

Job Aid

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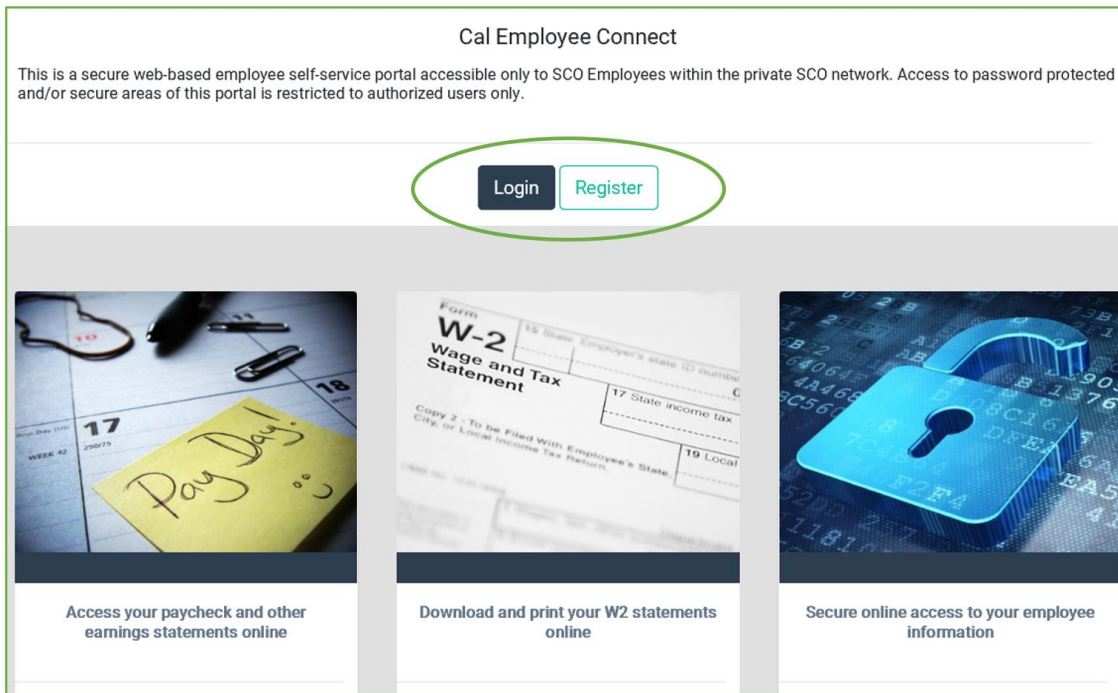
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Register

- 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.”

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

STATE OF CALIFORNIA		STATEMENT OF EARNINGS AND DEDUCTIONS		OFFICE OF STATE CONTROLLER	
J D DOE	AGY/UNIT 016-190	PAY PERIOD 04/18	SOC SEC NO 6789	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 6222.66	TAXABLE GROSS 5777.09	DEDUCTIONS 2745.79	NET PAY 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
				SEI1000F	89.71

- 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

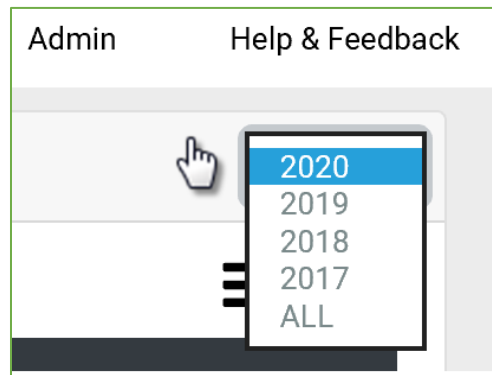
- 1) Go to <https://connect.sco.ca.gov> and click Login.
- 2) Enter your username and password, then click Submit.

Look at Earnings Statement

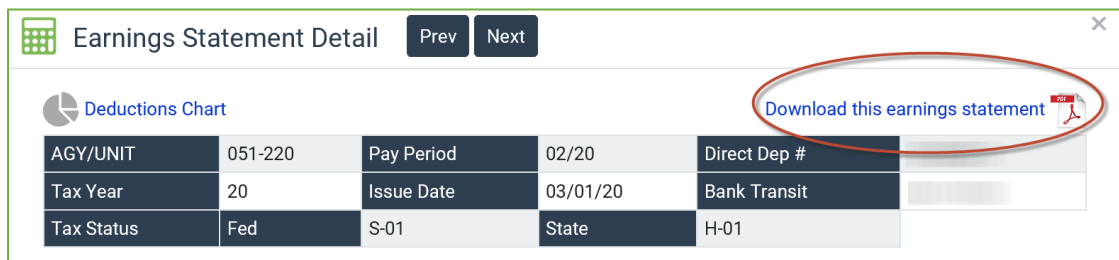
- 1) There are two ways to get to earnings statements.
 - In the Earnings Summary, click an earnings statement.
 - At the employee dashboard on the top of the screen, click Earnings.

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.

