



Job Aid

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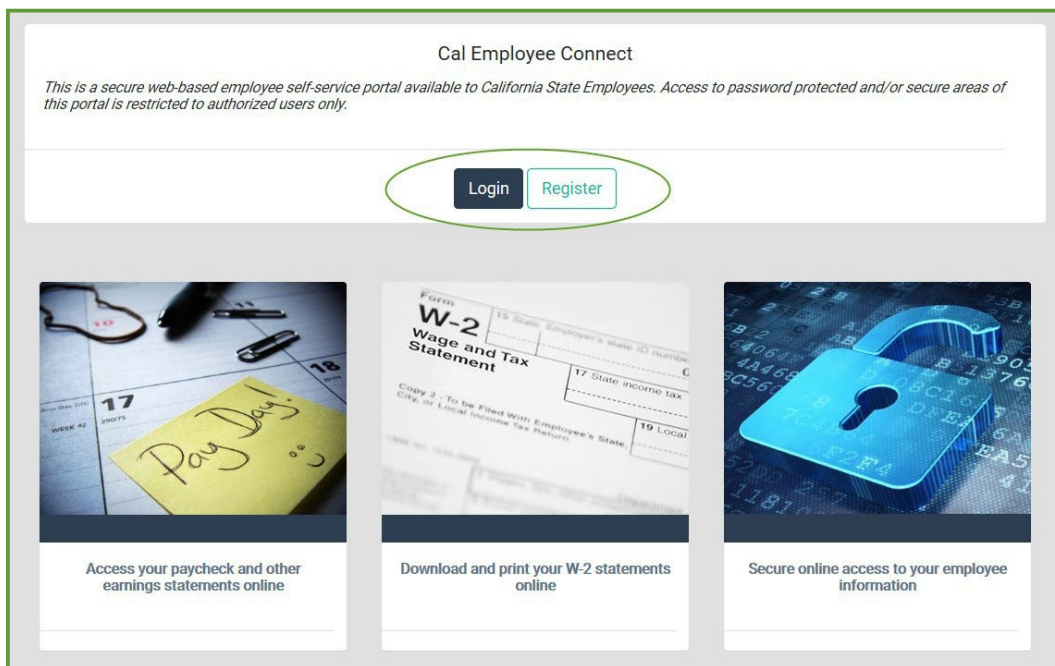
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Register

- 1) Go to <https://connect.sco.ca.gov/> and click Register to begin the registration process. You will need your social security number, date of birth, and information from a recent State of California earnings statement (also known as a pay stub).



- 2) Read Getting Started then click Continue.

- 3) Read User Agreement then click Accept.

- 4) Enter your Department Name and Agency Code. (To find your agency code, click “Help me find this.”)

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

Select your department

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

Agency Code

999

[Help me find this](#)

I'm not a robot

reCAPTCHA
Privacy - Terms

Submit **Cancel**

- 5) Fill in the information requested then click Submit. If you are not sure where to find the information on your earnings statement, click on “Help me find this.”

STATE OF CALIFORNIA
DIRECT DEPOSIT ADVICE

DIRECT DEPOSIT NUMBER: **44-553851**

AMOUNT DEPOSITED: **\$*3768.37**

TO J D DOE 051-340
AGENCY UNIT

NOT NEGOTIABLE

MALIA M. COHEN
CALIFORNIA STATE CONTROLLER

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.

