

Job Aid

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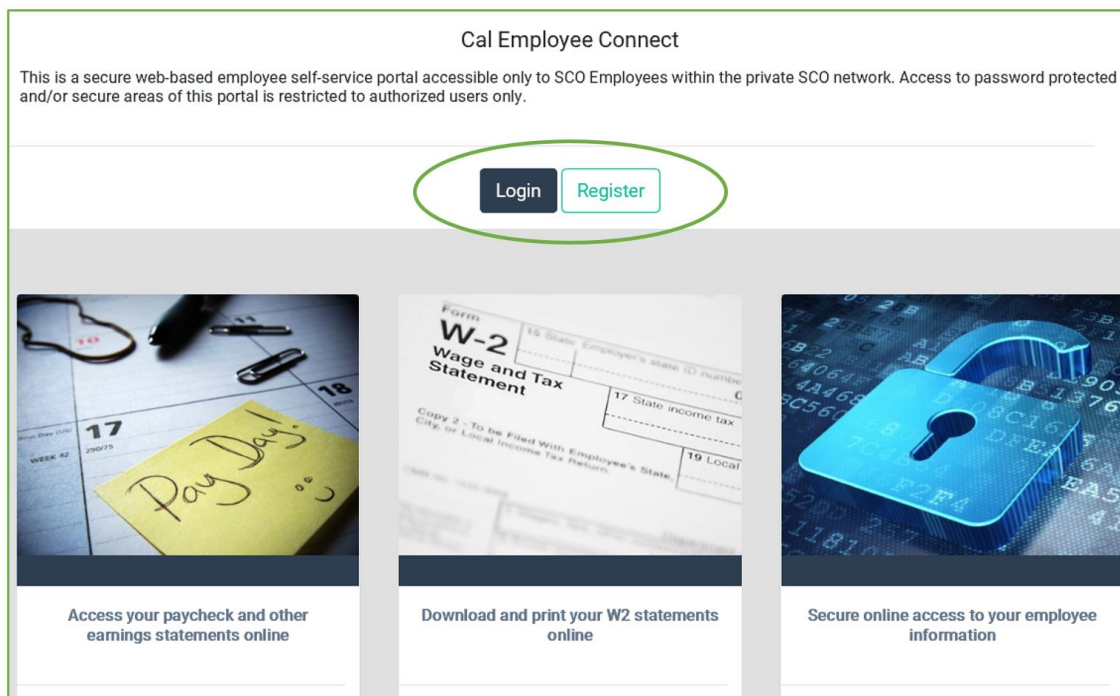
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Register

- 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
09-855665

AMOUNT DEPOSITED: DOLLARS \$3476.87 CENTS 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 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

GROSS PAY		TAXABLE GROSS	DEDUCTIONS	NET PAY
CURRENT	6222.66	5777.09	2745.79	3476.87
YEAR-TO-DATE ¹	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

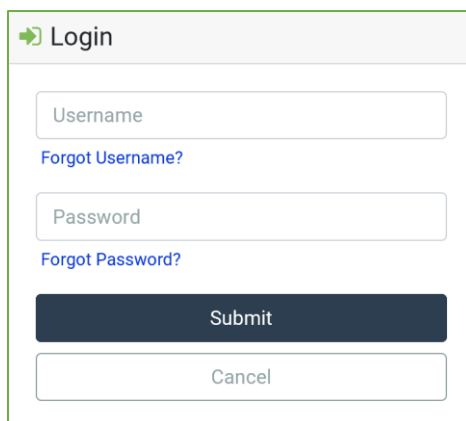
Not using Direct Deposit? Your Earnings Statement number will be labeled Warrant #.

- 6) Create login details by entering your email address and your preferred username 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.

