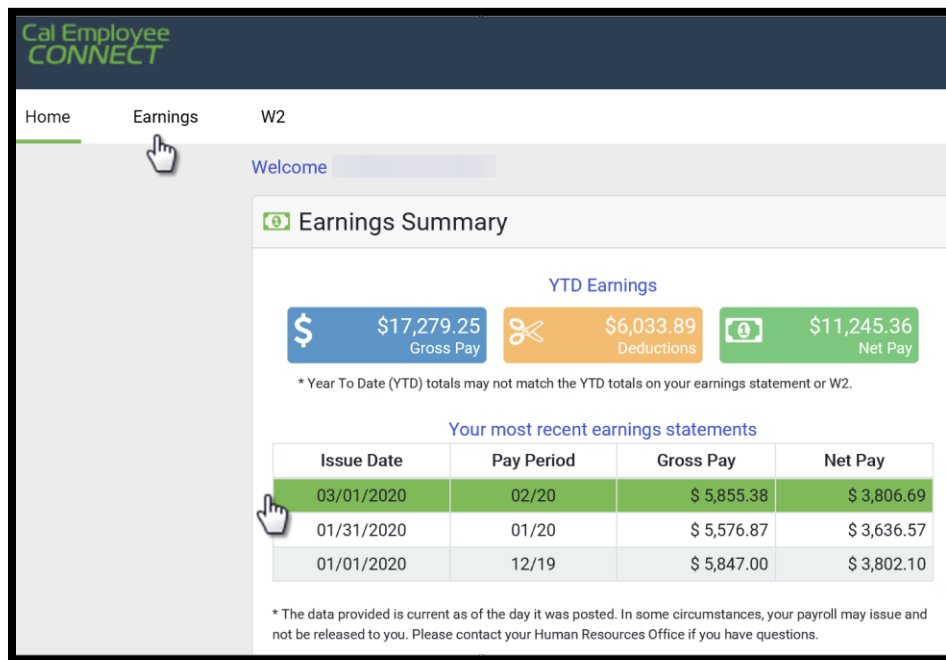


Image: Picture of Cal Employee Connect Earnings Summary

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

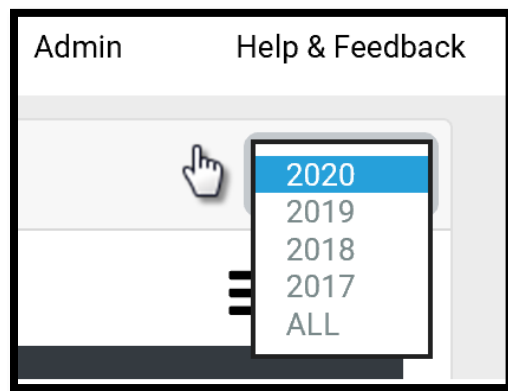


Image: Cursor selecting earnings year.

- 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.)

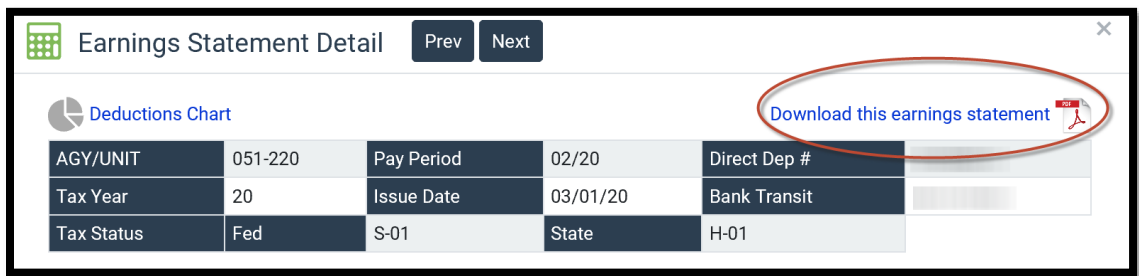


Image: Earnings Statement Detail page with a red circle over “Download this earnings statement”.

