

SDSU

Center for
Human
Resources

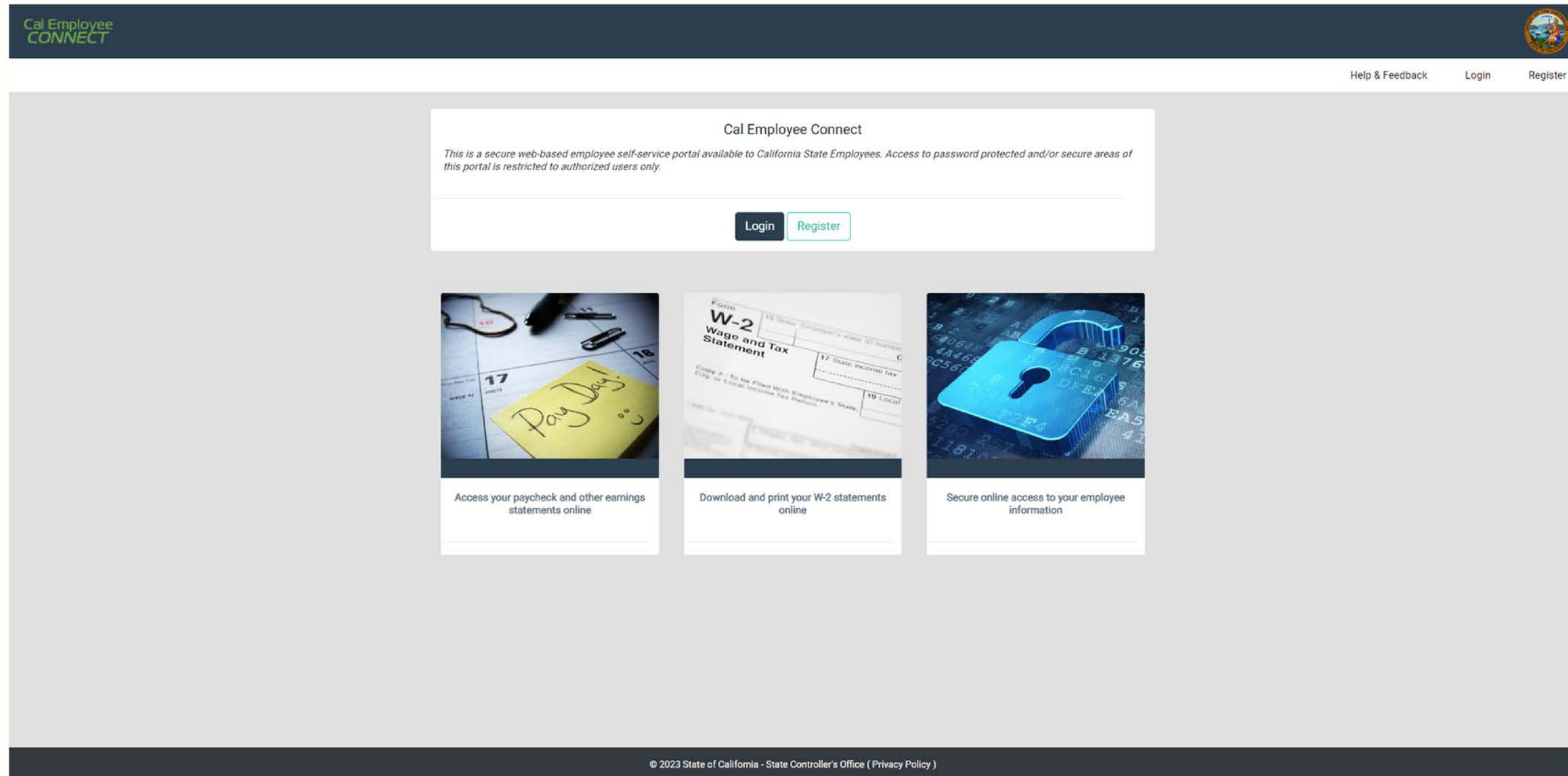
Registering with Cal Employee Connect

Registering with Cal Employee Connect

To register with Cal Employee Connect (CEC) you will need your social security number, date of birth, and information from your paystub. You will not be able to register until you have received your first paystub in the mail.

