Direct Deposit with CEC
What is Cal Employee Connect?

Cal Employee Connect (CEC) is a self service portal available to all California State University Employees. It is a secure self-service portal, which allows employees to:

- View and print earnings statements (Paystubs) from the past three years.
- View, print and electronically download copies of W-2 forms and W-2 Corrected Forms from the past four years for all tax filling purposes.
- Enroll or change bank account for payroll direct deposit.
Who can Enroll in Direct Deposit?

Only Stateside Employees can enroll in Direct Deposit through Cal Employee Connect. This information is not applicable to employees working in any of SDSU’s auxiliary organizations (e.g. SDSU Research Foundation, Aztec Shops, or Associated Students of SDSU), nor is this information applicable to special payees, one-time payees and consultants.
How to Submit Direct Deposit Requests

Go to https://connect.sco.ca.gov/ and login.

Refer to our California Employee Connect CEC site for assistance registering.
How to Submit Direct Deposit Requests

Once logged in select **Employee Services** from the toolbar at the top.
How to Submit Direct Deposit Requests

Follow the instructions in the red box to enable Multifactor Authentication (MFA) via the Duo App.

MFA will only need to be enabled once, unless turned off by the employee. More information on MFA can be found on IT’s website.
How to Submit Direct Deposit Requests

Once MFA is setup, go back to Employee Services and select Direct Deposit.
How to Submit Direct Deposit Requests

Follow the prompts to complete filling out the Direct Deposit Request form. There are two enrollment types: New or Change. See page 13 for canceling direct deposit.

**Type of Enrollment: New**

- This is the your first time submitting a direct deposit request with a CSU.
- You are submitting a direct deposit request after being separated from a CSU for more than 6 months.
- You previously submitted a cancel direct deposit request and now wants to re-enroll in direct deposit.

**Type of Enrollment: Change**

- You need to change their financial institution information.
- You want to change their account type.
How to Submit Direct Deposit Requests

Complete the Direct Deposit Request and click submit.

[Image of Direct Deposit Request form]

Financial Institution Information

Current Pay Frequency
- Select Pay Frequency

Type of Enrollment
- New

Account Type
- Checking

Financial Institution Name

Routing Number

Deposit Account Number

Institution Address

City

State

Zip

ex: 12345 or 12345-7777

Submit

[Logo: SDSU]
How to Submit Direct Deposit Requests

Verify the Direct Deposit Confirmation and click I Agree.
How to Submit Direct Deposit Requests

You will receive an email confirmation immediately.

Cal Employee Connect - Direct Deposit Request Confirmation

This is confirmation that your Direct Deposit Request has been submitted.

For more information: https://www.csueb.edu/hr/direct_deposit.html

Direct deposit submission details below:

<table>
<thead>
<tr>
<th>Request Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Timestamp</td>
</tr>
<tr>
<td>Employee UID</td>
</tr>
<tr>
<td>Employee Name</td>
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<tr>
<td>Pay Frequency</td>
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<tr>
<td>Request Type</td>
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<tr>
<td>Account Type</td>
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<td>Institution Name</td>
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<tr>
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</tr>
<tr>
<td>Institution City</td>
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<tr>
<td>Institution Zip</td>
</tr>
<tr>
<td>Institution Routing Number</td>
</tr>
</tbody>
</table>

If you did not make this request, please contact your departmental HR office.
How to Submit Direct Deposit Requests

- Processing time for direct deposit requests is 2 pay cycles (30 to 60 days) depending on the volume of work the State Controller’s Office is experiencing at the time of submission.

- For changes, **do not close your old account until your first payment is deposited into your newly designated account and/or financial institution.** Typically takes 40 days for your payment to deposit into your new account.

- Do not submit multiple new/change direct deposit requests during the waiting period, doing so can cause delays in setting up the employee’s direct deposit account.

- The employee is accountable for entering the correct information. If the employee realizes that an error was made in their submission, they must contact their assigned payroll technician to resolve the issue. Find your payroll technician here - [link](#).

- The form submitted by the employee will be sent straight to the State Controller’s Office (SCO) for processing. SDSU’s Payroll department will not be able to comment on the status of the direct deposit request form submitted via CEC.
How to Cancel Direct Deposit

Please contact payroll services at chr.payroll@sdsu.edu or 619-594-5251 to initiate the process.
Direct Deposit FAQs

Q: I previously enrolled in Direct Deposit through PeopleSoft. Will I need to reenroll?
A: No, your account information from PeopleSoft has been updated in CEC. It is recommended to still register with CEC and verify your account information.

Q: After the State Controller's Office receives my request, how long will it take for the change to occur?
A: Generally, if your form is received by the State Controller’s Office by the first of the month, your change will be made by your next payday. This time is necessary to verify that an active account exists with your financial institution. Once this verification has been completed, your next payment will be issued through Direct Deposit.

Q: Can I have my check deposited into multiple banks?
A: The State Controller’s current system only allow for employees to deposit their pay warrants into one bank account.
Direct Deposit FAQs

Q: When will my Direct Deposit Funds be posted to my account?  
A: Your funds will be available to you on the first banking day after the end of the pay period. For example, if the pay period ends on Thursday, your funds should be deposited and available on Friday. If the pay period ends on Friday, a weekend, or a holiday, your funds will be posted to your account on the next available banking day. For specific dates, please visit SDSU’s Payroll Calendar.

Q: Can I have my payments deposited directly to my spouse’s account?  
A: No. The account to which your payment is deposited must carry your name. It can be held on a joint basis, as long as your name is on the account.

Q: Where can I view my pay stubs?  
A: Once employees begin receiving their pay warrant via direct deposit, they can view their pay stubs through their Cal Employee Connect account under “Earnings”.
Direct Deposit FAQs

Q: Why do some employees on Direct Deposit have their money earlier than others?
A: Some institutions post funds to accounts at the beginning of the bank business day, this is not a universal practice. Other institutions post funds in the afternoon instead of the morning. Some institutions even post funds prior to receiving the funds from the State as a customer service. It is strongly recommended that you check with your financial institution to determine when your funds will be available. If you are not satisfied with their processing schedule, you may wish to consider using another financial institution.
Direct Deposit with CEC

SDSU

Center for Human Resources