Look at W2

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

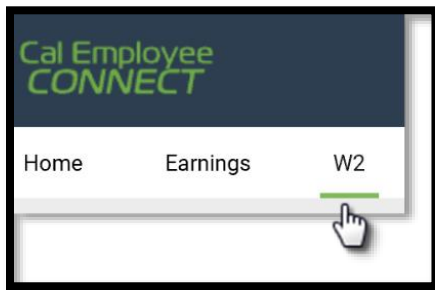


Image: Cursor selecting “W2”.

- 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				
<i>Click on any row in the table to view W-2 detail.</i>				
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	

Image: Sample W2 Statement.

- 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 56,548.28	2 Federal Income tax withheld 5,979.00
c Employer's name, address, and zip code	3 Social security wages	4 Social security tax withheld

Image: Sample W2 Detail with cursor over “Download this W-2”.

- a. Accept the Disclaimer.

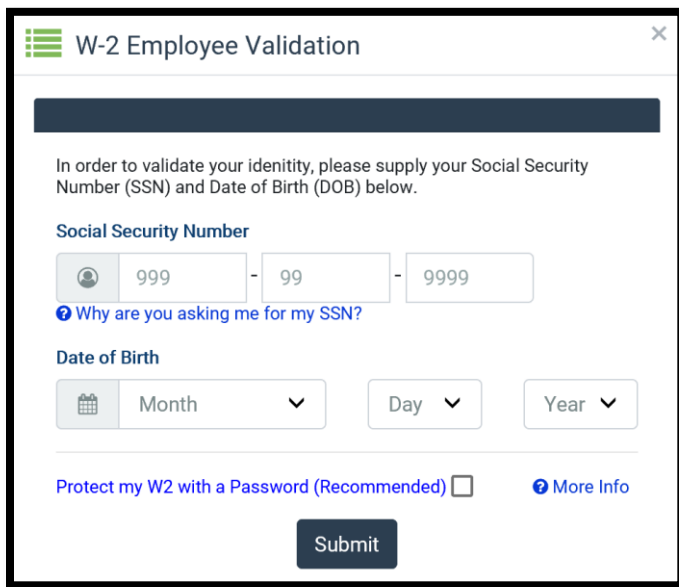
W-2 Disclaimer

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”.

Image: W2 Disclaimer with cursor over “Accept” button.

- 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

Image: Sample W2 Detail with cursor over “Download this W-2”.

Calendar

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

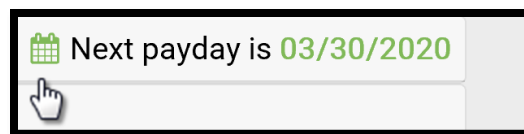


Image: Displays “Next payday is – Date” cursor over “Small Green Calendar”.

Personal Data

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

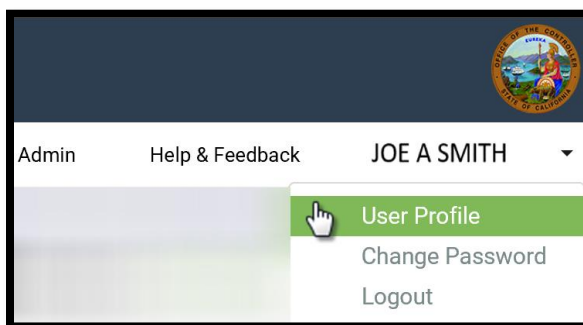


Image: Cal Employee Connect with cursor over “User Profile”.

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.

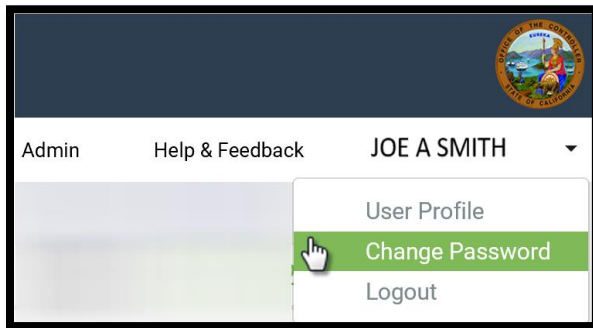


Image: Cal Employee Connect with cursor over “Change Password”.