Registering with Cal Employee Connect

Go to <https://connect.sco.ca.gov/> and click register.



The screenshot shows the Cal Employee Connect website. At the top left is the logo "Cal Employee CONNECT" and at the top right is the state seal of California. Below the logo are links for "Help & Feedback", "Login", and "Register". The main content area features a central white box with the title "Cal Employee Connect" and a disclaimer: "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." Below the disclaimer are "Login" and "Register" buttons. Underneath are three feature cards: 1) "Access your paycheck and other earnings statements online" with an image of a calendar and a sticky note that says "Pay Day!"; 2) "Download and print your W-2 statements online" with an image of a W-2 Wage and Tax Statement form; 3) "Secure online access to your employee information" with an image of a blue padlock on a digital background.

Cal Employee
CONNECT

Help & Feedback Login Register

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 W-2 statements online

Secure online access to your employee information

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Registering with Cal Employee Connect

Read the statement and click continue.

Cal Employee
CONNECT

Help & Feedback Login Register

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 with an issue date between January 2017 and today. 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

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Registering with Cal Employee Connect

Read the user agreement and click accept.

The screenshot displays the Cal Employee Connect registration interface. At the top left, the logo reads "Cal Employee CONNECT". On the right side of the header, there are links for "Help & Feedback", "Login", and "Register". The main content area features a "Registration" modal window with a progress indicator showing four steps: 1. User Agreement (highlighted in green), 2. Employee Validation, 3. User Sign-Up, and 4. Email Verification. A warning icon is present in the top right corner of the modal. The text within the modal includes:

Registration

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](#).

At the bottom of the modal, there are two buttons: "Accept" (dark blue) and "Decline" (white with red border).

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Registering with Cal Employee Connect

Select CSU, San Diego, type 250 for the Agency Code, complete the reCAPTCHA and click Submit.

Cal Employee CONNECT

Help & Feedback Login Register

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 Diego

What if my department isn't listed?

Agency Code

250

Help me find this

I'm not a robot

reCAPTCHA Privacy Terms

Submit Cancel

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Registering with Cal Employee Connect

Enter your Social Security Number, Date of Birth, Earnings Statement Number and Total Deductions.

Cal Employee CONNECT

Help & Feedback Login Register

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
March 13 1997

Earnings Statement Number
11-111111
[Help me find this. \(I have Direct Deposit\) or \(I have a Paper Warrant\)](#)

Total Deductions
\$ 1234.56
[Help me find this](#)

Submit Cancel

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Registering with Cal Employee Connect

How to find your Earning Statement Number

Direct Deposit

Earnings Statement Number			
STATEMENT OF EARNINGS AND DEDUCTIONS		OFFICE OF STATE CONTROLLER	
PAY PERIOD 02/18	SOC SEC NO 6789	DIRECT DEP # 09-048921	
ISSUE DATE 03/01/18	BANK TRANSIT 999999999		
S-02 STATE S-02			
AY	TAXABLE GROSS	DEDUCTIONS	NET PAY
.66	5777.09	2745.79	3476.87
.82			
HOURS	GROSS	DEDUCTIONS	AMOUNT
6082.66	FEDERAL TAX	712.58	

Paper Warrant

Earnings Statement Number			
STATEMENT OF EARNINGS AND DEDUCTIONS		OFFICE OF STATE CONTROLLER	
PAY PERIOD 03/20	SOC SEC NO 1234	WARRANT NO 05-734521	
ISSUE DATE 04/01/20	BANK TRANSIT 999999999		
S-01 STATE S-01			
AY	TAXABLE GROSS	DEDUCTIONS	NET PAY
.00	4691.34	1234.56	3456.78
.00			
HOURS	GROSS	DEDUCTIONS	AMOUNT
5186.00	FEDERAL TAX	1387.62	

