

CSUSM Online Pay Stubs and W2s

User Guide for Cal Employee CONNECT



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

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.

Login Register

Access your paycheck and other earnings statements online

Download and print your W2 statements online

Secure online access to your employee information

2. Click **"Continue"**

Registration
(Getting Started)

Registration is easy and only takes a few minutes.

You need to provide your Social Security Number, date of birth, and some information from an earnings statement issued within the last six months. An earnings statement could be a direct deposit or warrant notice. Upon successful validation, you will be asked to enter your email address and create a user name and password.

Continue Cancel

3. Click "Accept"

Registration

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

The Cal Employee Connect (CEC) portal is offered to you conditioned on your acceptance of the terms, conditions and notices contained herein. The CEC is the property of the State Controller's Office and use of this portal constitutes an agreement to abide by these terms and conditions.

The State Controller's Office (SCO) takes information confidentiality and computer security seriously. SCO's CEC portal uses industry standard security measures to provide a secure, encrypted connection between capable web browsers and our web servers. For more information concerning your privacy, see SCO's [Privacy Policy](#).

The security of confidential computerized information is a shared responsibility. SCO encourages you to be active in ensuring the security of your personal computer. Please notify us if you think your account has been compromised.

Access to this portal requires a user name and password created through a registration process available to current and former employees of the State of California. No other persons have the authority to access this portal. Unauthorized access to this portal is unlawful as described in [Section 502 of the California Penal Code](#).

Accept Decline

4. Fill out the "Employee Validation Section"
- a. Department: Select "**CSU, San Marcos**"
 - b. Agency Code: Type in "**251**" as your Agency Code
 - c. Check "**I'm not a robot**" and Click "**Submit**"

Registration

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


CSU, San Marcos

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

Agency Code

251

[Help me find this](#)

I'm not a robot  reCAPTCHA
Privacy - Terms

Submit Cancel

5. Have one of your pay stubs ready, and complete the information, then click "Submit".

**If you are using the View My Paycheck feature in [MyCSUSM Employee Self Service](#), this number is referred to as the "Warrant Number". You will need to enter this number with a leading zero and in the format shown in CEC (example: 09-855665). You will also need to add "Total Taxes" and "Total Deductions" together to get the deduction for the verification. **

STATE OF CALIFORNIA
DIRECT DEPOSIT ADVICE

DIRECT DEPOSIT NUMBER: 09-855665 → Or Warrant Number

AMOUNT DEPOSITED: \$3476.87

016-190
BETTY YEE
CALIFORNIA STATE CONTROLLER

NOT NEGOTIABLE

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

STATE OF CALIFORNIA		STATEMENT OF EARNINGS AND DEDUCTIONS		OFFICE OF STATE CONTROLLER	
DCR	DCR	SOC SEC NO	6789		
UNIT 016-190	PAY PERIOD 04/18	DIRECT DEF #	09-855665		
YEAR 18	ISSUE DATE 05/01/18	BANK TRANSIT	999-99999		
STATUS	FED 8-02	STATE	8-02		
		DEDUCTIONS	2745.19		
BENT	6222.66	TAXABLE GROSS	5777.09		
TO DATE	30515.14				
BOS					
ILLAR	6882.66	FEDERAL TAX	711.58		

Registration

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

Social Security Number: [] - [] - []

Why are you asking me for my SSN?

Date of Birth: [] / [] / []

Earnings Statement Number: []

Total Deductions: \$ []

Submit Cancel

6. Complete the information for the following pages:

a. Employee Validation

The screenshot shows the 'Employee Validation' step of a registration process. At the top, a progress bar indicates four steps: 1. User Agreement, 2. Employee Validation (highlighted in green), 3. User Sign-Up, and 4. Email Verification. The page title is 'Registration'. The form contains the following fields:

- Social Security Number:** Three input boxes containing '999', '99', and '9999'. A link below reads 'Why are you asking me for my SSN?'.
- Date of Birth:** Three dropdown menus for 'Month', 'Day', and 'Year'.
- Earnings Statement Number:** A single input box containing '99-999999'. A link below reads 'Help me find this. (I have Direct Deposit) or (I have a Paper Warrant)'.
- Total Deductions:** A single input box containing '\$ 9999.99'. A link below reads 'Help me find this'.

At the bottom right, there are 'Submit' and 'Cancel' buttons.

b. User Sign-Up

The screenshot shows the 'User Sign-Up' step of a registration process. At the top, a progress bar indicates four steps: 1. User Agreement, 2. Employee Validation, 3. User Sign-Up (highlighted in green), and 4. Email Verification. The page title is 'Registration'. The form contains the following fields:

- Email Address:** Two input boxes labeled 'Email' and 'Confirm Email'.
- Desired User Name:** A single input box labeled 'Username'.
- Password:** Two input boxes labeled 'Password' and 'Confirm Password'. A link to the right reads 'Password Requirements'.

At the bottom right, there are 'Submit' and 'Cancel' buttons.

c. Email Verification

Registration

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

Submit

d. Registration Complete

✔ 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 log in at any time to do the following:
 - a. View and print you earnings statement paychecks and the PDF of the Pay Stub for the current tax year and 3 years prior
 - b. View and print W-2 information: 4 years are available

Cal Employee CONNECT

Home Earnings W2 Help & Feedback

Welcome Last Visit: 04-10-2020 01:28:30 PM

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
04/03/2020	03/20	\$	\$
04/01/2020	03/20	\$	\$
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.

Need More Assistance?

You also can find answers to frequently asked questions at [Connect CEC FAQs](#).

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