CSUSM Online Pay Stubs and W2s
User Guide for Cal Employee CONNECT

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

2. Click "Continue"
3. Click "Accept"

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"
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.*
6. Complete the information for the following pages:

a. Employee Validation

![Employee Validation Form]

b. User Sign-Up

![User Sign-Up Form]
c. Email Verification

![Email Verification Form]

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 your 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

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.