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Center for  
Human  
Resources

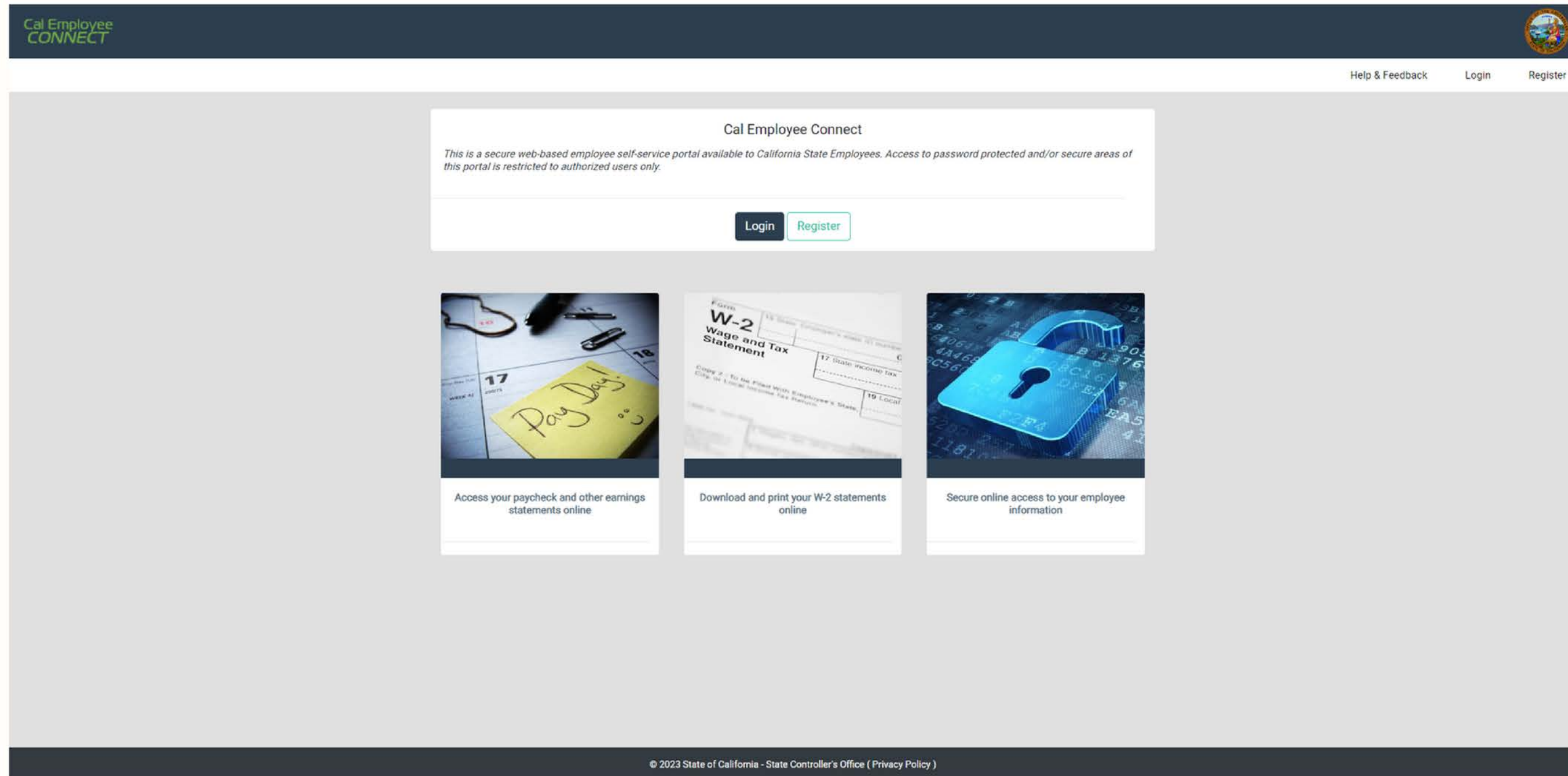
# Registering with Cal Employee Connect

# 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.



# 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.

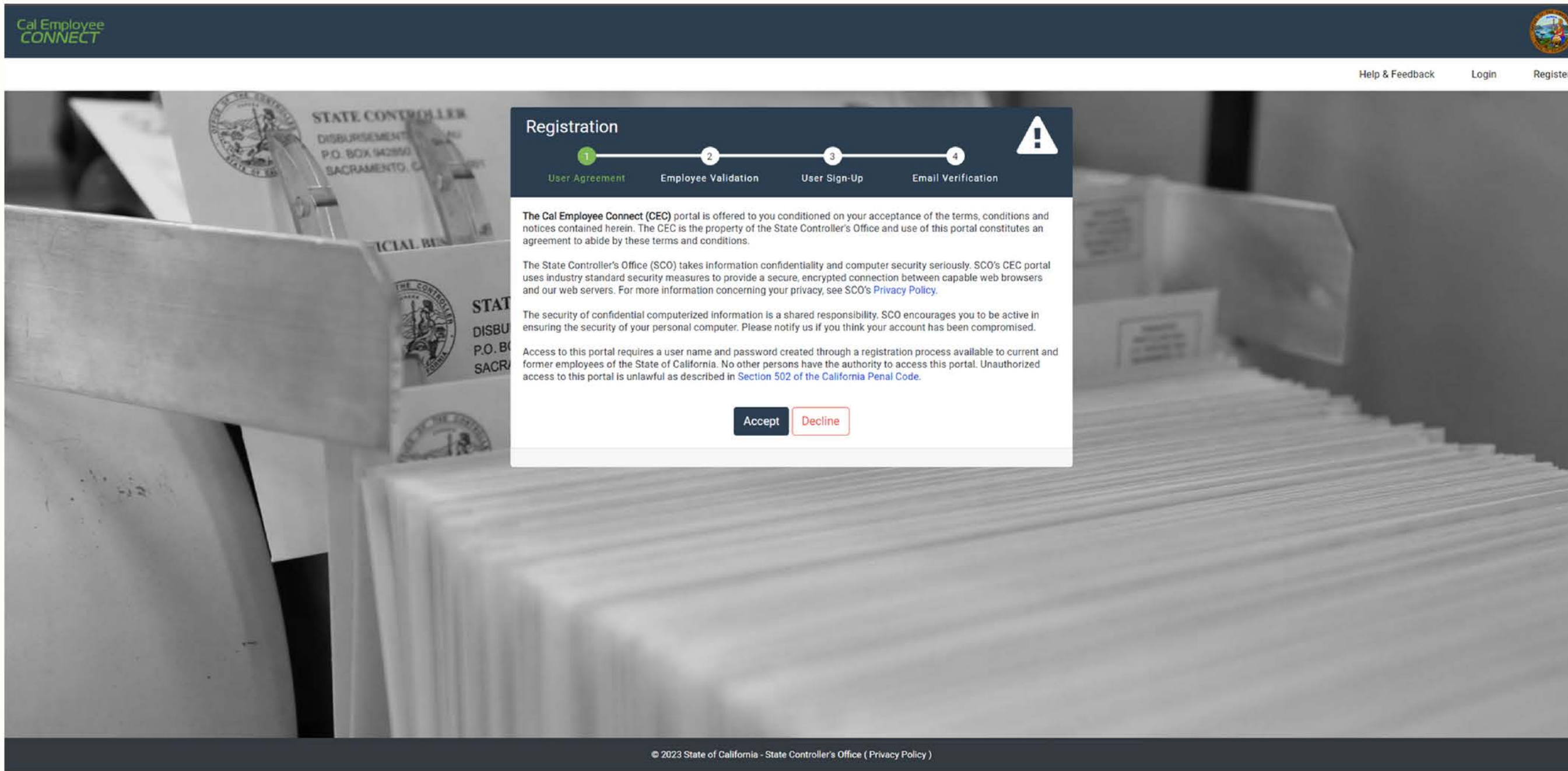
You need to provide your Social Security Number, date of birth, and some information from an earnings statement with an issue date between January 2017 and today. An earnings statement could be a direct deposit or warrant notice. Upon successful validation, you will be asked to enter your email address 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, the 'Cal Employee CONNECT' logo is on the left, and 'Help & Feedback', 'Login', and 'Register' links are on the right. The main content area features a 'Registration' header with a progress bar showing four steps: 1. User Agreement (active), 2. Employee Validation, 3. User Sign-Up, and 4. Email Verification. Below the progress bar, a warning icon is present. The background of the registration box shows a stack of papers with 'STATE CONTROLLER' and 'DISBURSEMENT' stamps. The text within the registration box reads: '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 registration box are 'Accept' and 'Decline' buttons. A footer at the very bottom of the page reads '© 2023 State of California - State Controller's Office ( Privacy Policy )'.

