



## Job Aid

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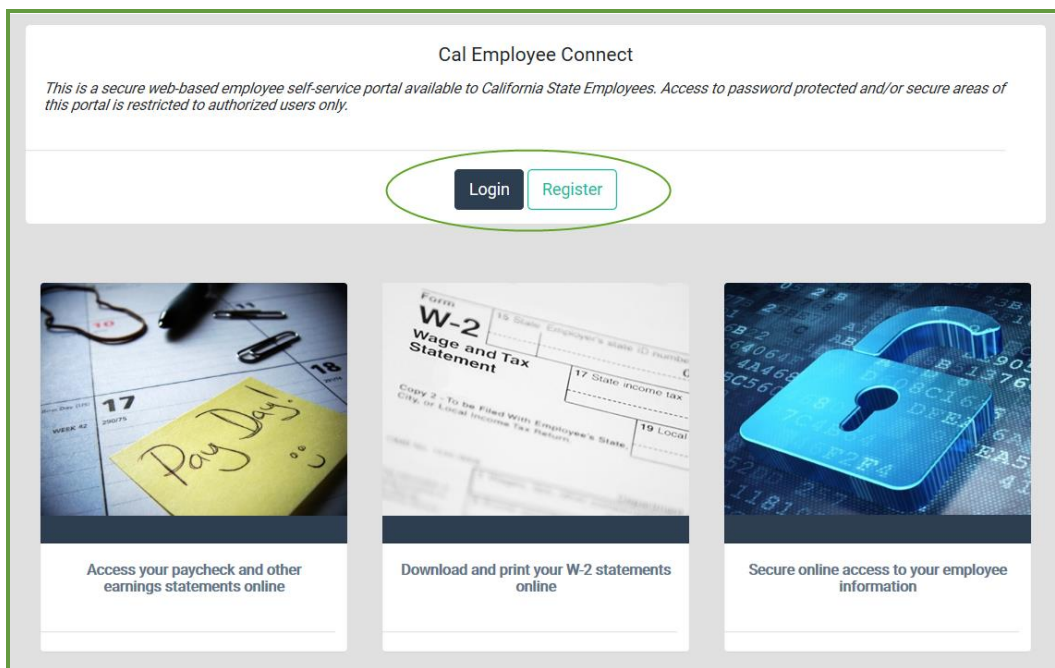
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### Register

- 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.”)

- 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: 09-855665

AMOUNT DEPOSITED: \$\*3476.87

TO J D DOE      016-190  
AGENCY UNIT

*NOT NEGOTIABLE*

BETTY T. YEE  
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      J D DOE      SOC SEC NO 6789

AGY/UNIT 016-190      PAY PERIOD 04/18      DIRECT DEP # 09-855665

TAX YEAR 18      ISSUE DATE 05/01/18      BANK TRANSIT 999999999

TAX STATUS      FED S-02      STATE S-02

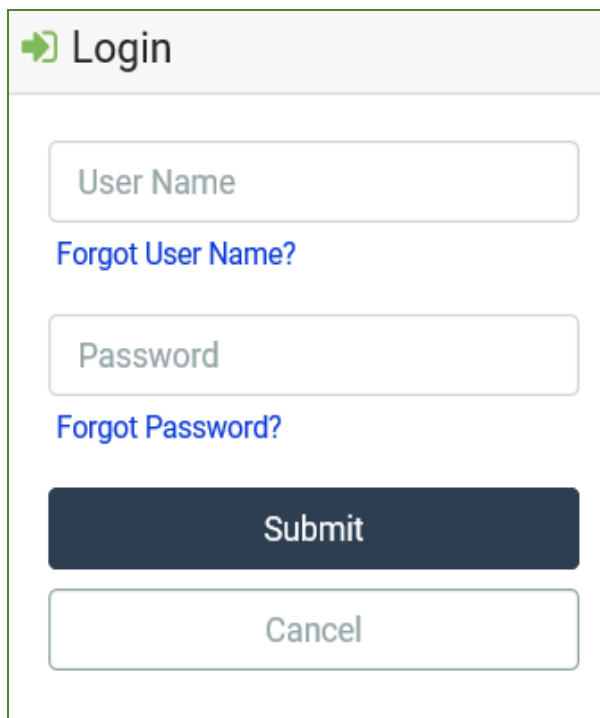
CURRENT	GROSS PAY	TAXABLE GROSS	DEDUCTIONS	NET PAY
	6222.66	5777.09	2745.79	3476.87
YEAR-TO-DATE <sup>1</sup>	30515.14			