Change Email

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

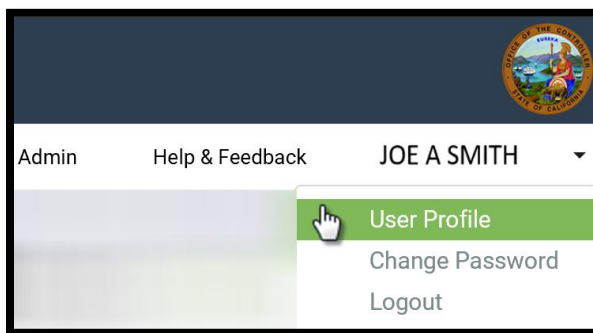


Image: Cal Employee Connect with cursor over “User Profile”.

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

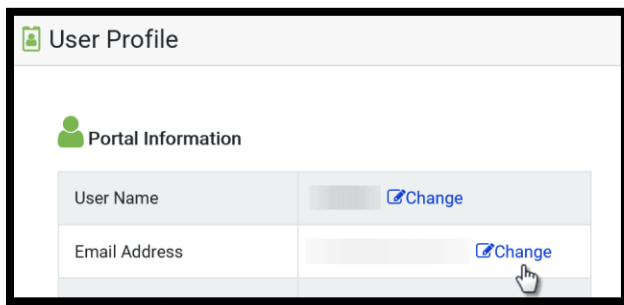


Image: Cal Employee Connect User Profile with cursor over “Change Email Address”.

- 3) Enter your password. (This might already be filled in.)
- 4) Click “I’m not a robot” and click Change Email.

Image: Cal Employee Connect Change Email with cursor over “Change Email”.

- 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 User Name

- 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.

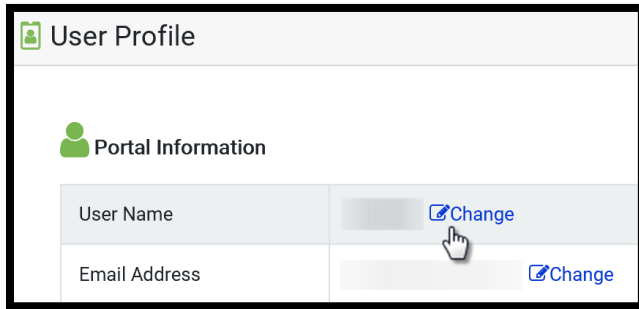


Image: Cal Employee Connect User Profile with cursor over “Change User Name”.

- 3) Enter your password. (This might already be filled in.)
- 4) Click “I’m not a robot” and click Change Username.

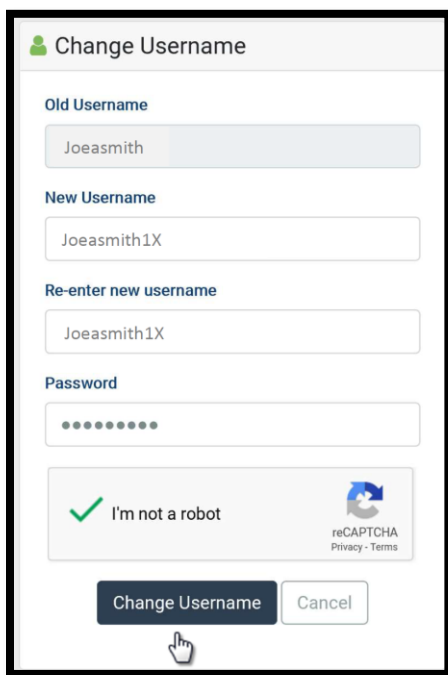


Image: Cal Employee Connect Change Profile with cursor over “Change Username”.

- 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.

Need More Assistance?

Click Help & Feedback on the top right side of the screen or email connecthelp@sco.ca.gov.