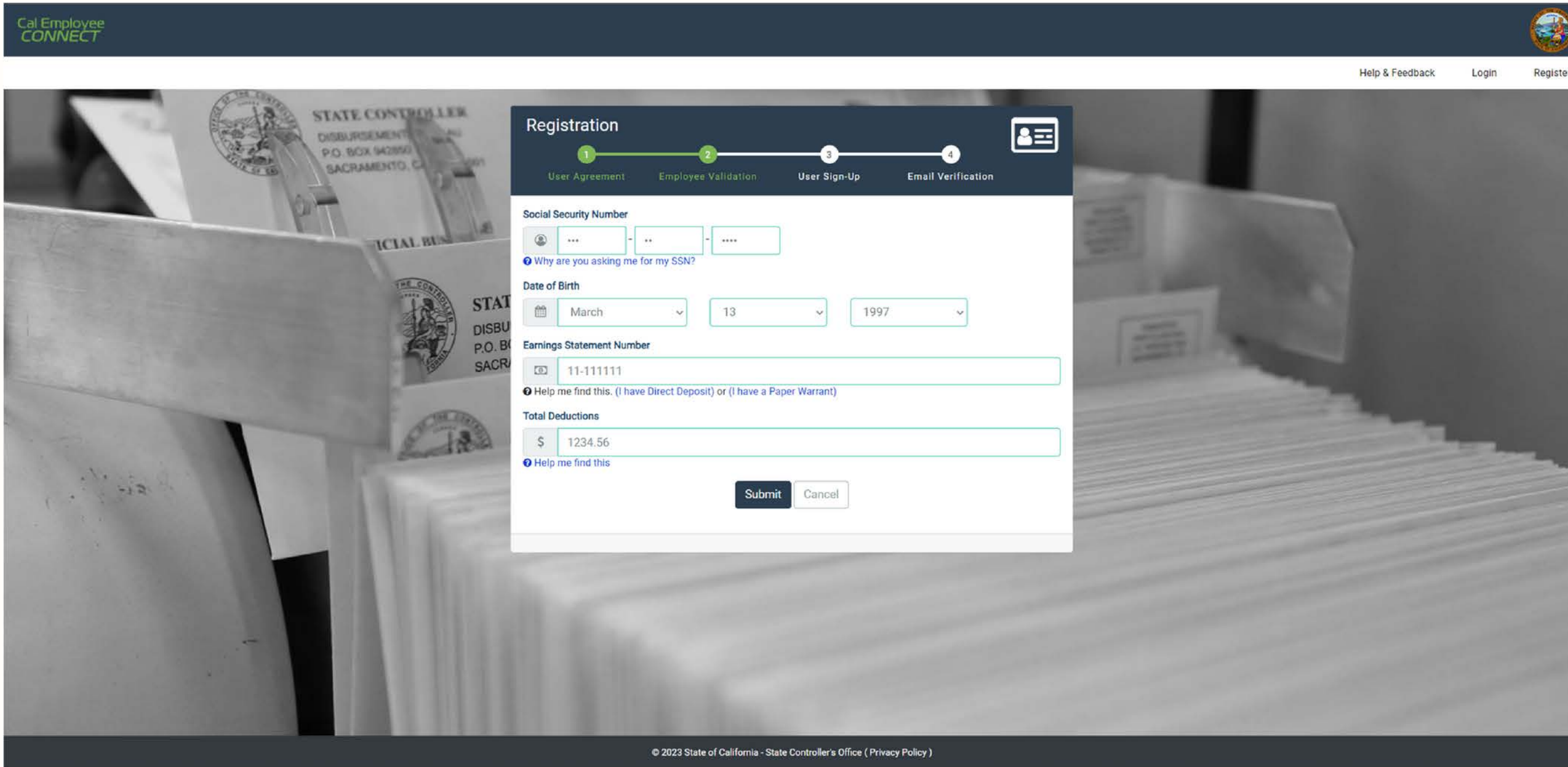
# Registering with Cal Employee Connect

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

The screenshot shows the Cal Employee Connect registration interface. At the top, the 'Cal Employee CONNECT' logo is on the left, and 'Help & Feedback', 'Login', and 'Register' links are on the right. The main content area is titled 'Registration' and features a progress bar with four steps: 1. User Agreement, 2. Employee Validation, 3. User Sign-Up, and 4. Email Verification. A warning icon is present at the end of the progress bar. Below the progress bar, a message states: '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.' The 'Department' field is a dropdown menu with 'CSU, San Diego' selected. Below it, a link asks 'What if my department isn't listed?'. The 'Agency Code' field is a text input with '250' entered, and a link below it asks 'Help me find this'. A reCAPTCHA widget is displayed, showing a green checkmark and the text 'I'm not a robot'. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer of the page reads '© 2023 State of California - State Controller's Office ( Privacy Policy )'.

# Registering with Cal Employee Connect

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



The screenshot shows the Cal Employee Connect registration interface. At the top, the "Cal Employee CONNECT" logo is on the left, and "Help & Feedback", "Login", and "Register" links are on the right. The main content area features a "Registration" modal with a progress bar showing four steps: 1. User Agreement, 2. Employee Validation, 3. User Sign-Up, and 4. Email Verification. The "Employee Validation" step is currently active. The form fields include: "Social Security Number" (with a masked input and a link "Why are you asking me for my SSN?"), "Date of Birth" (with dropdowns for month, day, and year, showing March, 13, and 1997), "Earnings Statement Number" (with a masked input and a link "Help me find this. (I have Direct Deposit) or (I have a Paper Warrant)"), and "Total Deductions" (with a currency symbol and a masked input, showing \$ 1234.56, and a link "Help me find this"). At the bottom of the form are "Submit" and "Cancel" buttons. The background of the page shows a stack of papers with "STATE CONTROLLER" and "DISBURSEMENT" stamps.

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

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      |
| ISSUE DATE 03/01/18                  |               | DIRECT DEP #               | 09-048921 |
| S-02 STATE S-02                      |               | BANK TRANSIT               | 999999999 |
| WY                                   | 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      |
| ISSUE DATE 04/01/20                  |               | WARRANT NO                 | 05-734521 |
| S-01 STATE S-01                      |               | BANK TRANSIT               | 999999999 |
| WY                                   | 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)