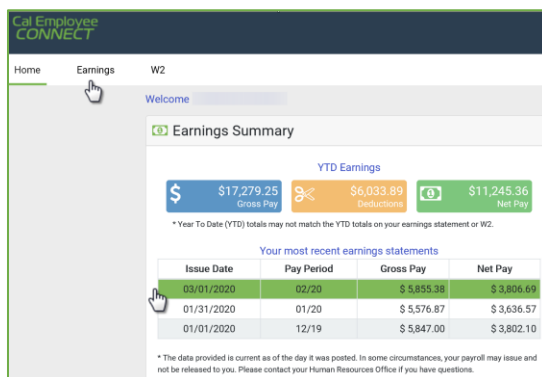
Log In

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



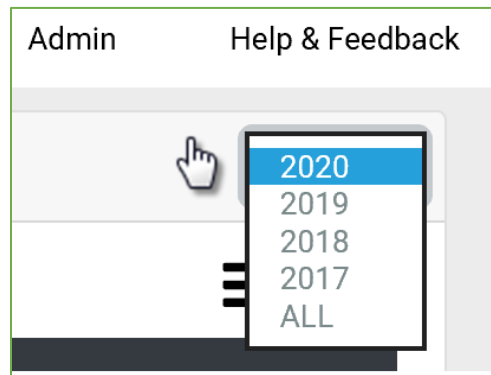
Look at Earnings Statement

- 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.

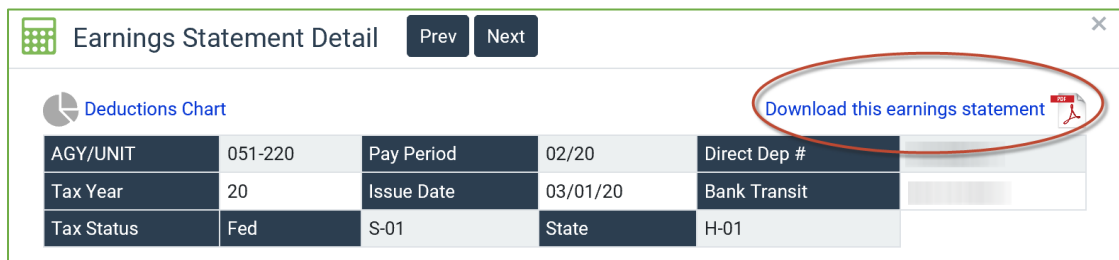


Issue Date	Pay Period	Gross Pay	Net Pay
03/01/2020	02/20	\$ 5,855.38	\$ 3,806.69
01/31/2020	01/20	\$ 5,576.87	\$ 3,636.57
01/01/2020	12/19	\$ 5,847.00	\$ 3,802.10

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

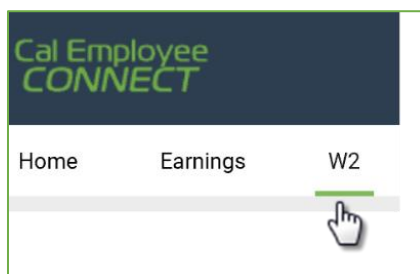


- 3) To get more details on a particular statement, double-click on the desired row.
- 4) To download a PDF, click View/Download this Earnings Statement, then select the download button and save to your computer. (You will only have the option to download your earnings statement if you are enrolled in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




Look at W2

- 1) At the employee dashboard on the top of the screen, click W2.




2) Click a row to view your W2 for that tax year.

W-2 Statements			
2019 W-2s Are Here			
You can now view your 2019 W-2 Statement on Cal Employee Connect. Your 2019 Form W-2 will be mailed on or before January 31, 2020 per SCO's Payroll Letter #19-023			
<i>Click on any row in the table to view W-2 detail.</i>			
Tax Year	Total Wages	Federal Tax	State Tax
 2019	56,548.28	5,979.00	1,222.47
2018	53,317.20	4,384.24	1,819.20
2017	37,956.60	3,733.74	1,240.78

3) To download a PDF, click View/Download this W2.

W2 Statement Detail			
Download this W-2 			
b Employer Identification number (EIN)	1 Wages, tips, other compensation	2 Federal Income tax withheld	
	56,548.28	5,979.00	
c Employer's name, address, and zip code	3 Social security wages	4 Social security tax withheld	

a. Accept the Disclaimer.



W-2 Disclaimer

You have requested to render your W-2 with your SSN attached. The computer you are currently using may automatically save your W-2 Statement on its hard drive or in cache. This could potentially allow others using this computer to see your information.