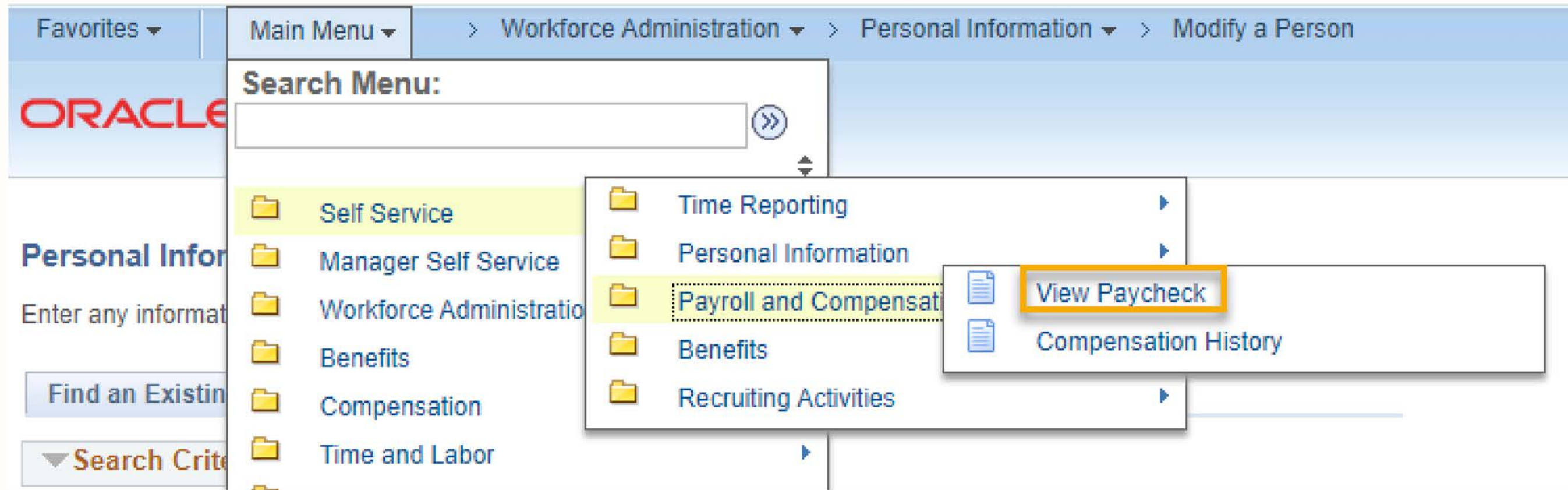
PeopleSoft View Paycheck

Net Pay Distribution		
Payment Type	Paycheck Number	Account Type
Check	1234567	Issue Check

When using the paycheck number from PeopleSoft, add a 0 to the beginning and a dash after the first number (e.g. 01-234567). Instructions on how to view your paycheck in PeopleSoft are on the next page.

Registering with Cal Employee Connect

To view your paycheck on PeopleSoft, log in [here](#) and navigate to Main Menu, Self Service, Payroll and Compensation, View Paycheck.



