

[Register](#)

[Log In](#)

[Look at Earnings Statement](#)

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[Change Password](#)

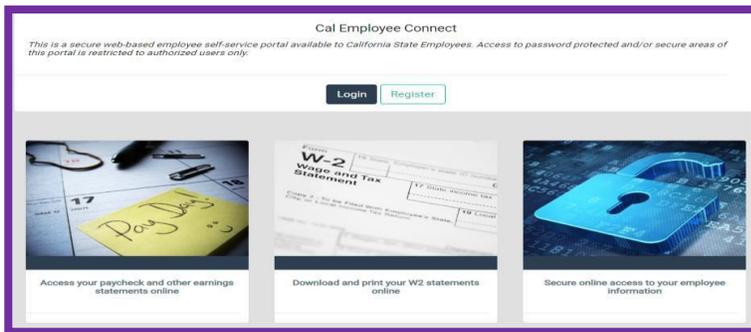
[Change Email](#)

[Change User Name](#)

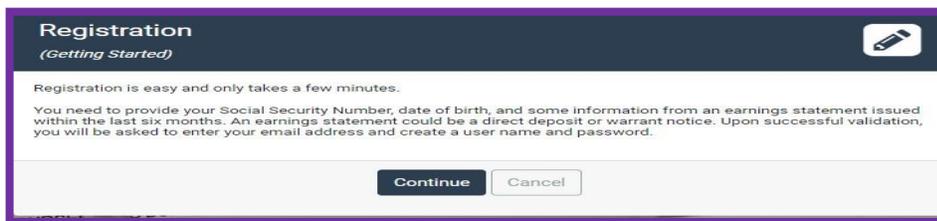
[More Assistance](#)

Register

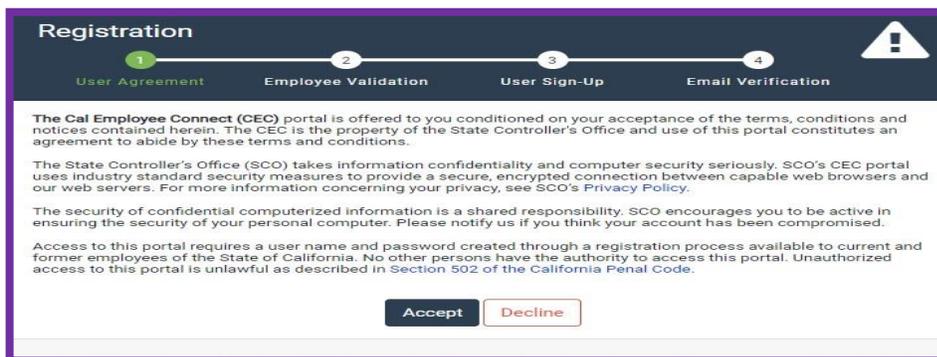
Go to <https://connect.sco.ca.gov/> and click Register to begin the registration process.



1. Click "Continue"



2. Click "Accept"



3. Follow a), b) & c)

The screenshot shows the 'Registration' page with three steps: 1. User Agreement, 2. Employee Validation, and 3. User Sign-Up. The 'Department' dropdown menu is set to 'CSU, San Francisco' and the 'Agency Code' field contains '255'. A 'Captcha' box with the text 'I'm not a robot' and a green checkmark is visible. 'Submit' and 'Cancel' buttons are at the bottom.

a) **Department:** Select “**CSU, San Francisco**”

b) **Agency Code:** Type in “**255**” as your Agency Code

c) Check “**I’m not a robot**” and Click “**Submit**”

4. Either use **A)** pay stub **OR B)** “[View Paycheck](#)” via Employee Self Service.

A) Have one of your pay stub ready and complete the information, then click “Submit”

The screenshot shows a 'STATEMENT OF EARNINGS AND DEDUCTIONS' for the State of California. Key information includes: AGY/UNIT 255-149, PAY PERIOD 08/08, TAX YEAR 08, TAX STATUS FED S-00, STATE S-00, CURRENT EARNINGS 1683.69, TAXABLE GROSS 1557.41, DEDUCTIONS 356.57, and NET PAY 1127.12. The 'DIRECT DEPOSIT' information is also visible.

The screenshot shows the 'Registration' page at step 3, 'User Sign-Up'. It prompts for 'Social Security Number', 'Date of Birth', and 'Earnings Statement Number'. The 'Earnings Statement Number' field is highlighted in red. 'Submit' and 'Cancel' buttons are at the bottom.