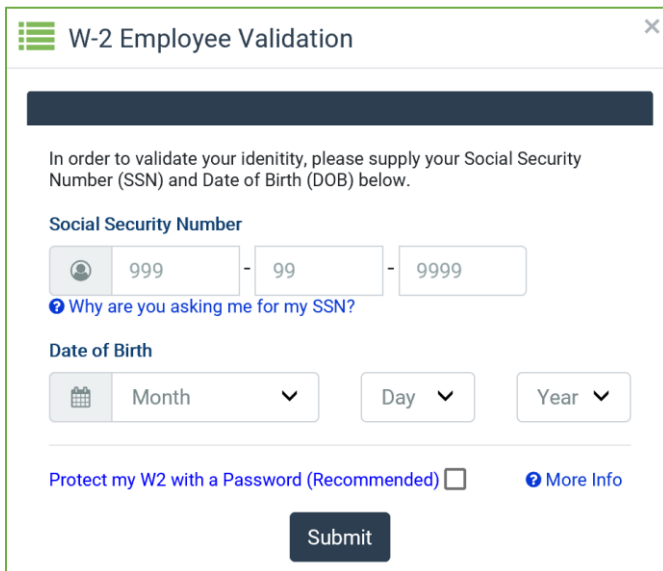
By clicking "Accept" below, you agree that you are solely responsible for protecting your information from access by unauthorized parties. Otherwise click "Decline".

Accept

Decline

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

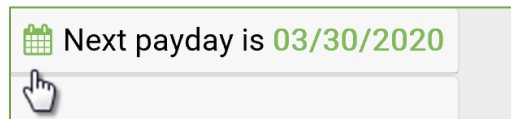
- c. Optional: Encrypt your W2.
- Click Protect my W2 with a Password.
 - Create a password following the prompts, then click Submit.



The image shows a web form titled "W-2 Employee Validation". It contains instructions to provide a Social Security Number (SSN) and Date of Birth (DOB). The SSN field is split into three parts: "999", "99", and "9999". Below the SSN field is a link "Why are you asking me for my SSN?". The Date of Birth field consists of three dropdown menus labeled "Month", "Day", and "Year". At the bottom, there is a checkbox for "Protect my W2 with a Password (Recommended)" and a "More Info" link. A "Submit" button is located at the bottom right.

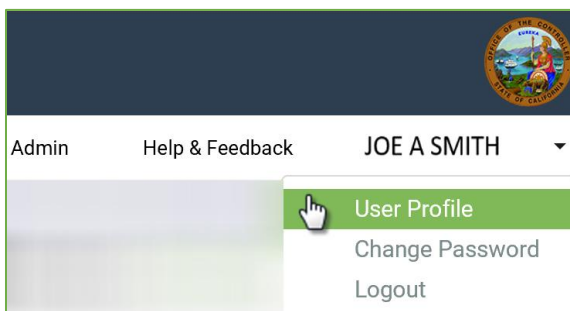
Calendar

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



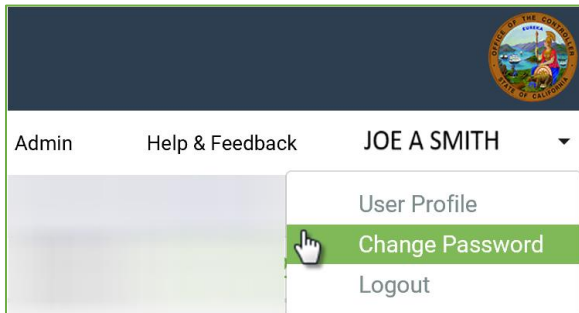
Personal Data

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



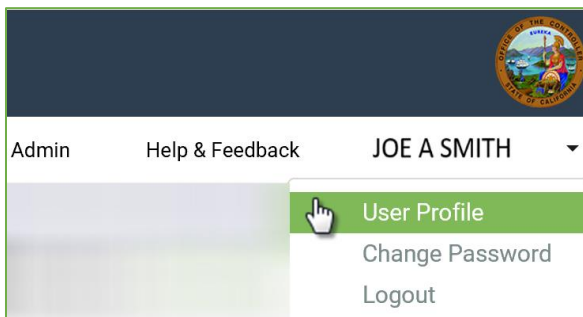
Change Password

- 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.