EARNINGS	DAYS	HOURS	GROSS	DEDUCTIONS	AMOUNT
REGULAR			6082.66	FEDERAL TAX	712.58
FLEX CASH			140.00	STATE TAX	291.67
				*RETIREMENT	445.57
				SOC SEC	385.80
				MEDICARE	90.23
				CASDI	62.23
				FE ADM CHG	1.00
				VISION-VSP	.00
				FED TAX ADJ	667.00
				SEIU1000P	89.71

- 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

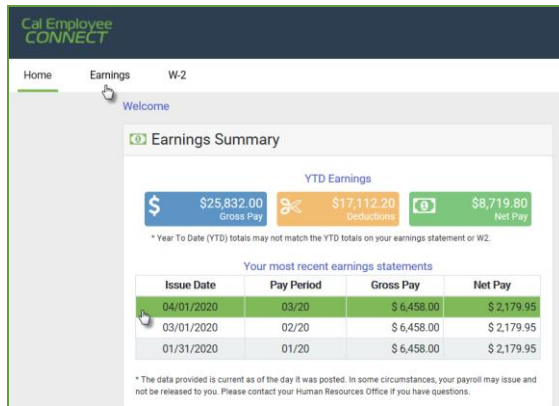
- 1) Go to <https://connect.sco.ca.gov/> and click Login.
- 2) Enter your user name and password, then click Submit.



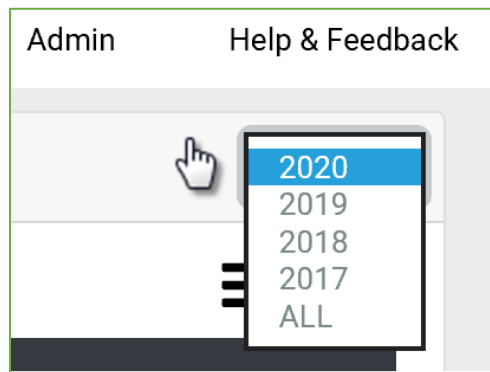
The screenshot shows a login form with a header bar containing a green right-pointing arrow icon and the text "Login". Below the header, there are two input fields: "User Name" and "Password". Under the "User Name" field is a blue link "Forgot User Name?". Under the "Password" field is a blue link "Forgot Password?". 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.

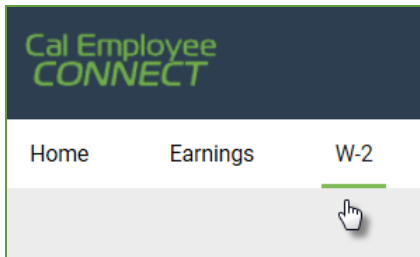


- 3) To get more details on a particular statement, double-click on the desired row.
- 4) To download a PDF, click View/Download this Earnings Statement, then select the download button and save to your computer. (You will only have the option to download your earnings statement if you are enrolled in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

AGY/UNIT	051-220	Pay Period	02/20	Direct Dep #	
Tax Year	20	Issue Date	03/01/20	Bank Transit	
Tax Status	Fed	S-01	State	H-01	

## 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

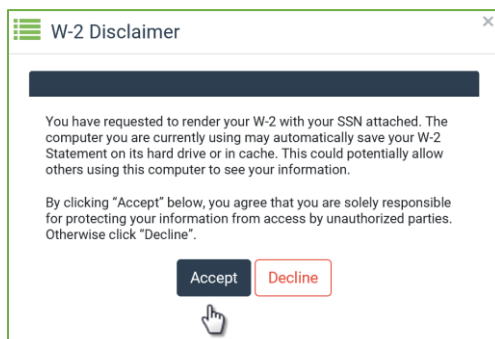
3) To download a PDF, click View/Download this W-2.

W-2 Statement Detail

[View/Download this W-2](#)

