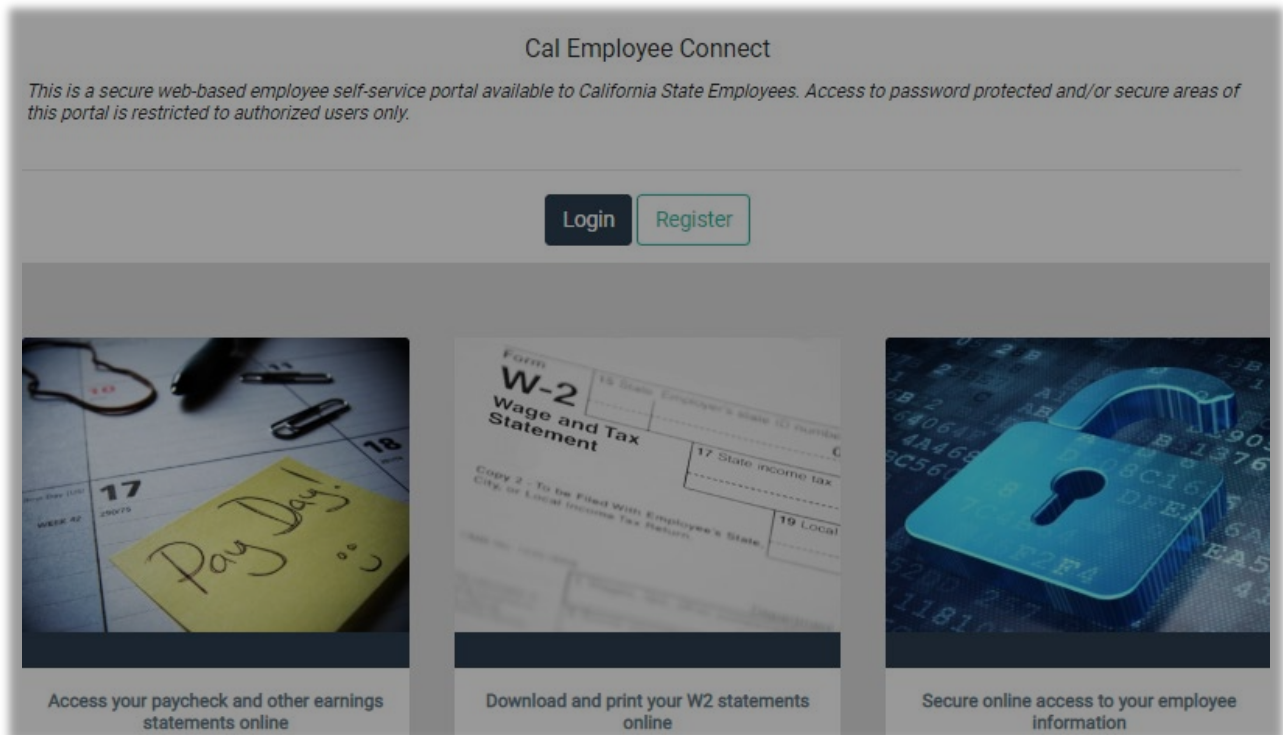


# CSUSM Online Pay Stubs and W2s

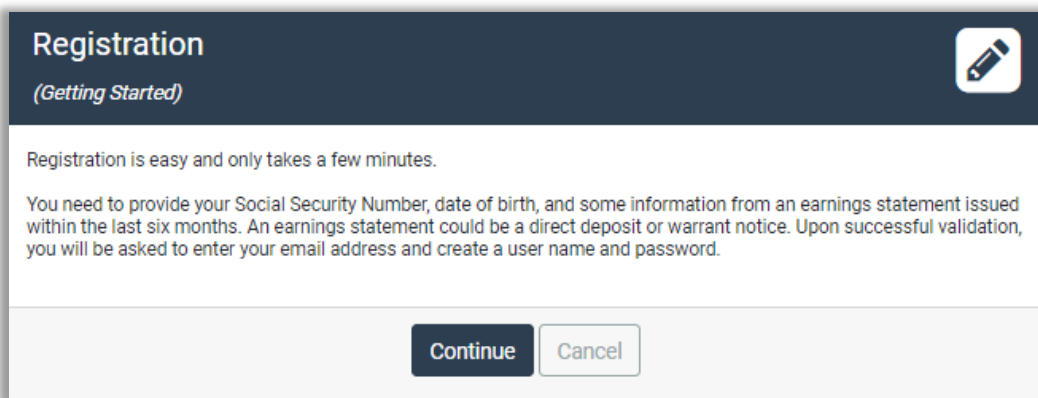
## User Guide for Cal Employee CONNECT



1. Login to <https://connect.sco.ca.gov/>



2. Click "**Continue**"



3. Click "Accept"

**Registration**

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

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](#).

Accept Decline

4. Fill out the "Employee Validation Section"
- a. Department: Select "**CSU, San Marcos**"
  - b. Agency Code: Type in "**251**" as your Agency Code
  - c. Check "**I'm not a robot**" and Click "**Submit**"

**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

CSU, San Marcos

What if my department isn't listed?