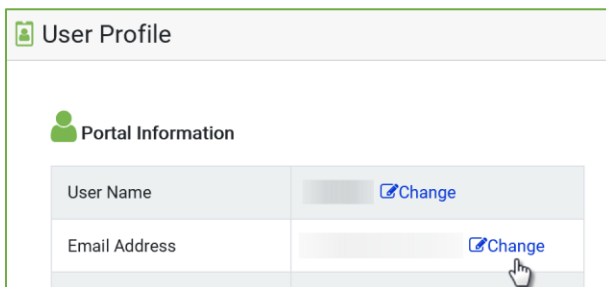


Change Email

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

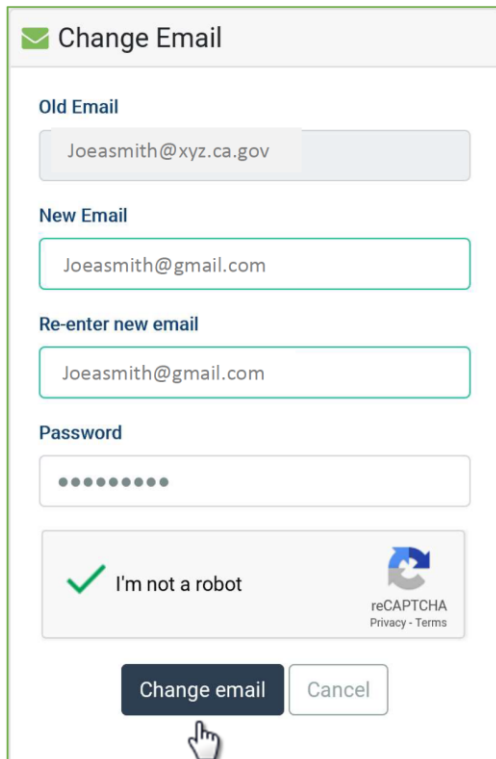


- 2) Click the change tool and enter your new email.



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

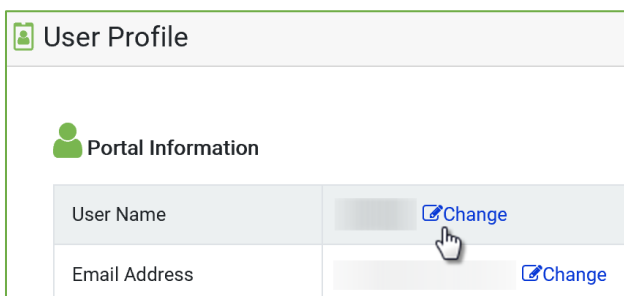
- 4) Click “I’m not a robot” and click Change Email.



- 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.

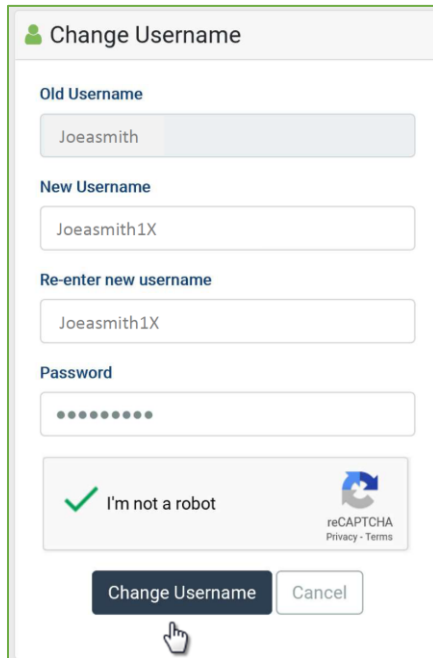
Change User Name

- 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.



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

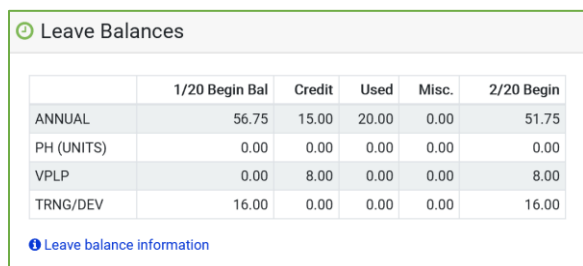
- 4) Click “I’m not a robot” and click Change Username.



- 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.



	1/20 Begin Bal	Credit	Used	Misc.	2/20 Begin
ANNUAL	56.75	15.00	20.00	0.00	51.75
PH (UNITS)	0.00	0.00	0.00	0.00	0.00
VPLP	0.00	8.00	0.00	0.00	8.00
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.