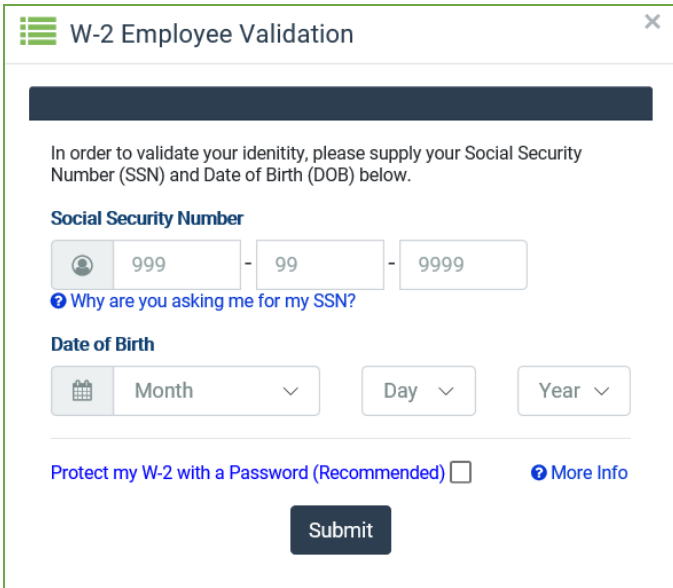
<b>b</b> Employer identification number (EIN)	<b>1</b> Wages, tips, other compensation <b>65,710.00</b>	<b>2</b> Federal income tax withheld <b>4,860.31</b>
<b>c</b> Employer's name, address, and zip code <b>STATE OF CALIFORNIA</b> <b>BETTY T. YEE, CALIFORNIA STATE CONTROLLER</b>	<b>3</b> Social security wages <b>71,465.92</b>	<b>4</b> Social security tax withheld <b>4,430.87</b>
	<b>5</b> Medicare wages and tips	<b>6</b> Medicare tax withheld

a. Accept the Disclaimer.



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

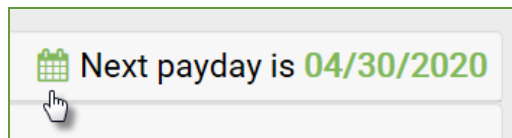
- c. Optional: Encrypt your W-2.
  - Click Protect my W-2 with a Password.
  - Create a password following the prompts, then click Submit.



The image shows a web form titled "W-2 Employee Validation". At the top, there is a dark blue bar with a white close button. Below this, a message 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 the values "999", "99", and "9999" respectively, and a link that says "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 for "More Info". A "Submit" button is located at the very bottom.

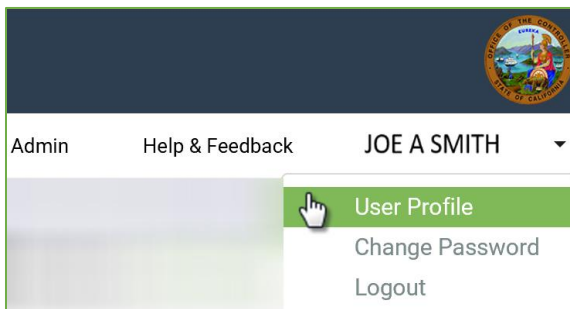
## Calendar

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



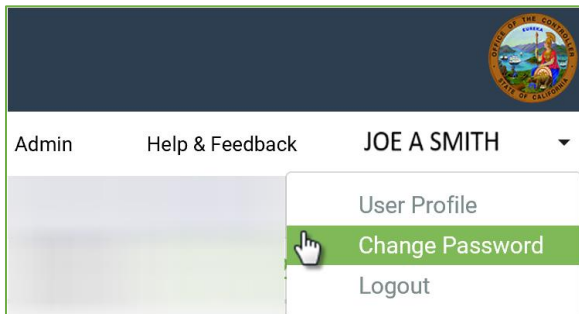
## Personal Data

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



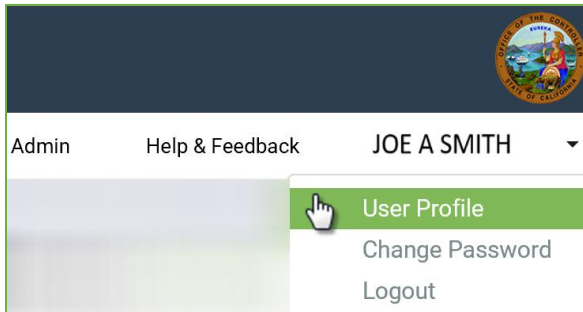
## Change Password

- 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.

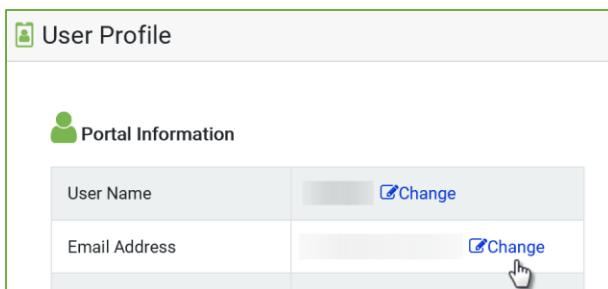


## Change Email

- 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** Cancel

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	<a href="#">Change</a>
Email Address	<a href="#">Change</a>

- 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?

Click Help & Feedback on the top right side of the screen or email [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov).