

## Job Aid

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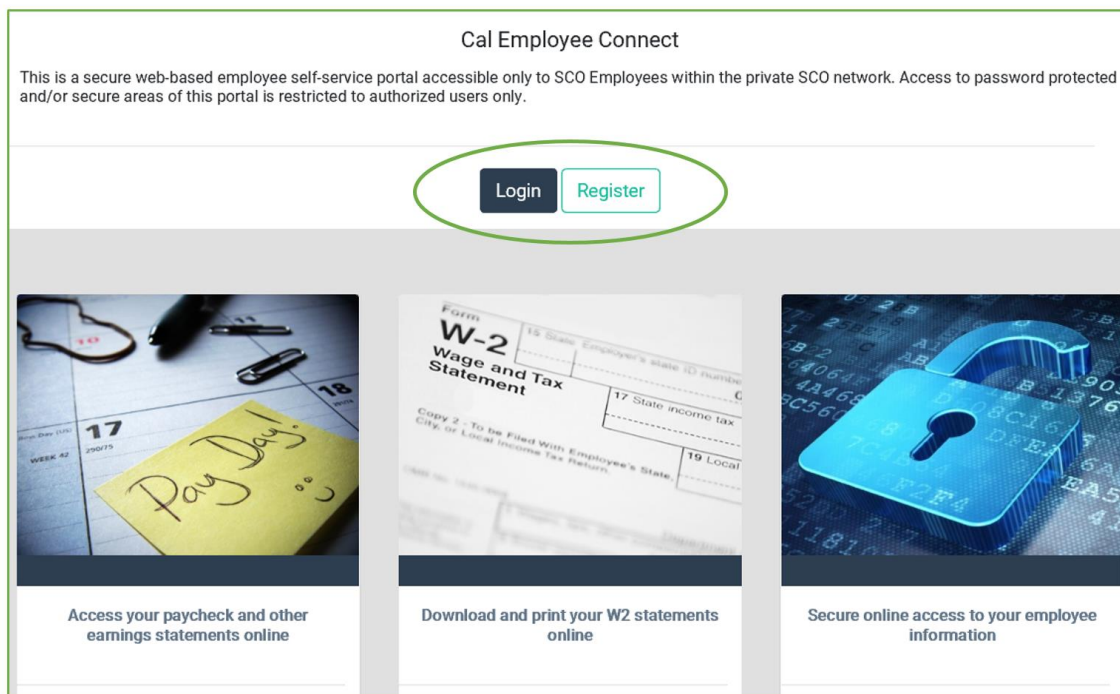
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### Register

- 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. (Cal Poly Pomona is Agency 196)

**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 CENTS  
\$\*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 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 <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	1.00
				FED TAX ADJ	667.00
				SEIU1000F	89.71

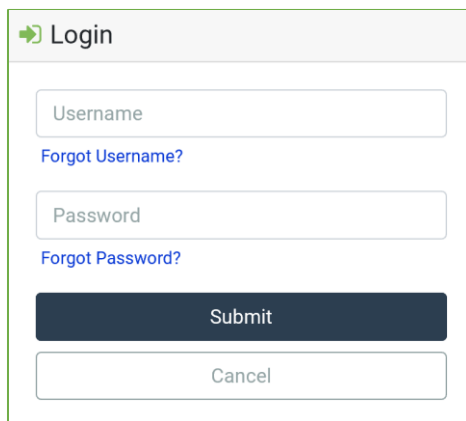
**Not** using Direct Deposit? Your Earnings Statement number will be labeled Warrant #.

- 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

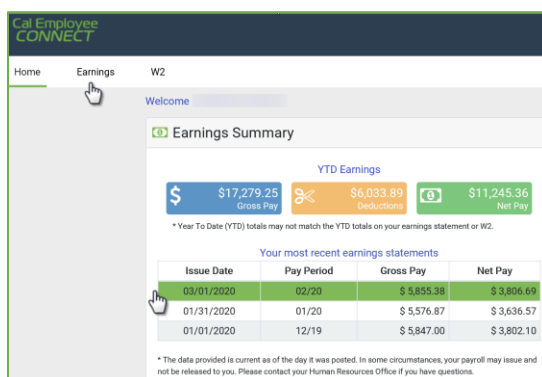
- 1) Go to <https://connect.sco.ca.gov> and click Login.
- 2) Enter your username and password, then click Submit.



The screenshot shows a login form titled "Login" with a green arrow icon. It contains two input fields: "Username" and "Password". Below the "Username" field is a link "Forgot Username?". Below the "Password" field is a link "Forgot Password?". At the bottom are two buttons: "Submit" (dark blue) and "Cancel" (light gray).

## Look at Earnings Statement

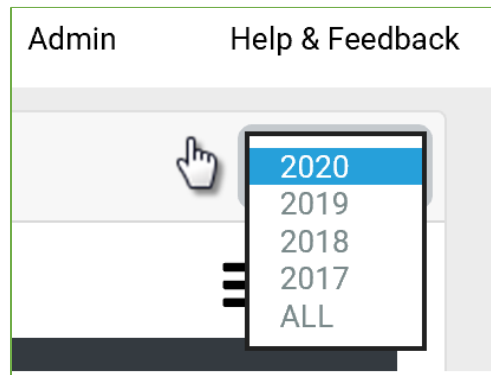
- 1) There are two ways to get to earnings statements.
  - In the Earnings Summary, click an earnings statement.
  - At the employee dashboard on the top of the screen, click Earnings.



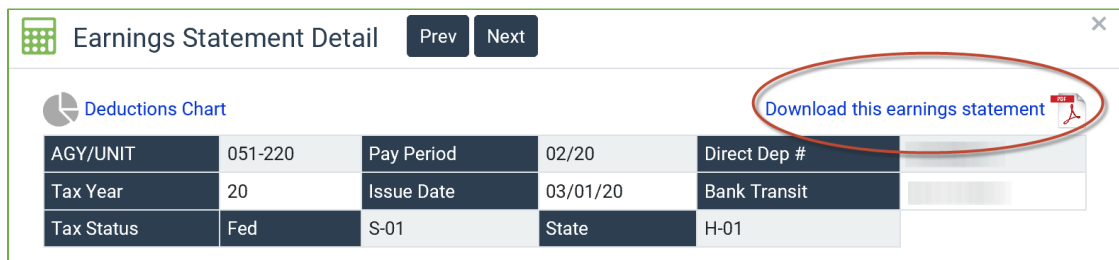
The screenshot shows the "Cal Employee CONNECT" dashboard. The "Earnings" tab is selected. The "Earnings Summary" section displays YTD Earnings: Gross Pay of \$17,279.25, Deductions of \$6,033.89, and Net Pay of \$11,245.36. Below this is a table titled "Your most recent earnings statements" with columns for Issue Date, Pay Period, Gross Pay, and Net Pay. A hand cursor is pointing at the first row of the table.

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.

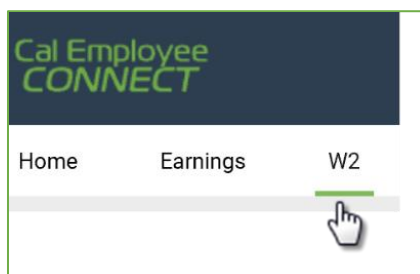


- 3) To get more details on a particular statement, double-click on the desired row.
- 4) To download a PDF, click View/Download this Earnings Statement, then select the download button and save to your computer. (You will only have the option to download your earnings statement if you are enrolled in 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			
<b>2019 W-2s Are Here</b>			
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 <a href="#">Payroll Letter #19-023</a>			
<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			
<a href="#">Download this W-2</a> 			
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.

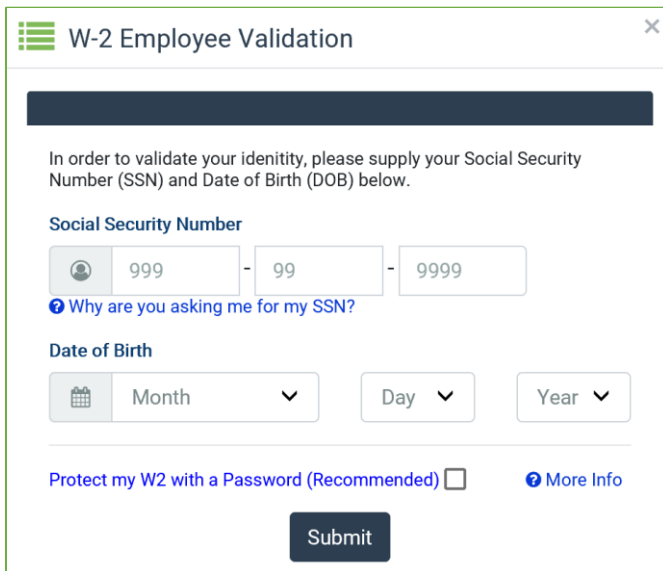
By clicking "Accept" below, you agree that you are solely responsible for protecting your information from access by unauthorized parties. Otherwise click "Decline".

