

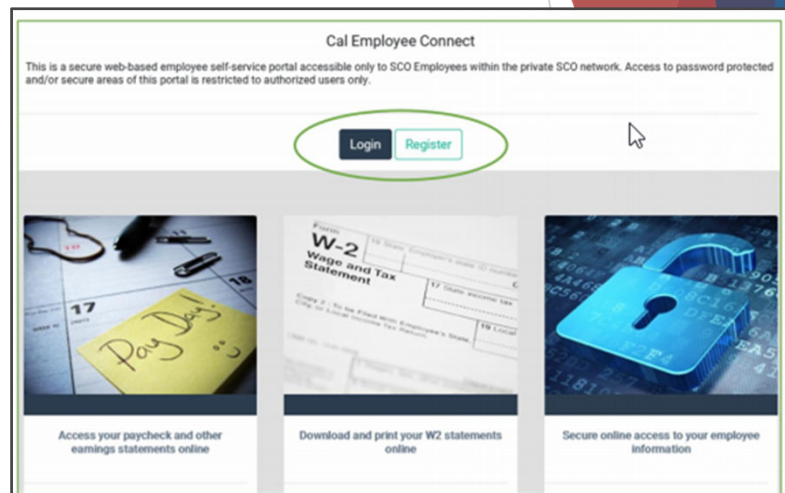
How to Enroll in Cal Employee Connect

To Gain Access to Pay Stubs, W-2 and more

Register

To register go to
connect.sco.ca.gov

You will need a recent
pay stub or access to
paychecks on
my.fresnostate.edu



Read User Agreement

Read the agreement and click “Accept”

The screenshot shows the 'Registration' process with four steps: 1. User Agreement (highlighted), 2. Employee Validation, 3. User Sign-Up, and 4. Email Verification. A warning icon is in the top right. The main text reads: '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.' It continues with information about the State Controller's Office (SCO) security measures and the shared responsibility of security. It also states that access to the portal requires a user name and password created through a registration process, and that unauthorized access is unlawful as described in Section 502 of the California Penal Code. At the bottom, there are 'Accept' and 'Decline' buttons.

Registration - Agency Code

Department name is listed as: **CSU, Fresno**

Fresno State Employee's agency code is "213"

The screenshot shows the 'Registration' process with four steps: 1. User Agreement, 2. Employee Validation (highlighted), 3. User Sign-Up, and 4. Email Verification. A warning icon is in the top right. The main text reads: '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.' Below this, there is a 'Department' dropdown menu with the text 'Select your department'. A link 'What if my department isn't listed?' is below it. Then, there is an 'Agency Code' input field with the text '999' and a link 'Help me find this'. At the bottom, there is a checkbox 'I'm not a robot' with a reCAPTCHA logo and 'Privacy - Terms' link. At the very bottom, there are 'Submit' and 'Cancel' buttons. Two red arrows point from the text on the left to the 'Department' dropdown and the 'Agency Code' input field.

Basic Information

Fill out the information requested

Social Security Number

999 - 99 - 9999

[Why are you asking me for my SSN?](#)

Date of Birth

Month Day Year

Earning Statement Number

The simplest way is through your My.FresnoState:
my.fresnostate.edu>Employee Self Service> View Paycheck>Paycheck Number

View Paycheck

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
06/01/2020	View Paycheck	California State Univ, Fresno	05/01/2020	05/31/2020		8722877

Earnings Statement Number

99-999999

[Help me find this. \(I have Direct Deposit\) or \(I have a Warrant\)](#)

First add a "0", followed by the first number, then "-"

Then followed by the rest of the paycheck number
0X-XXXXXX, E.G. 08-722877

Total Deductions

Select Paycheck		
Check Date	View Paycheck	Company
06/01/2020	View Paycheck	California State Univ, Fresno

Click the link titled “View paycheck” on the paycheck row that you just used for your Earning Statement Number

Then take the Gross Earnings (A) minus the Net Pay (B) to get your new deductions (C)

$$A - B = C$$

Paycheck Summary					
Period	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	A				B
YTD					

Total Deductions	
\$	C
Help me find this	



Do not use the number under total deductions. It does not include all deductions needed



