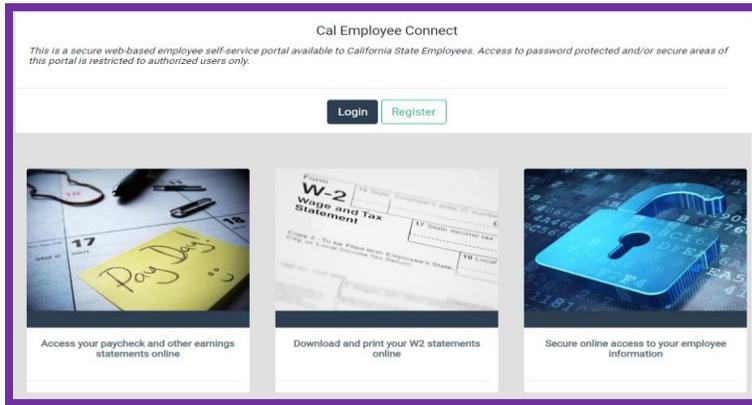
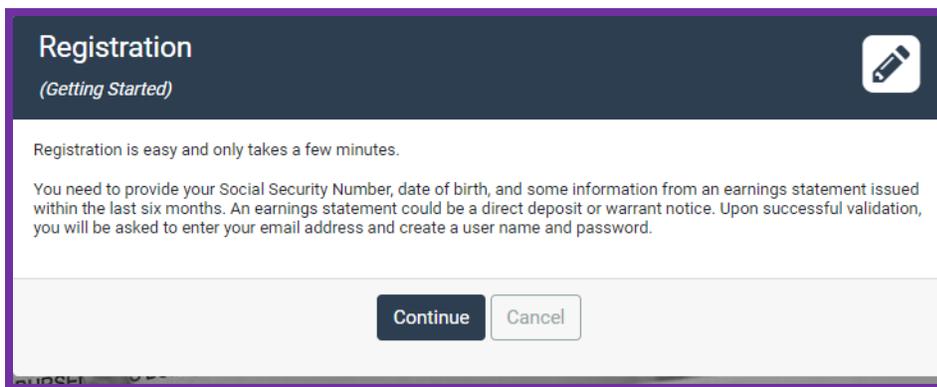


User's Guide To Setup Cal Employee Connect

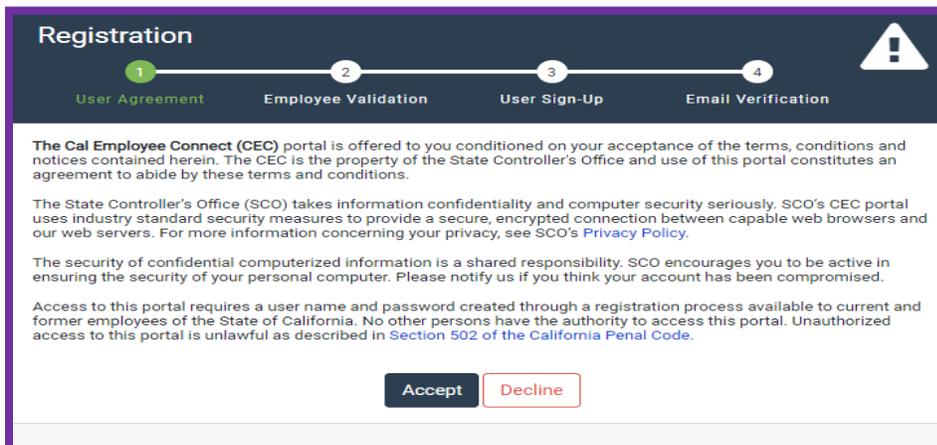
1. Login to <https://connect.sco.ca.gov/>



2. Click "Continue"



3. Click "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”

The screenshot shows a registration form with a progress bar at the top indicating steps: 1. User Agreement, 2. Employee Validation, 3. User Sign-Up, and 4. Email Verification. The current step is 2. The form contains a 'Department' dropdown menu with 'CSU, San Francisco' selected. Below it is a link: 'What if my department isn't listed?'. The 'Agency Code' field contains '255' and has a link: 'Help me find this'. At the bottom, there is a reCAPTCHA 'I'm not a robot' checkbox and two buttons: 'Submit' and 'Cancel'.

5.

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

The pay stub is from the State of California, Office of State Controller. It shows: AGY/UNIT 253-149, PAY PERIOD 08/08, DIRECT DEP # 99-999999, TAX YEAR 08, ISSUE DATE 09/01/08, BANK TRANSIT 999999999, TAX STATUS FED S-00, STATE S-00. The table below shows: GROSS PAY 1683.69, TAXABLE GROSS 1557.41, DEDUCTIONS 356.57, NET PAY 1227.12. Arrows from the registration form point to the 'Total Deductions' field and the 'Earnings Statement Number' field.

	GROSS PAY	TAXABLE GROSS	DEDUCTIONS	NET PAY
CURRENT	1683.69	1557.41	356.57	1227.12
YEAR-TO-DATE 1	13566.48			

The screenshot shows the registration form at step 2. The 'Social Security Number' field is partially filled with '--- -- ----'. Below it is a link: 'Why are you asking me for my SSN?'. The 'Date of Birth' field is empty. The 'Earnings Statement Number' field is empty. Below it is a link: 'Help me find this'. The 'Total Deductions' field is empty and has a link: 'Help me find this'. Below it is a link: 'Please enter the total deductions on the earnings statement you specified above.'. At the bottom are 'Submit' and 'Cancel' buttons.

OR

The screenshot shows a 'Paycheck Totals' section. It includes a 'Paycheck Option' dropdown set to 'Check'. Below it is a 'Paycheck Number' field with a redacted value. To the right, there is a table with 'Earnings: 1,428.00', 'Taxes: [redacted]', and 'Deductions: [redacted]'. Below the table are 'Adjusted' and 'Cashed' checkboxes.

B) If using the **View Paycheck** feature in **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 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

The screenshot shows a registration form titled "Registration" with a progress bar at the top. The progress bar has four steps: 1. User Agreement, 2. Employee Validation, 3. User Sign-Up, and 4. Email Verification. Step 1 is currently active. Below the progress bar, there are three sections: "Email Address" with fields for "Email" and "Confirm Email"; "Desired User Name" with a field for "Username"; and "Password" with fields for "Password" and "Confirm Password". A link for "Password Requirements" is next to the password fields. At the bottom, there are "Submit" and "Cancel" buttons.

The screenshot shows the "Email Verification" step of the registration process. The progress bar at the top shows steps 1 through 4, with step 4 being the active step. A checkmark icon is visible in the top right corner. The main content area contains the following text: "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." Below this text is an "Email Verification Code" input field containing "99999999". At the bottom, there are "Submit" and "Resend Code" buttons.

The screenshot shows a confirmation message titled "Registration Complete" with a green checkmark icon. The text reads: "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

Next payday is **04/30/2020**

YTD Earnings

Gross Pay: [REDACTED] Deductions: [REDACTED] Net Pay: [REDACTED]

* 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	[REDACTED]	[REDACTED]
10/31/2018	10/18	[REDACTED]	[REDACTED]
03/01/2020	02/20	[REDACTED]	[REDACTED]

* 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.

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).