Registering with Cal Employee Connect

How to find your Total Deductions

PeopleSoft View Paycheck

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	10,000.00				9,000.00

Paper Warrant

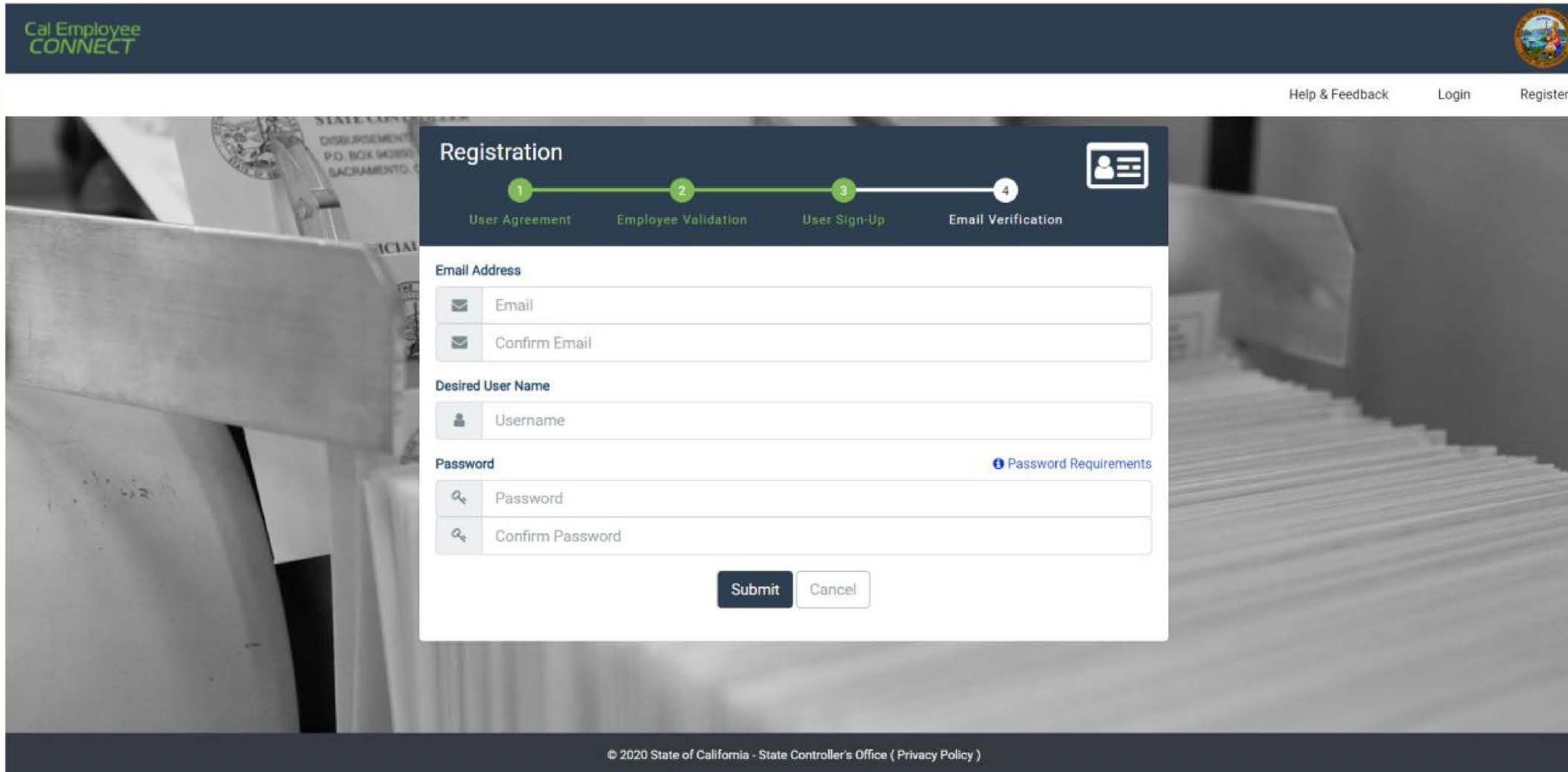
Total Deductions		
TAXABLE GROSS	DEDUCTIONS	NET PAY
5053.27	2865.93	2569.97

GROSS	DEDUCTIONS	AMOUNT
5295.90	FEDERAL TAX	775.92
140.00	STATE TAX	245.57
	*RETIREMENT	382.63
	SOC SEC	337.03
	MEDICARE	78.82
	CASDI	48.92
	BB ADM CHG	1.00

Subtract the Net Pay from the Gross Earnings to find your total deductions. In this example the total deductions is \$1000.