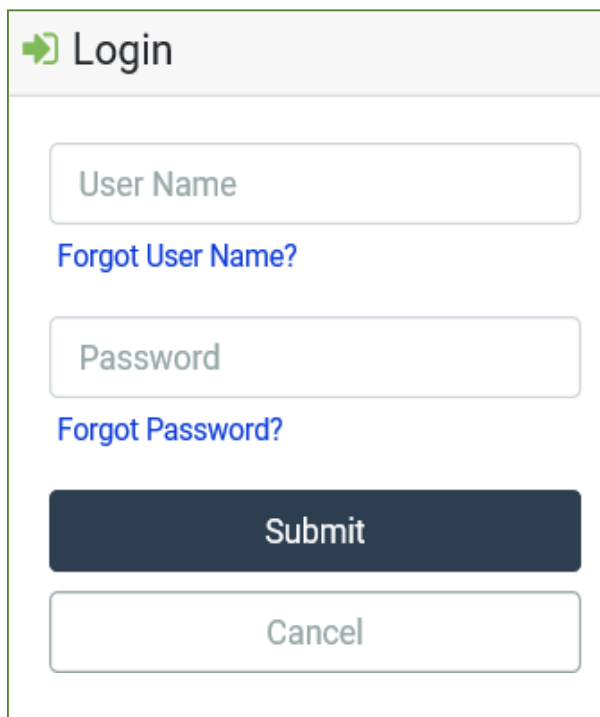
STATE OF CALIFORNIA		STATEMENT OF EARNINGS AND DEDUCTIONS		OFFICE OF STATE CONTROLLER	
J D DOE				SOC SEC NO	6789
AGY/UNIT 051-340	PAY PERIOD 10/22			DIRECT DEP #	44-553851
TAX YEAR 22	ISSUE DATE 11/01/22			BANK TRANSIT	999999999
ST 802	FD 802	OTHIN 0.00	DED 0.00	DEP 0.00	
CURRENT	10013.61	6419.18	6245.24		3768.37
YEAR-TO-DATE ¹	106878.25				
EARNINGS	DAYS	HOURS	GROSS	DEDUCTIONS	AMOUNT
REGULAR			9873.61	FEDERAL TAX	809.55
FLEX CASH			140.00	STATE TAX	317.30
				*RETIREMENT	748.85
				*OPEB	345.58
				SOC SEC	599.42
				MEDICARE	140.19
				CASDI	106.35
				FE ADM CHG	1.00
				VISION-VSP	.00
				*401K PLAN	2500.00
				FED TAX ADJ	482.00
				ST TAX ADJ	185.00
				OUR PROMISE	10.00

Not using Direct Deposit? Your Earnings Statement number will be labeled Warrant #.

- 6) Create login details by entering your email address and your preferred user name with no spaces. Create a password, which must be at least eight characters including at least one special character and at least one uppercase letter and one lowercase letter.
- 7) Verify your email address then click Submit.
- 8) You will receive an email with a unique code that is valid for 30 minutes from the time the email was sent. Enter the code in the Email Verification Code box.
- 9) You will receive an email with your user ID. This email confirms your registration is complete and you may log into Cal Employee Connect.

Login

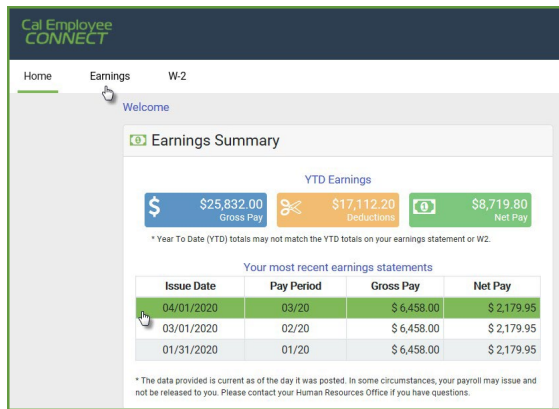
- 1) Go to <https://connect.sco.ca.gov/> and click Login.
- 2) Enter your user name and password, then click Submit.