# 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 |

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

### Paper Warrant

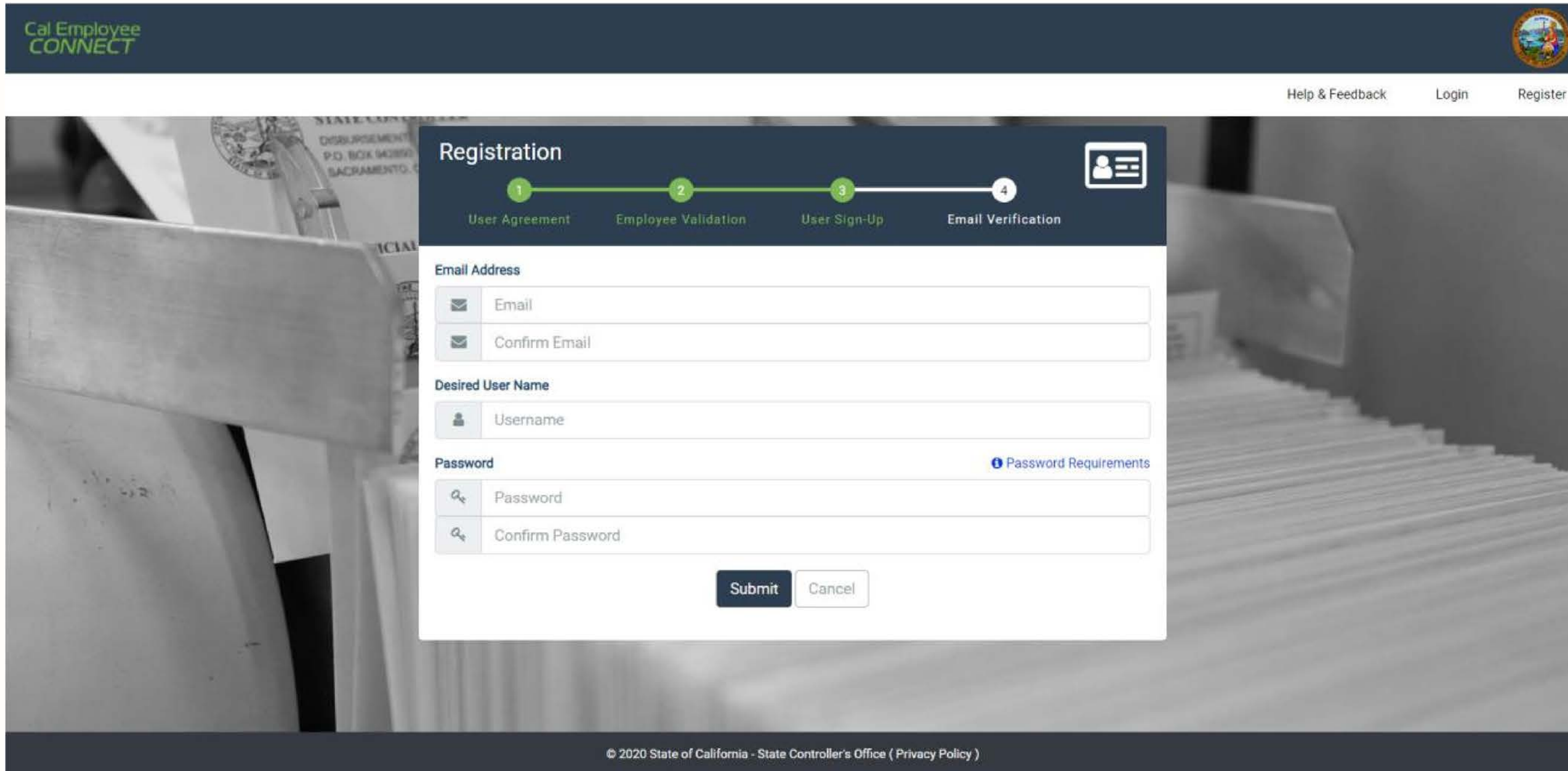
| Total Deductions |            |         |
|------------------|------------|---------|
| TAXABLE GROSS    | DEDUCTIONS | NET PAY |
| 5053.27          | 2865.93    | 2569.97 |

| 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  |
|         | EE ADM CHG  | 1.00   |

# Registering with Cal Employee Connect

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



The screenshot shows the Cal Employee Connect registration interface. At the top, the 'Cal Employee CONNECT' logo is on the left, and the California state seal is on the right. Navigation links for 'Help & Feedback', 'Login', and 'Register' are in the top right. The main content area features a 'Registration' header with a progress bar showing four steps: 1. User Agreement, 2. Employee Validation, 3. User Sign-Up (the current step), and 4. Email Verification. Below the progress bar, the form is divided into three sections: 'Email Address' with fields for 'Email' and 'Confirm Email'; 'Desired User Name' with a 'Username' field; and 'Password' with fields for 'Password' and 'Confirm Password'. A 'Password Requirements' link is next to the password fields. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer of the page reads '© 2020 State of California - State Controller's Office ( Privacy Policy )'.