Agency Code

251

Help me find this

I'm not a robot reCAPTCHA Privacy - Terms

Submit Cancel

5. Have one of your pay stubs ready, and complete the information, then click **"Submit"**.

*\*If you are using the View My Paycheck feature in [MyCSUSM Employee Self Service](#), this number is referred to as the "Warrant Number". You will need to enter this number with a leading zero and in the format shown in CEC (example: 09-855665). You will also need to add "Total Taxes" and "Total Deductions" together to get the deduction for the verification. \**

**STATE OF CALIFORNIA**  
DIRECT DEPOSIT ADVICE

DIRECT DEPOSIT NUMBER: 09-855665 → Or Warrant Number

AMOUNT DEPOSITED: \$3476.17

D DOB: 016-190

**NOT NEGOTIABLE**

BETTY 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

DCR	DCR	DCR	DCR	DCR	DCR
UNIT 016-190	PAY PERIOD 04/18	SOC SEC NO	OFFICE OF STATE CONTROLLER	6789	
YEAR 18	ISSUE DATE 05/01/18	DIRECT DEF #	09-855665		
STATUS FED 8-02	STATE 8-02	BANK TRANSIT	999-99999		
NET PAY	TOTAL DEDUCTIONS	DEDUCTIONS			
6222.66	5777.09	2745.19			
TO DATE 30515.14					
REG					
ILLAR	DATE	HOURS	RATES	DEDUCTIONS	TOTAL
			6882.66	FEDERAL TAX	711.58

**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: [ ] / [ ] / [ ]

Earnings Statement Number: [ ]

Total Deductions: \$ [ ]

Help me find this

Please enter the total deductions on the earnings statement you specified above.

Submit Cancel

6. Complete the information for the following pages:

a. Employee Validation

The screenshot shows the 'Employee Validation' step of a registration process. At the top, a progress bar indicates four steps: 1. User Agreement, 2. Employee Validation (current step), 3. User Sign-Up, and 4. Email Verification. The page title is 'Registration'. Below the progress bar, there are four main sections for data entry:

- Social Security Number:** Three input fields containing '999', '99', and '9999'. A link below reads 'Why are you asking me for my SSN?'.
- Date of Birth:** Three dropdown menus labeled 'Month', 'Day', and 'Year'.
- Earnings Statement Number:** A single input field containing '99-999999'. A link below reads 'Help me find this. (I have Direct Deposit) or (I have a Paper Warrant)'.
- Total Deductions:** A single input field containing '\$ 9999.99'. A link below reads 'Help me find this'.

At the bottom right, there are two buttons: 'Submit' and 'Cancel'.

b. User Sign-Up

The screenshot shows the 'User Sign-Up' step of a registration process. At the top, a progress bar indicates four steps: 1. User Agreement, 2. Employee Validation, 3. User Sign-Up (current step), and 4. Email Verification. The page title is 'Registration'. Below the progress bar, there are four main sections for data entry:

- Email Address:** Two input fields labeled 'Email' and 'Confirm Email'.
- Desired User Name:** A single input field labeled 'Username'.
- Password:** Two input fields labeled 'Password' and 'Confirm Password'. A link to the right reads 'Password Requirements'.

At the bottom right, there are two buttons: 'Submit' and 'Cancel'.

c. Email Verification

### Registration

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 **04-06-2020 12:51:04 PM**.  
Do not close this browser window until finishing the registration process.

**Email Verification Code**

**Submit**

d. Registration Complete

### ✔ Registration Complete

**Congratulations! You have successfully registered.**  
A confirmation email has been sent to you. You may now [log in](#).

7. Once registered, you will be able to log in at any time to do the following:
  - a. View and print you earnings statement paychecks and the PDF of the Pay Stub for the current tax year and 3 years prior
  - b. View and print W-2 information: 4 years are available

Cal Employee CONNECT

Home Earnings W2 Help & Feedback

Welcome Last Visit: 04-10-2020 01:28:30 PM

**Earnings Summary**

YTD Earnings

Gross Pay Deductions Net Pay

\* Year To Date (YTD) totals may not match the YTD totals on your earnings statement or W2.

Your most recent earnings statements

Issue Date	Pay Period	Gross Pay	Net Pay
04/03/2020	03/20	\$	\$
04/01/2020	03/20	\$	\$
03/01/2020	02/20	\$	\$

\* The data provided is current as of the day it was posted. In some circumstances, your payroll may issue and not be released to you. Please contact your Human Resources Office if you have questions.

**Next payday is 04/30/2020**

**Leave Balances**

**Note:**

This area reserved for employee leave balance data from the California Leave Accounting (CLAS) system. If you are seeing this message, it is because your department does not utilize the CLAS system.

**What's New?**

**Cal Employee Connect Availability Due To COVID-19 Notice**

In light of the current COVID-19 emergency declaration, we recognize many state employees are now working from home or in alternative locations. In order to accommodate these challenges and do our part towards encouraging social distancing, you may now access Cal Employee Connect from any location using any device, including your home computer.

*Need More Assistance?*

You also can find answers to frequently asked questions at [Connect CEC FAQs](#).

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