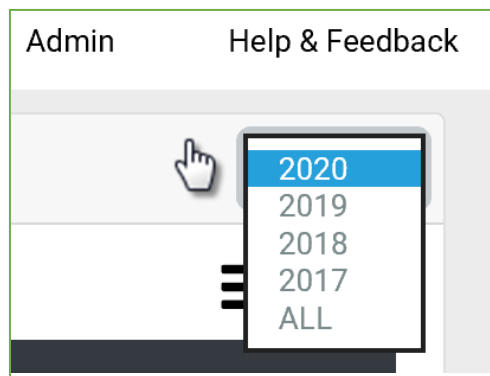
The image shows a login form with a light gray header containing a green right-pointing arrow icon and the text "Login". Below the header are two text input fields. The first field is labeled "User Name" and has a blue link "Forgot User Name?" below it. The second field is labeled "Password" and has a blue link "Forgot Password?" below it. At the bottom of the form are two buttons: a dark blue "Submit" button and a light gray "Cancel" button.

Look at Earnings Statement

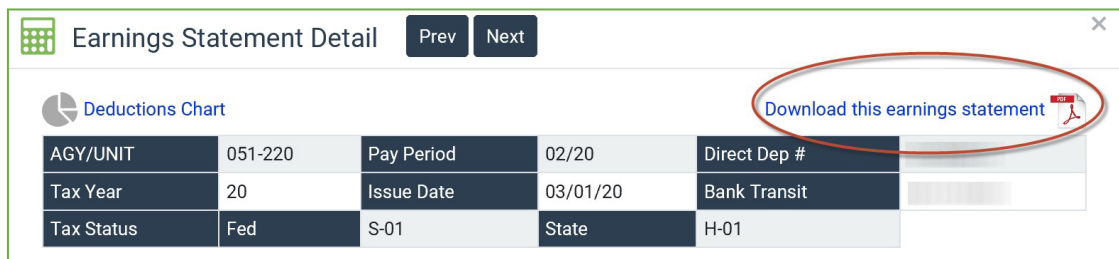
- 1) There are two ways to get to earnings statements.
 - In the Earnings Summary, click an earnings statement.
 - At the employee dashboard on the top of the screen, click Earnings.



- 2) To view an earnings statement from a different year, click the dropdown field on the right side of the earnings statement table.



- 3) To get more details on a particular statement, double-click on the desired row.
- 4) To download a PDF, click View/Download this Earnings Statement, then select the download button and save to your computer. (You will only have the option to download your earnings statement if you are enrolled in direct deposit.)



Look at W-2

- 1) At the employee dashboard on the top of the screen, click W-2.



- 2) Click a row to view your W-2 for that tax year.

W-2 Statements

Corrected W-2s

Please note: At this time Cal Employee Connect (CEC) maintains the Original Form W-2 information only. Corrected Form W-2s are not available in CEC at this time. This functionality is being tested and will be released shortly after the CEC has been released to all state employees. Please reach out to your department's HR Office to order a duplicate Form W-2.

Click on any row in the table to view W-2 detail.

Tax Year	Total Wages	Federal Tax	State Tax
2019	65,710.00	4,860.31	2,471.90
2018	63,426.36	4,089.56	2,389.78
2017	61,799.62	9,211.07	2,920.48
2016	59,283.96	1,434.16	455.63

- 3) To download a PDF, click View/Download this W-2.

W-2 Statement Detail

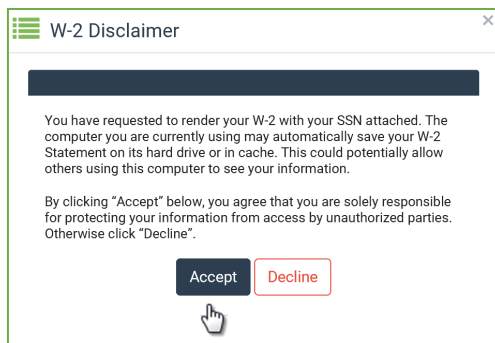
Include SSN

Note: Downloaded W-2s do not display your SSN.

