

California State University

CAL EMPLOYEE CONNECT| WITHHOLDINGS GUIDE

As a California State University (CSU) employee, your paycheck (also known as a payroll warrant) and annual W-2 Wage Statement are issued by the State Controller's Office (SCO). You will access your pay information through CAL EMPLOYEE CONNECT (CEC). CEC is an employee self-service portal maintained by the SCO and is not part of the CSU PeopleSoft self-service system. Employees are eligible to register for a CEC account after they have received at least one paycheck from the CSU or other State of California agency. Once your account is established you will be able to access the portal to do the following:

- View Earnings History and/or Print Earnings Statements
- View W-2 Information and/or Print W-2 Wage Statements
- > Enroll in Direct Deposit and/or Update Direct Deposit Information
- > Change/Update Withholding Information

Employees cannot change/update withholdings without first registering for a CEC account. After you receive your first paycheck and once registered, please follow the steps below to change/update withholdings.***If you are already registered and have a CEC account, skip to Step 3***

STE	P 1 - REGISTER FOR CAL EMPLOY	EE CONNECT
	Have a recent Paycheck/Earnings Statement	If you do not have a paper paycheck statement, you can login into myCSUSM and access "View MY Paycheck."
	Access Cal Employee Connect website	https://connect.sco.ca.gov
	Select Register Click Continue	Cal Employee Connect This is a secure web-based employee self-service portal available to California State Employees. Access to password protected and/or secure areas of this portal is restricted to authorized users only.
	Read and Accept terms to continue registration	Login Register
	Select the Department CSU, San Marcos Enter the Agency Code 251 Check "I am not a robot" Click Submit Complete Registration • Enter your Social Security Number • Select your Date of Birth • Enter your Earnings Statement Number	Access your paycheck end ofters Deviation
	 Must have a leading zero. If using <i>View My Paycheck in myCSUSM</i>, enter the Warrant Number Enter the Total Deductions from 	Registration User Agreement Employee Validation User Sign-Up Email Verification Social Security Number 999 - 99 - 9999
	your Earnings Statement. If using View My Paycheck in myCSUSM, subtract Net Pay from Gross Earnings and enter the results in Total Deductions	 Why are you asking me for my SSN? Date of Birth Month Day Year Earnings Statement Number 99-999999 Help me find this. (I have Direct Deposit) or (I have a Paper Warrant) Total Deductions
	 Click Submit Once registered, login to Change/Update Withholdings 	S 9999.99
	Proceed to Step 2 for instructions on how to Change/Update Withholdings	

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CAL EMPLOYEE CONNECT | WITHHOLDINGS GUIDE STEP 2 - ENABLE MFA (MULTI-FACTOR AUTHENTICATION)

- Login to Cal Employee Connect
- Select User Profile by clicking on your name in the top right corner
- Turn on MFA and follow the prompts or click Get Started once you have MFA on your device

Please note DUO	is used by	CSUSM	and is	the
most convenient	option.			

Multifactor Authentication	Turn On MFA	

STEP 3 CHANGE OR UPDATE WITHHOLDINGS

- Once MFA is enabled, select Employee
 Services from the navigation bar
- Click on the Withholdings Change icon
- Select Lets Get Started
- Select answers to Pre-Verification questions

lick on the icons .	below to per		
		form specific employee services	
		→ Direct Deposit	
gs Change		Welcome	
annast (OEC) electroni	uithholdings (ferm uill allam un te undete unu aurant ter uitble biene en file uitb die State S	ontrollor
Personnel and Payroll dy submitted a paper	related informa	stion. 686 (Employee Action Request) to your Human Resources, please wait until after 1	
he latest electronic W ess days for the chang	thholdings Cha es to take effec	inge form received if multiple forms are submitted within the same business day. It, Changes made after hours and on non-cycle days will be processed through the	Please system
		Let's Get Started! Cancel	
	cha gs Change gs Change Personnel and Payroll dy submitted a paper sed before submitting he latest electronic When	nnect (GEC) electronic withholdings Personnel and Payroll related informs de submitted a paper Standerd Form sed before submitting an electronic V he latest electronic Withholding C has a days for the changes to take effec	Change Direct Deposit gs Change gs Change Welcome unnect (CEC) electronic withholdings form will allow you to update your current tax withholdings on file with the State C Personnel and Payroll related information. dy submitting an electronic Witholdings Change form. the latest electronic Witholdings Change form received if multiple forms are submitted within the same business day. ss days for the changes to take effect. Changes made after hours and on non-cycle days will be processed through the syde. Please see the Decentralized Payroll Celendars for more formation.



STEP 3A - ENTER FEDERAL WITHHOLDING INFORMATION				
 Enter Federal Withholding information Click Submit 				
STEP 3B - ENTER STATE WITHHOL	DING INFORMATION			
 Enter State Withholding information Click Submit 	Withholdings Change Pre Verification Role: Changes made after hours and on non-cycle days will be processed through the system in the next payroli cycle. Please see the Ecentralized Payroli Calendars for more information. The inportant information regarding these items, you must read the Einployment Development Department (EDD) Form DE4. Up inportant information regarding these items, you must read the Einployment Development Department (EDD) Form DE4. Up inportant information regarding these items, you must read the Einployment Development Department (EDD) Form DE4. Up inportant information regarding these items, you must read the Einployment Development Department (EDD) Form DE4. Up inportant information regarding these items, you must read the Einployment Development Department (EDD) Form DE4. Up inportant information regarding these items, you must read the Einployment Development Department (EDD) Form DE4. Up inportant information regarding allowances (Optional) • Inport information regarding allowances (Optional) • Inter envelopment of regular withholding (Optional) •			
STEP 3C- REVIEW ENTRIES & SU	IBMIT			
 Review Entries Click Submit To validate the withholdings Change, a Social Security Number and Date of Birth are used as an electronic verification. 	Employee Validation In order to validate your identity, please supply your Social Security In order to validate of Birth Image: Minimum Control Birth			



Need Help?

- → For CEC registration assistance, email Payroll Services at payroll@csusm.edu
- \rightarrow For CEC system issues or assistance enabling MFA, contact CEC directly by navigating to the Help & Feedback tab within the CEC portal.