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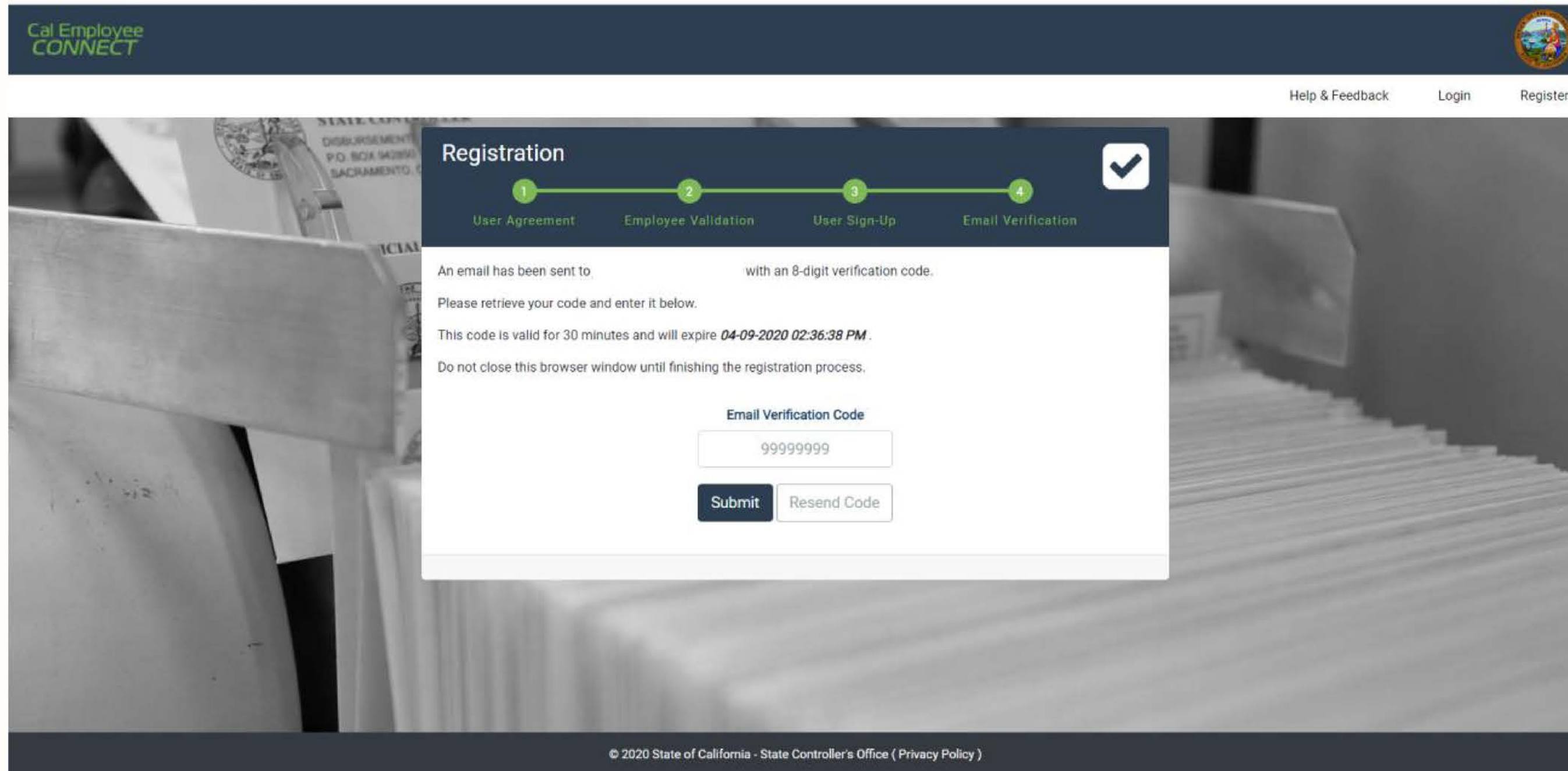
Complete the registration with your personal email. Create a username and password.
Click submit.



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Registering with Cal Employee Connect