Download this W-2

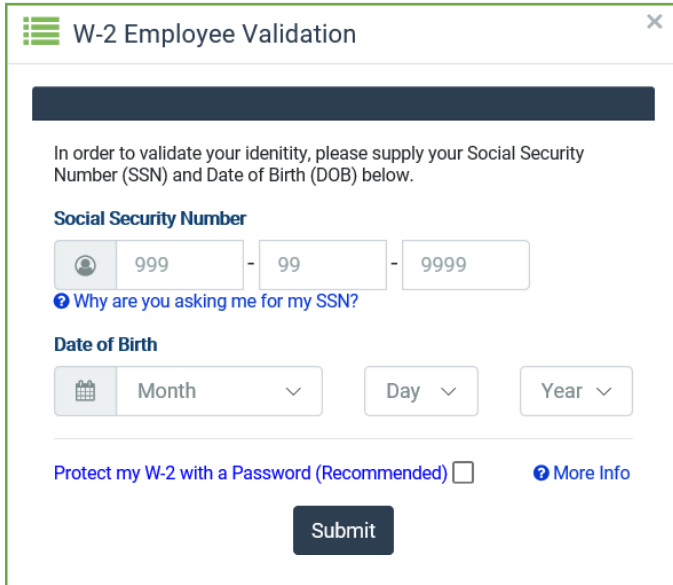
b Employer Identification number (EIN) 94-6001347	1 Wages, tips, other compensation 64,661.66	2 Federal income tax withheld 3,913.64
c Employer's name, address, and zip code STATE OF CALIFORNIA MALIA M. COHEN, CALIFORNIA STATE CONTROLLER	3 Social security wages 69,998.14	4 Social security tax withheld 4,339.86
	5 Medicare wages and tips	6 Medicare tax withheld

- a. Accept the Disclaimer.



- b. Verify your identity using your social security number and date of birth.

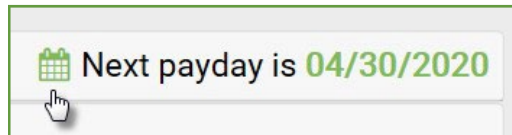
- c. Optional: Encrypt your W-2.
- Click Protect my W-2 with a Password.
 - Create a password following the prompts, then click Submit.



The image shows a web form titled "W-2 Employee Validation". At the top, there is a dark blue header bar with a hamburger menu icon on the left and a close icon on the right. Below the header, the text reads: "In order to validate your identity, please supply your Social Security Number (SSN) and Date of Birth (DOB) below." The form contains two main sections: "Social Security Number" and "Date of Birth". The SSN section has three input fields with a person icon on the left, containing "999", "99", and "9999" respectively, separated by hyphens. Below this is a link: "Why are you asking me for my SSN?". The Date of Birth section has three dropdown menus labeled "Month", "Day", and "Year". At the bottom of the form, there is a checkbox labeled "Protect my W-2 with a Password (Recommended)" and a link "More Info". A dark blue "Submit" button is centered at the bottom.

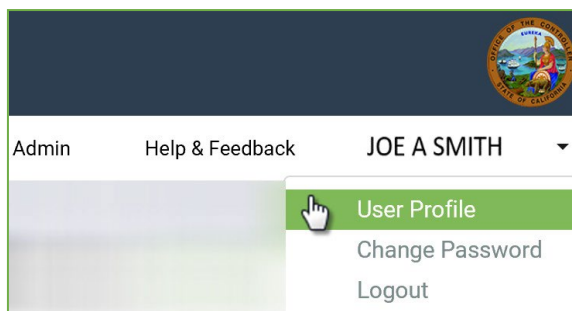
Calendar

To view pay dates, state holidays, and more, click the calendar at the top of the home screen.