Accept

Decline

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

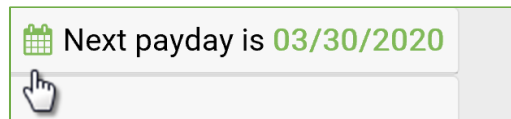
- c. Optional: Encrypt your W2.
- Click Protect my W2 with a Password.
  - Create a password following the prompts, then click Submit.



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 labeled "Protect my W2 with a Password (Recommended)" and a link "More Info". A "Submit" button is located at the bottom right.

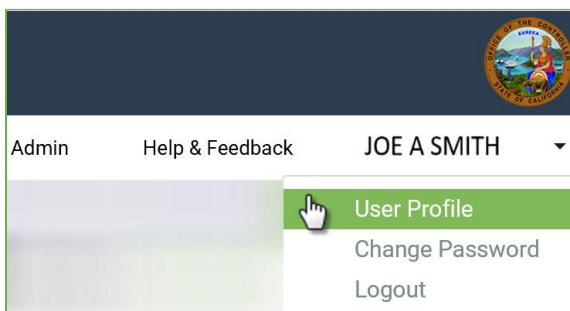
## Calendar

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



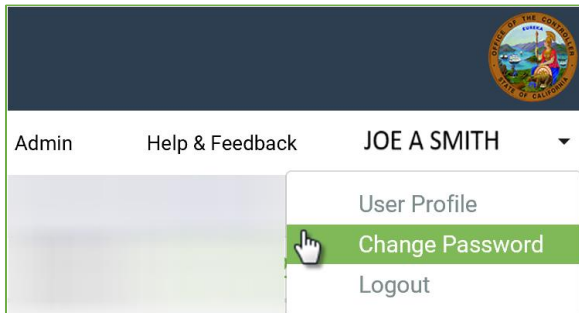
## Personal Data

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



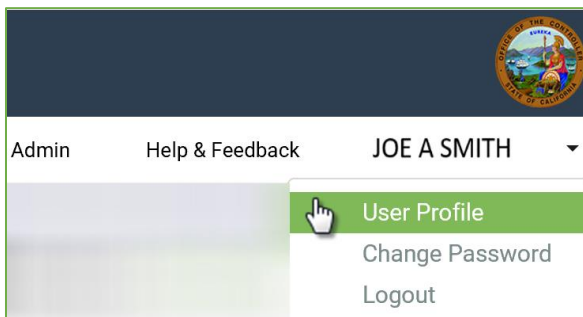
## Change Password

- 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.

