



*It is the mission of the Personnel and Payroll Services Division to provide accurate and timely personnel and payroll services through quality customer service.*

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## SCO KEY INITIATIVES

[Cal Employee Connect](#)

[California State Payroll  
System Project](#)

## Cal Employee Connect: ConnectHR Launches New File Upload Feature

On June 24, the State Controller's Office (SCO) released a pilot of a new ConnectHR file upload feature. Once this feature is deployed statewide, California State University (CSU) campuses and state civil service human resources (HR) staff can conveniently submit personnel and payroll documents to SCO through the ConnectHR platform. The file upload feature significantly reduces the time and cost required to send and process documents. In addition, the file upload feature prevents document loss and provides users with receipts to track submitted documents.

### How can I access Connect HR, and when will the file upload feature be available to all HR offices?

ConnectHR Administrative Console access is limited to users currently working in HR that have approved access to confidential State of California employee data. ConnectHR launched a phased deployment in April 2021. By the end of July, we expect to have completed deployment to all departments and campuses that submitted their initial paperwork.

If your department or agency has not yet submitted the necessary paperwork, it is not too late. Please have your security monitor contact [ConnectHRhelp@sco.ca.gov](mailto:ConnectHRhelp@sco.ca.gov) for the information they need to register with ConnectHR.

### The Connect Portal (Cal Employee Connect and ConnectHR) Explained

Cal Employee Connect (CEC) and ConnectHR are SCO's secure web-based customer service portals for employees and HR staff, respectively. They were developed as interim solutions to provide some of the enhancements the California State Payroll System project will deliver when completed. The Connect platform was designed to support a hybrid remote workforce and transform payroll and personnel transactions through automation, making them more efficient, sustainable, and paperless.

SCO originally planned to complete statewide rollout of CEC by August 2021, but expedited the work to meet the needs of a state workforce that unexpectedly and suddenly shifted predominantly to remote work due to the COVID-19 pandemic. By July 2020, SCO successfully deployed CEC to all 286,000 state civil service and CSU employees, more than a year ahead of schedule!

## ConnectHR and CEC Background and Accomplishments

SCO staff developed ConnectHR and CEC entirely in-house using existing hardware and no-cost open source technology. Because SCO hosts CEC and ConnectHR, there are no costs for data storage.

In September 2020, SCO received a “Best of California” award from *Government Technology* magazine for CEC in the category of “Best Application Serving an Agency’s Business Needs.” SCO also won an award for leveraging CEC to transform the 2020 Our Promise campaign from a manual process to one that is entirely digital.

Since April, ConnectHR has been deployed with a “shadow” feature to 87 entities. This includes 17 CSU campuses and 70 civil service departments. The shadow feature allows departments to query CEC on behalf of employees who do not have access to the portal, or prefer not to use it.

## Current Functionality

CEC and ConnectHR provide State of California and California State University employees and human resources offices convenient and immediate access to view vital pay and personnel information.

### For Employees...

CEC allows employees to electronically view, print and save:

- Earnings statements;
- W-2 tax statements; and
- Leave balances.

### For Human Resources Staff...

The Connect team is deploying “Connect HR” features that will allow HR Offices to:

- Query employee information on behalf of employees; and
- Upload personnel and payroll documents directly.

Employees can register and access their CEC account at <https://connect.sco.ca.gov/>, and may access the portal from home or work using most internet-connected devices. For additional information, please visit <https://connect.sco.ca.gov/faq>. Questions regarding CEC may be directed to Connect Help at [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov).

## What’s next for SCO Connect?

CEC and ConnectHR exemplify SCO’s commitment to innovation and dedication to customer service. Enhancements planned for the near future include additional self-service features to replace costly paper-based personnel transactions. SCO is testing an electronic timesheet feature for CEC as a proof of concept. We also are exploring features that will allow employees to change their tax withholdings, mailing addresses, and direct deposit information.

Stay tuned!

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