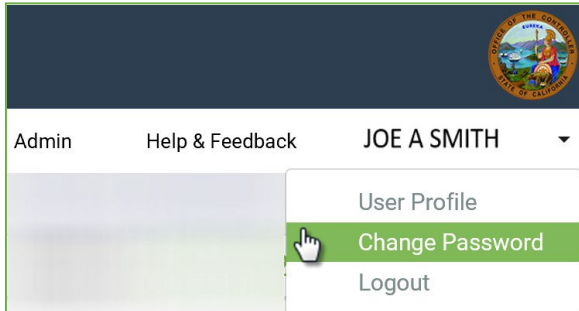
Personal Data

To view personal data, click your name at the top right side of the screen then click User Profile.



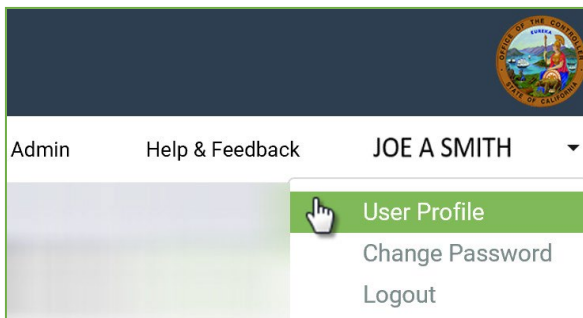
Change Password

- 1) To change your password, click your name at the top right side of the screen then click Change Password.
- 2) Enter your current password.
- 3) Enter your new password and click Submit.

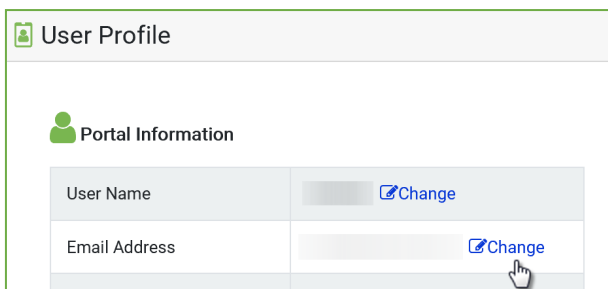


Change Email

- 1) To change your email address, click your name at the top right side of the screen then click User Profile.



- 2) Click the change tool and enter your new email.



- 3) Enter your password. (This might already be filled in.)

4) Click “I’m not a robot” and click Change Email.


Change Email

Old Email
Joeasmith@xyz.ca.gov

New Email
Joeasmith@gmail.com

Re-enter new email
Joeasmith@gmail.com

Password
.....

I'm not a robot 
reCAPTCHA
Privacy - Terms

Change email

5) You will receive a validation email with a security notice indicating you are making a change to your Cal Employee Connect account. Enter the validation code and click Submit. (The code will expire after 30 minutes. If you need your code sent again, click Resend.)

6) A confirmation notice will appear at the bottom of your User Profile.

Change User Name

1) Click your name at the top right side of the screen then click User Profile.

2) Click the change tool and enter your new user name.

User Profile

Portal Information

User Name	<input type="text"/> Change
Email Address	<input type="text"/> Change

- 3) Enter your password. (This might already be filled in.)
- 4) Click “I’m not a robot” and click Change User Name.

- 5) You will receive a validation email with a security notice indicating you are making a change to your Cal Employee Connect account. Enter the validation code and click Submit. (The code will expire after 30 minutes. If you need your code sent again, click Resend.)
- 6) A confirmation notice will appear at the bottom of your User Profile.

Leave Balances

To view your leave balances, look at the table on the right side of the home screen. Balances will be one month in arrears, consistent with what is on your most recent earnings statement.

	2/20 Begin Bal	Credit	Used	Misc.	3/20 Begin
VACATION	72.00	13.00	12.00	0.00	73.00
SICK LV	8.00	8.00	8.00	0.00	8.00
PH (UNITS)	0.00	0.00	0.00	0.00	0.00
HOL CR	8.50	0.00	0.00	0.00	8.50
TRNG/DEV	16.00	0.00	0.00	0.00	16.00

[Leave balance information](#)

Need More Assistance?

Please visit the [CEC Help & Feedback](#).