OR

The screenshot shows a 'Paycheck Totals' form. The 'Paycheck Option' is 'Check'. The 'Paycheck Number' field is highlighted in yellow. The 'Earnings' amount is 1,428.00. 'Taxes' and 'Deductions' fields are also visible.

B)

Log in to the [View Paycheck](#) pages via [Employee Self Service](#), this number is referred to “Paycheck number” as the “Earning Statement number”.

You will need to enter this number with a leading **0** and in the format shown in CEC, and add “Total Taxes” **and** “Total Deductions” together to get the deduction total needed for the verification.

6. Complete the information for the following pages

- a) 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.
- b) Verify your email address then click Submit.

Registration

1 User Agreement 2 Employee Validation 3 User Sign-Up 4 Email Verification

Email Address

Email

Confirm Email

Desired User Name

Username

Password [Password Requirements](#)

Password

Confirm Password

Submit Cancel

- c) 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.
- d) You will receive an email with your user ID. This email confirms your registration is complete and you may log into Cal Employee Connect.

Registration

1 User Agreement 2 Employee Validation 3 User Sign-Up 4 Email Verification

An email has been sent to [redacted] with an 8-digit verification code.
Please retrieve your code and enter it below.
This code is valid for 30 minutes and will expire 04-06-2020 12:51:04 PM.
Do not close this browser window until finishing the registration process.

Email Verification Code

99999999

Submit Resend Code

Registration Complete

Congratulations! You have successfully registered.
A confirmation email has been sent to you. You may now [log in](#).

Log In

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

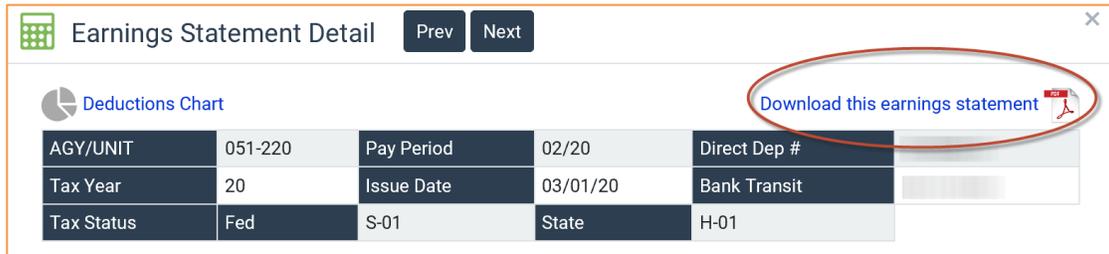
Look at Earnings Statement

- 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.

Issue Date	Pay Period	Gross Pay	Net Pay
03/01/2020	02/20	\$ 5,855.38	\$ 3,806.60
01/31/2020	01/20	\$ 5,576.87	\$ 3,636.57
01/01/2020	12/19	\$ 5,847.00	\$ 3,802.10

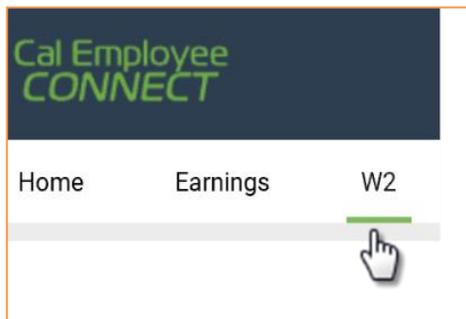
- 2) To view an earnings statement from a different year, click the dropdown field on the right side of the earnings statement table.

- 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			
b Employer identification number (EIN)		1 Wages, tips, other compensation	2 Federal Income tax withheld
		56,548.28	5,979.00
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?](#)

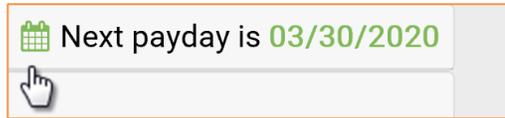
Date of Birth

Month Day Year

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

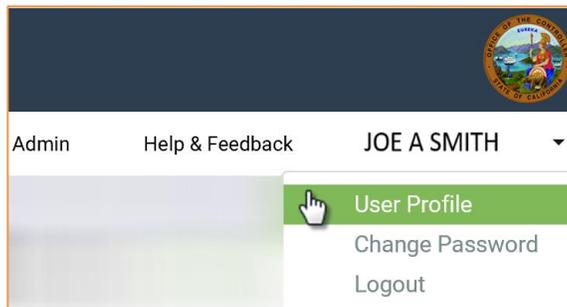
Calendar

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.