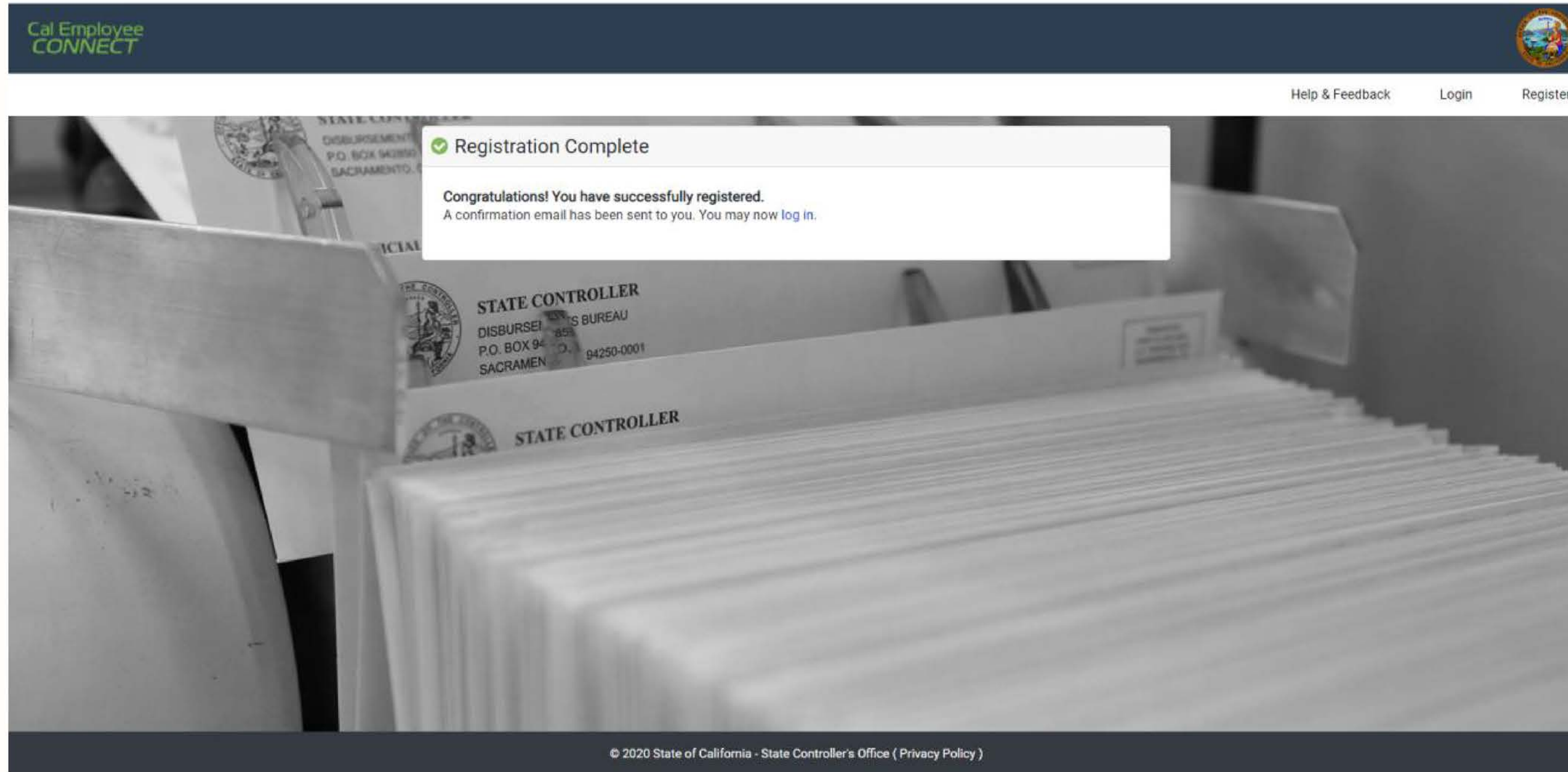
Enter the email verification code that was sent to your email.



The screenshot shows the Cal Employee Connect registration interface. At the top left is the logo "Cal Employee CONNECT" and at the top right is the state seal of California. Below the logo are links for "Help & Feedback", "Login", and "Register". The main content area is a modal window titled "Registration" with a progress indicator showing four steps: 1. User Agreement, 2. Employee Validation, 3. User Sign-Up, and 4. Email Verification. The "Email Verification" step is currently active, indicated by a checkmark icon. The text in the modal reads: "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 04-09-2020 02:36:38 PM. Do not close this browser window until finishing the registration process." Below this text is a text input field labeled "Email Verification Code" containing the placeholder "99999999". At the bottom of the input field are two buttons: "Submit" and "Resend Code". At the very bottom of the page, there is a copyright notice: "© 2020 State of California - State Controller's Office (Privacy Policy)".

Registering with Cal Employee Connect

Registration complete. You may now log in.



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