User's Guide To Setup Cal Employee Connect

1. **Login to** https://connect.sco.ca.gov/
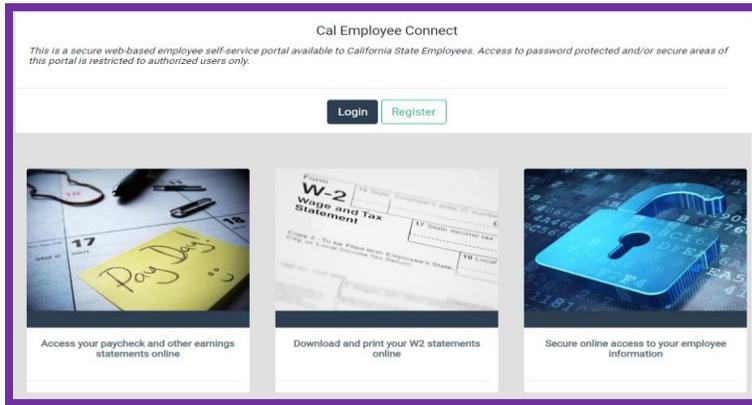
2. **Click "Continue"**
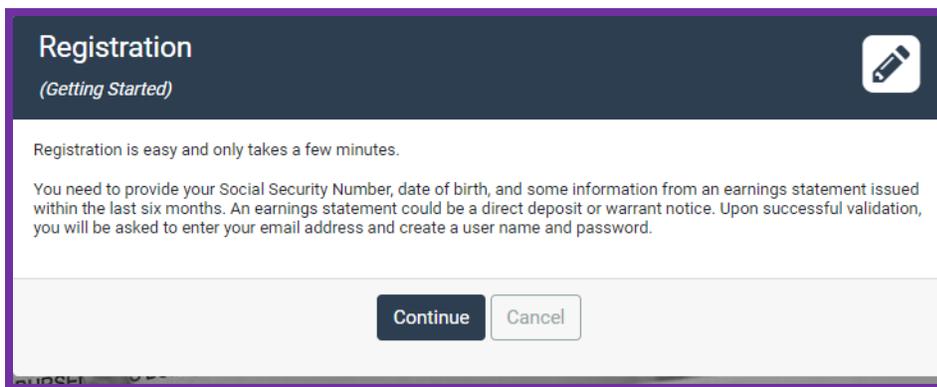
3. **Cick "Accept"**
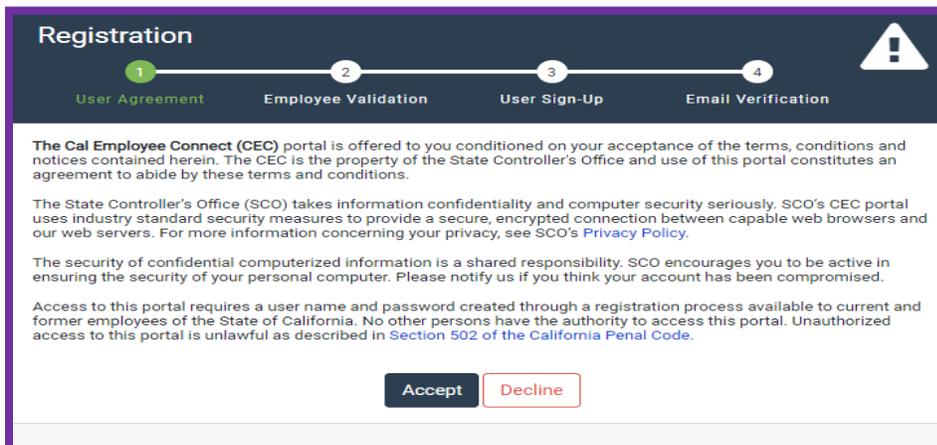
4.

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"

5.

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

OR

B) If using the <mark>View Paycheck</mark> feature in <u>Employee Self Service</u>, this number is referred to "Paycheck number" as the "Earning Statement number". You will need to enter this

number with a leading zero 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**

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

Registration

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

An email has been sent to ▮▮▮▮▮▮ 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.

7. Once registered, you will be able to login to

a. View and print your earnings statements paychecks and the PDF of the Pay Stub for current tax year and 2 tax years prior

b. View and print W-2 information: 3 years are available

Earnings Summary

YTD Earnings

$ Gross Pay | Deductions | Net Pay

* Year To Date (YTD) totals may not match the YTD totals on your earnings statement or W2.

Your most recent earnings statements

Issue Date	Pay Period	Gross Pay	Net Pay
04/01/2020	03/20		
10/31/2018	10/18		
03/01/2020	02/20		

* 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.

Next payday is 04/30/2020

Leave Balances

Note:

This area reserved for employee leave balance data from the California Leave Accounting (CLAS) system. If you are seeing this message, it is because your department does not utilize the CLAS system.

What's New?

Cal Employee Connect Availability Due To COVID-19 Notice

In light of the current COVID-19 emergency declaration, we recognize many state employees are now working from home or in alternative locations. In order to accommodate these challenges and do our part towards encouraging social distancing, you may now access Cal Employee Connect from any location using any device, including your home computer. Further, we recognize that many of you may have limited or no access to work email, so we're allowing new users to register with your personal email. In addition, existing users *now* have the option to change their username and change their email to a personal email, and we encourage you to do so. To do this, go to your User Profile and click the "Change" link next to your username or email.

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.

Enhanced Earnings View & W-2 Password Protection

In response to your feedback, we've made several new enhancements. On the earnings page, you can now select "ALL" in the year drop-down to view and compare earnings across multiple years. You can sort by any column, change the row size & rows per page, and navigate between pages more easily. You can also download your earnings data in CSV format. Finally, on the W-2 page, you can now protect your downloaded W-2 with a password.

Compare Earnings Statements Side-by-Side

One of the top requested features (based on your feedback) is the ability to compare two earnings statements. We're happy to announce that we've added a Side-by-Side comparison feature to the earnings page. Simply check the boxes of any **two** earnings statements and click the "Compare" button.

Earnings Statement Early Preview

Your latest earnings statement is now available at midnight on payday! Get a sneak peek at your paycheck without having to wait for the afternoon distribution of your earnings statement on payday. Should you identify an issue with your data, please contact Connect Help for assistance (connecthelp@sco.ca.gov).