Cal Employee  
CONNECT

Help & Feedback Login Register

Registration

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

Email Address

Email

Confirm Email

Desired User Name

Username

Password Password Requirements

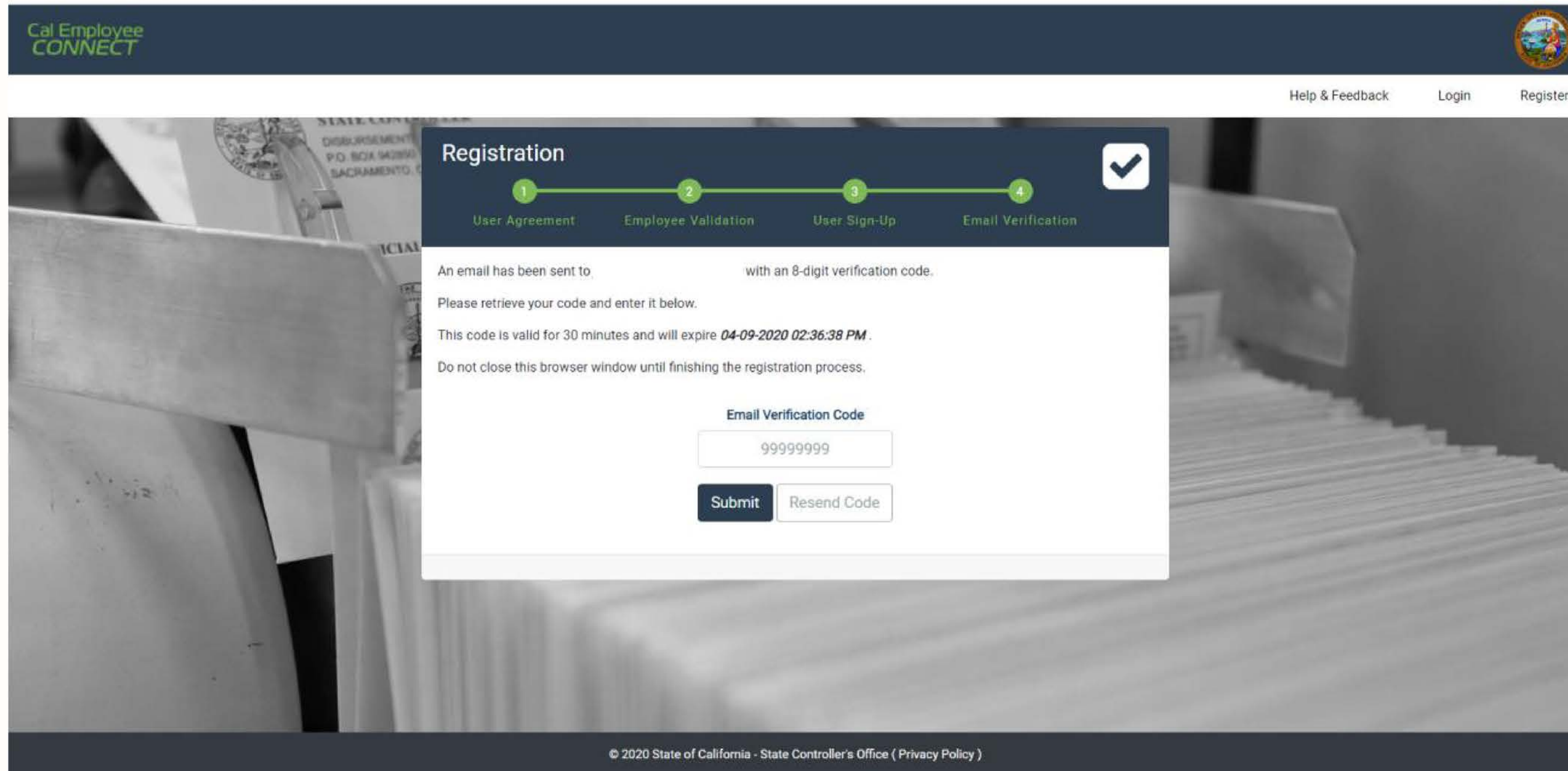
Confirm Password

Submit Cancel

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# Registering with Cal Employee Connect