Log In Details

Fill out information required

Preferred username and password

Registration

1
2
3
4

User Agreement
Employee Validation
User Sign-Up
Email Verification

Email Address

Email
Confirm Email

Desired User Name

User Name

Password

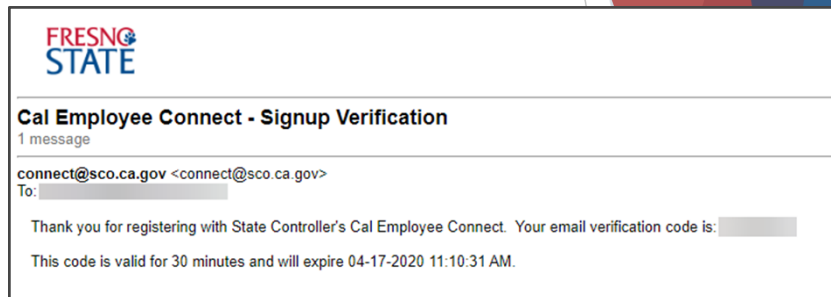
Password
Confirm Password

Submit
Cancel

Verification

Once you type in your email address, a verification code is sent to you

Enter the code in the verification box



User ID

After your information is verified, you will receive another email with your username.

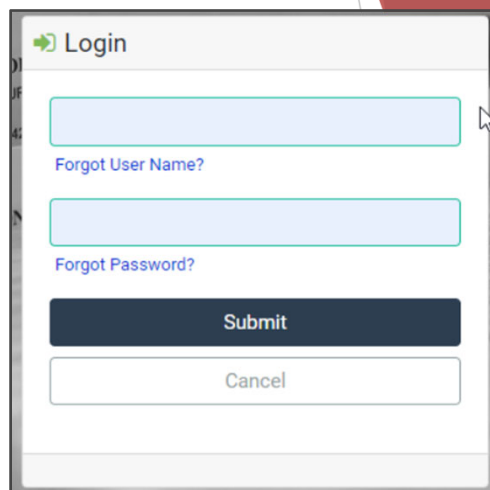
You have successfully registered.



Logging In

Log in at connect.sco.ca.gov

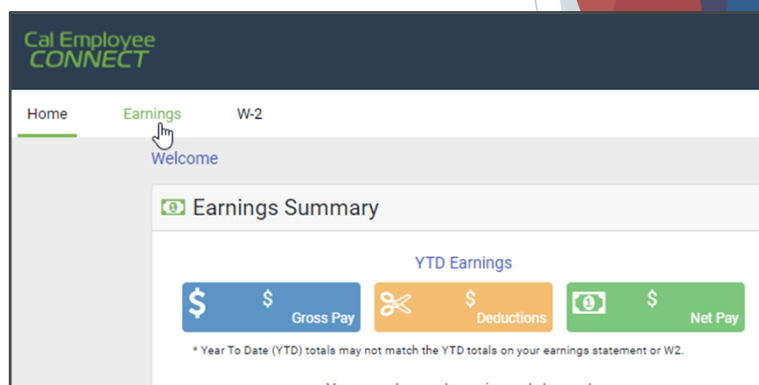
Enter your username and password



The screenshot shows a login window titled "Login" with a green arrow icon. It contains two input fields: the first is for the username, with a link "Forgot User Name?" below it; the second is for the password, with a link "Forgot Password?" below it. At the bottom are two buttons: "Submit" (dark blue) and "Cancel" (light gray).

Looking at Earning Statements

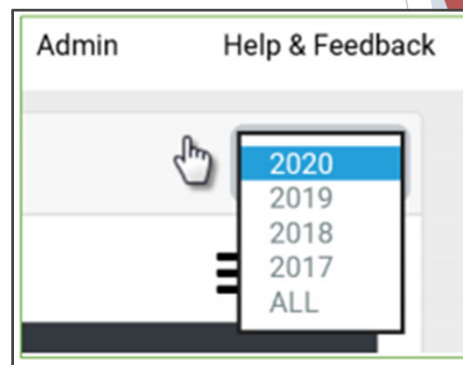
On the employee dashboard on the top of the screen, select "Earnings"



The screenshot shows the "Cal Employee CONNECT" dashboard. The top navigation bar has "Home", "Earnings" (highlighted with a green underline and a mouse cursor), and "W-2". Below the navigation bar is a "Welcome" message. The main content area is titled "Earnings Summary" and displays "YTD Earnings" with three summary cards: "Gross Pay" (blue), "Deductions" (orange), and "Net Pay" (green). A disclaimer at the bottom states: "* Year To Date (YTD) totals may not match the YTD totals on your earnings statement or W2." Below this is a link: "Your most recent earnings statements".