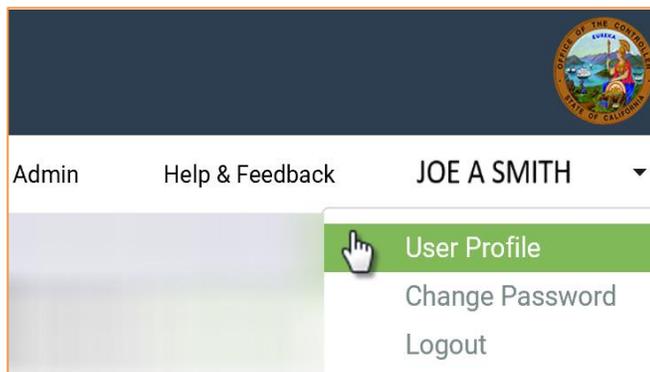


Change Password

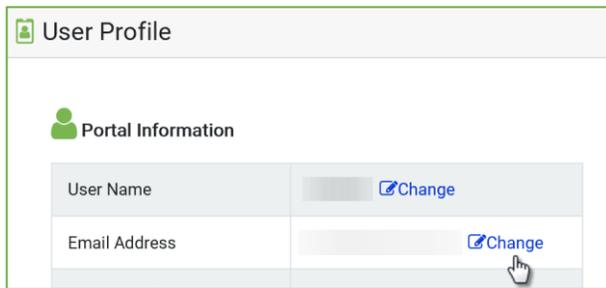
- 1) To change your password, click your name at the top right side of the screen then click Change Password.
- 2) Enter your current password.
- 3) Enter your new password and click Submit.

Change Email

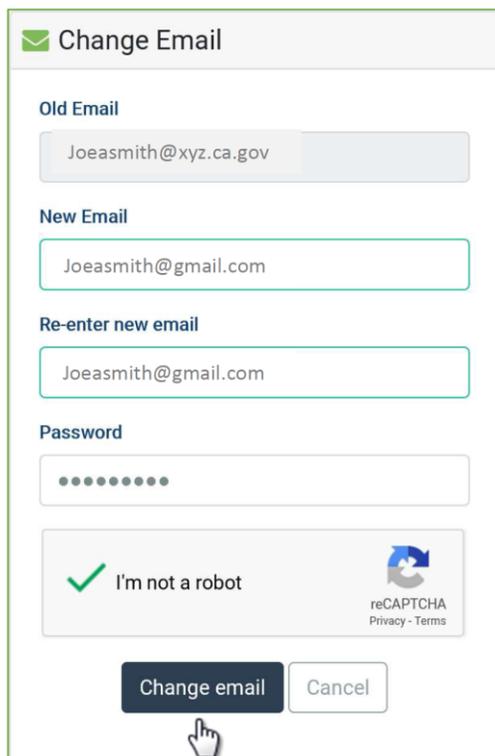
- 1) To change your email address, click your name at the top right side of the screen then click User Profile.



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



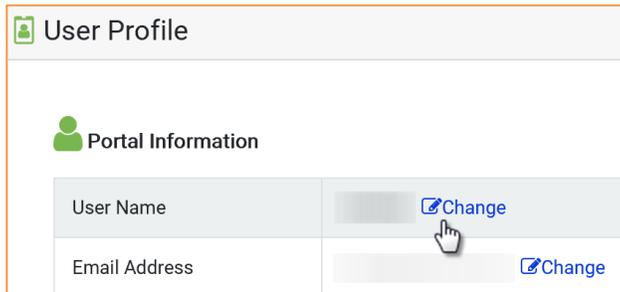
- 3) Enter your password. (This might already be filled in.)
- 4) Click “I’m not a robot” and click Change Email.



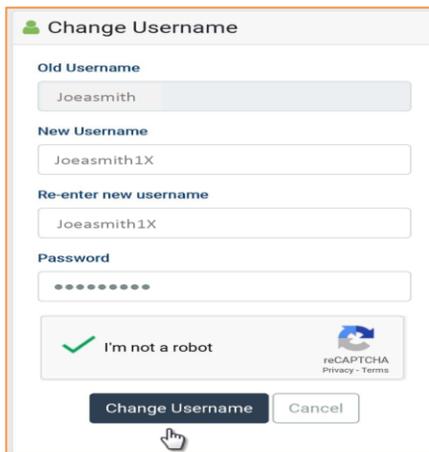
- 5) You will receive a validation email with a security notice indicating you are making a change to your Cal Employee Connect account. Enter the validation code and click Submit. (The code will expire after 30 minutes. If you need your code sent again, click Resend.)
- 6) A confirmation notice will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



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