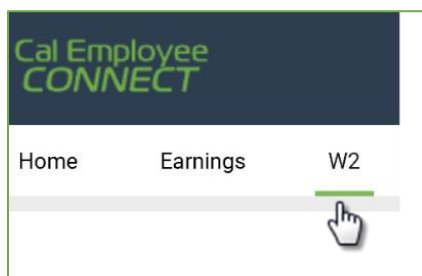


- 3) To get more details on a particular statement, double-click on the desired row.
- 4) To download a PDF, click View/Download this Earnings Statement, then select the download button and save to your computer. (You will only have the option to download your earnings statement if you are enrolled in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

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

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 56,548.28	2 Federal Income tax withheld 5,979.00
c Employer's name, address, and zip code	3 Social security wages	4 Social security tax withheld

a. Accept the Disclaimer.

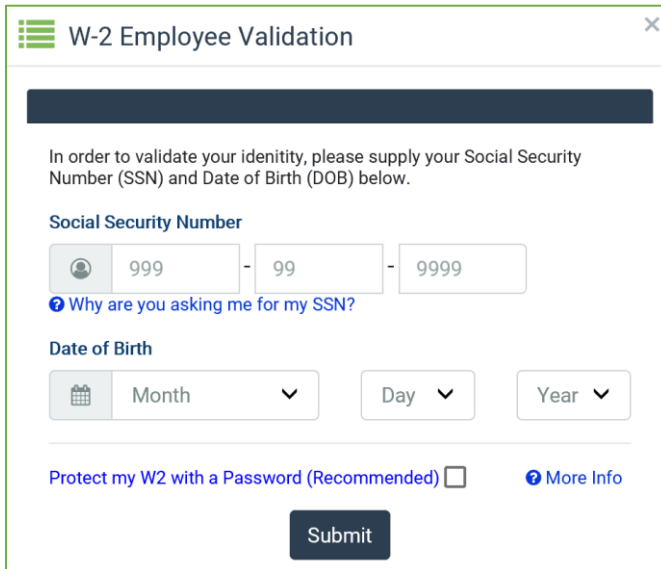
W-2 Disclaimer

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".

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

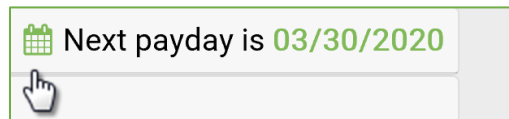
- c. Optional: Encrypt your W2.
- Click Protect my W2 with a Password.
 - Create a password following the prompts, then click Submit.



The image shows a web form titled "W-2 Employee Validation". At the top, there is a dark blue bar with a white close button (X). Below this, 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. Below the SSN fields is a blue 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 W2 with a Password (Recommended)" which is currently unchecked, and a blue link "More Info". A dark blue "Submit" button is located at the bottom center.

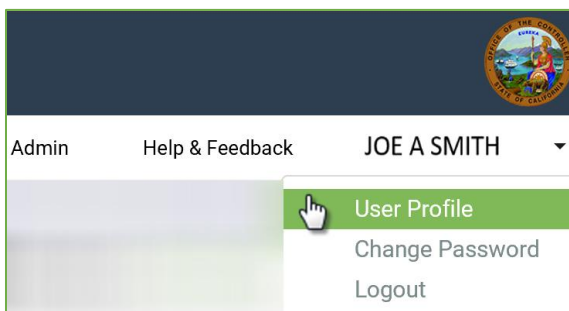
Calendar

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



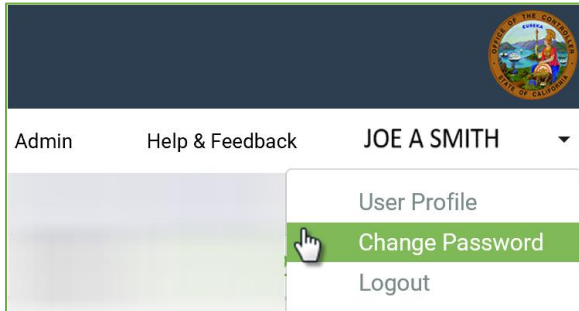
Personal Data

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



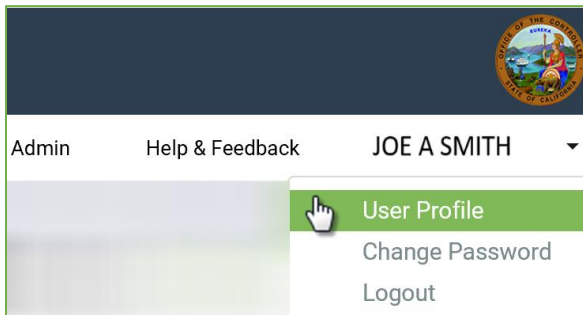
Change Password

- 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.

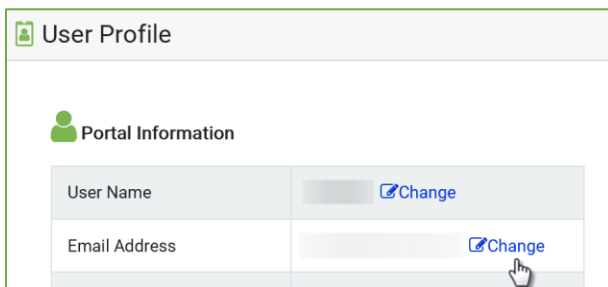


Change Email

- 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	<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 Username.


Change Username

Old Username
Joeasmith

New Username
Joeasmith1X

Re-enter new username
Joeasmith1X

Password
●●●●●●●●

I'm not a robot  reCAPTCHA
Privacy - Terms

Change Username 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.

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.

Leave Balances

	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.