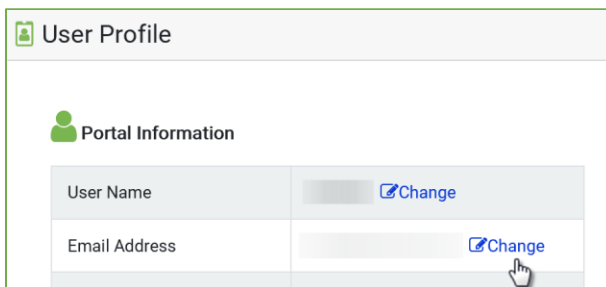


## Change Email

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

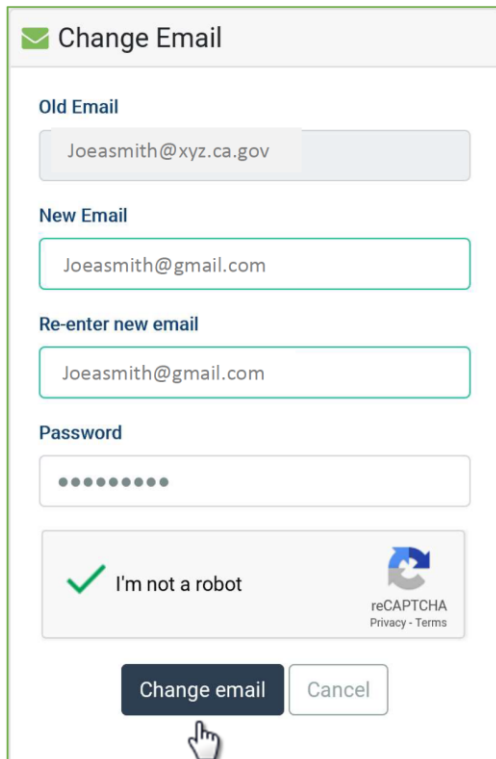


- 2) Click the change tool and enter your new email.



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

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

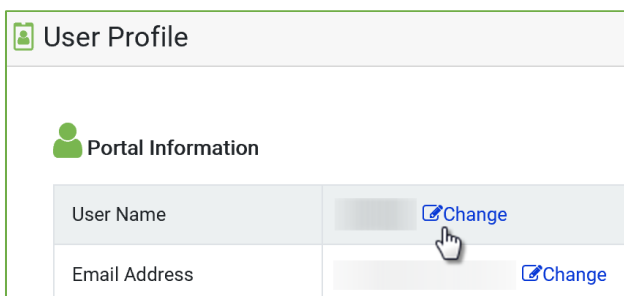


The image shows a 'Change Email' form. At the top is a green checkmark icon and the title 'Change Email'. Below this are four input fields: 'Old Email' (containing 'Joeasmith@xyz.ca.gov'), 'New Email' (containing 'Joeasmith@gmail.com'), 'Re-enter new email' (containing 'Joeasmith@gmail.com'), and 'Password' (containing ten dots). Below the password field is a reCAPTCHA section with a green checkmark, the text 'I'm not a robot', and a reCAPTCHA logo with links for 'Privacy' and 'Terms'. At the bottom are two buttons: 'Change email' (dark blue) and 'Cancel' (light blue). A mouse cursor is pointing at the 'Change email' button.

- 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.

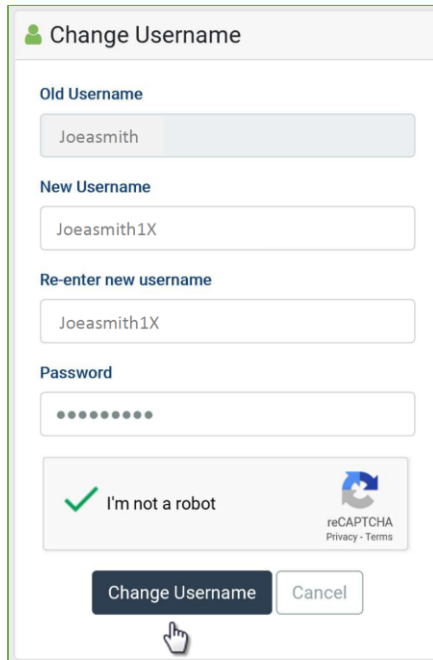


The image shows a 'User Profile' form. At the top is a green person icon and the title 'User Profile'. Below this is a section titled 'Portal Information' with a green person icon. There are two rows of information: 'User Name' and 'Email Address'. Each row has a text input field and a blue 'Change' link with a pencil icon. A mouse cursor is pointing at the 'Change' link for the 'User Name' field.

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



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



The screenshot shows a web form titled "Change Username" with a user icon. It contains the following fields and elements:

- Old Username:** A text box containing "Joeasmith".
- New Username:** A text box containing "Joeasmith1X".
- Re-enter new username:** A text box containing "Joeasmith1X".
- Password:** A text box with masked characters (dots).
- reCAPTCHA:** A box with a green checkmark, the text "I'm not a robot", and a "reCAPTCHA Privacy - Terms" link.
- Buttons:** A dark blue "Change Username" button and a light gray "Cancel" button.

A mouse cursor is pointing at the "Change Username" button.

- 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.

### 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).