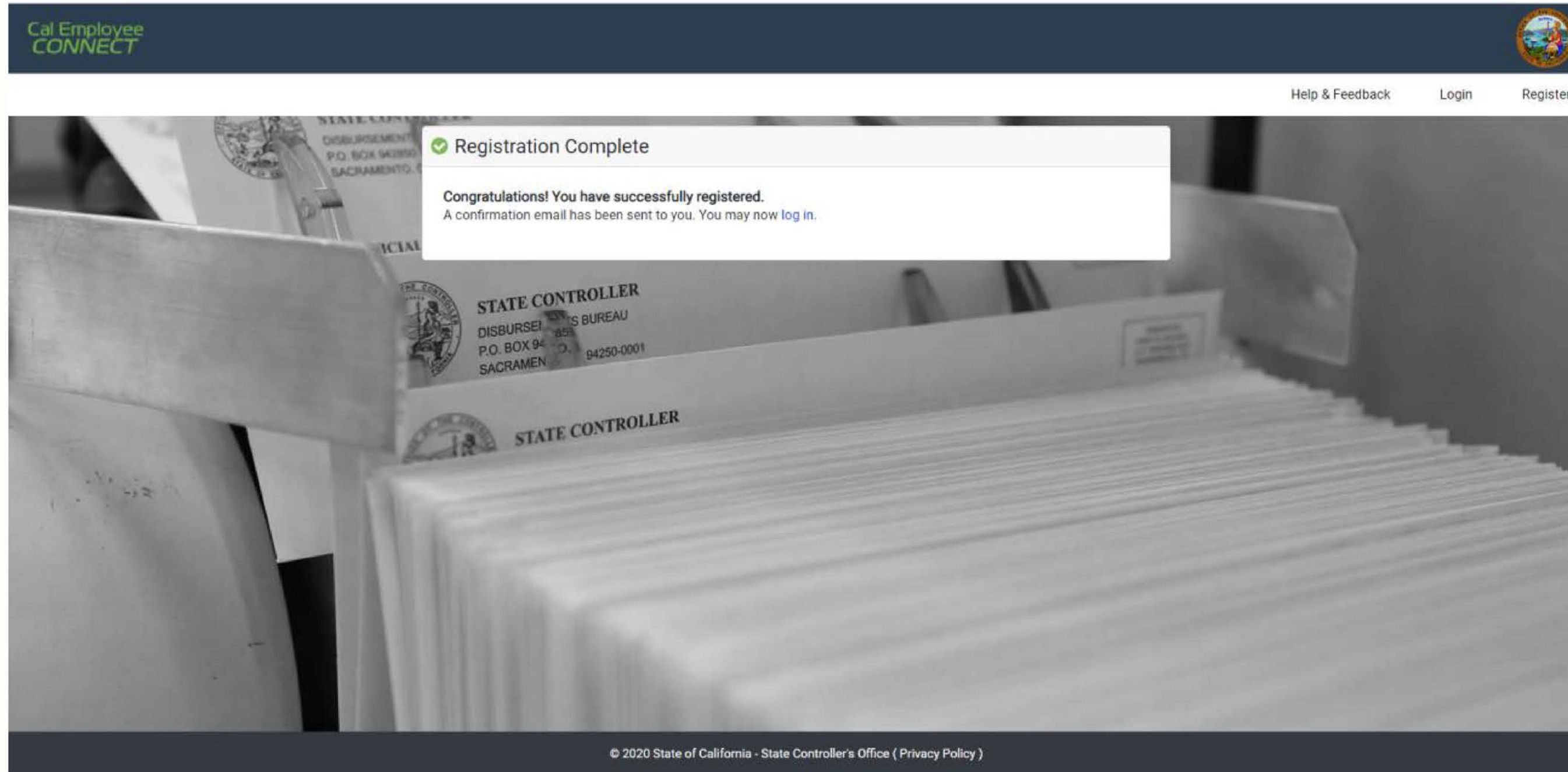
Enter the email verification code that was sent to your email.



The screenshot shows the Cal Employee Connect registration interface. At the top, the logo "Cal Employee CONNECT" is on the left, and the California state seal is on the right. Navigation links for "Help & Feedback", "Login", and "Register" are in the top right. The main content area features a "Registration" modal with a progress bar showing four steps: 1. User Agreement, 2. Employee Validation, 3. User Sign-Up, and 4. Email Verification (the current step, marked with a checkmark). The modal text states: "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, there is a label "Email Verification Code" and a text input field containing "99999999". At the bottom of the modal are two buttons: "Submit" and "Resend Code". The footer of the page reads "© 2020 State of California - State Controller's Office ( Privacy Policy )".

# Registering with Cal Employee Connect

Registration complete. You may now log in.



# Registering with Cal Employee Connect

**SDSU**

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