Earnings from a Previous Year

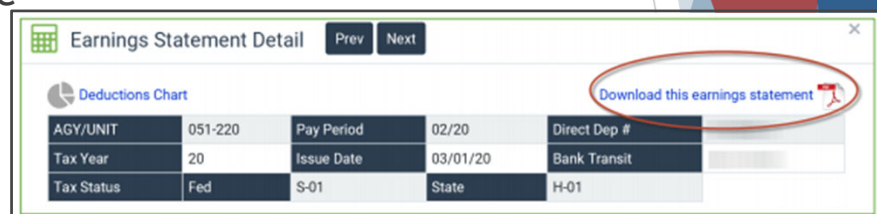
To look at earnings from the previous years, select the dropdown table on the right side of the screen



Earning Statement In Detail

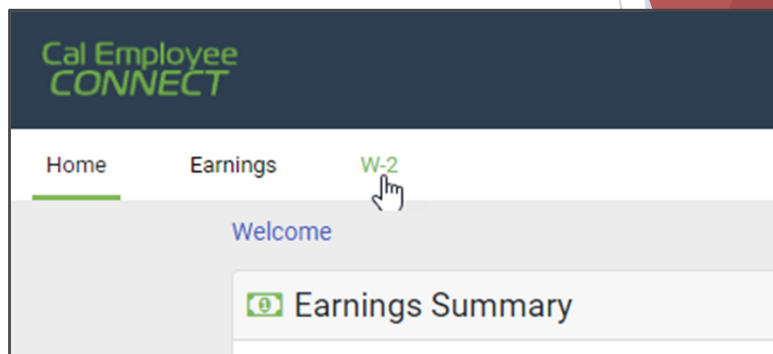
You can double click the earnings row to view more details

You can then download into a PDF



W2

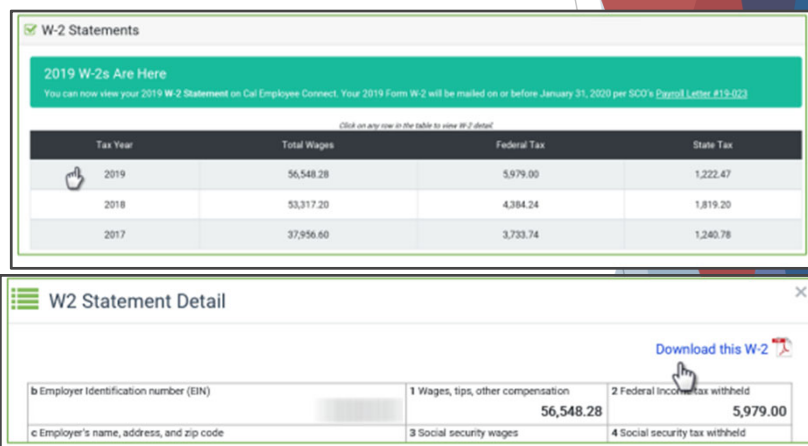
At the employee dashboard on the top left of the screen, select W2



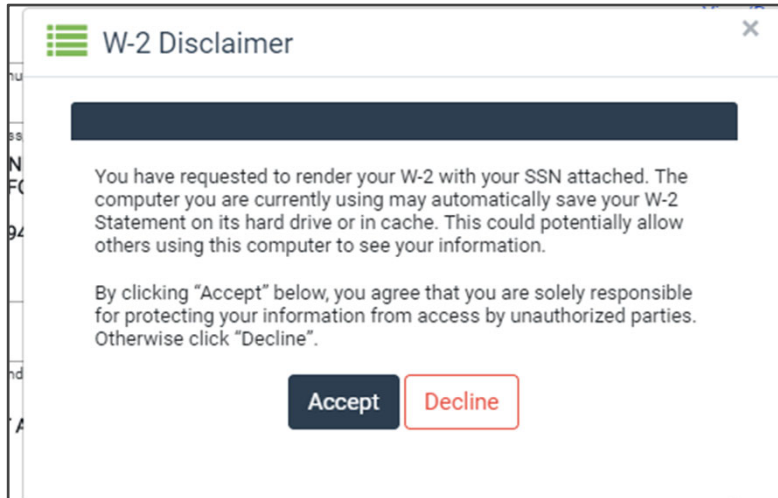
W2 continued

Select the row for your W2 for that tax year

To download a PDF, select “view/download”



Accept the Disclaimer



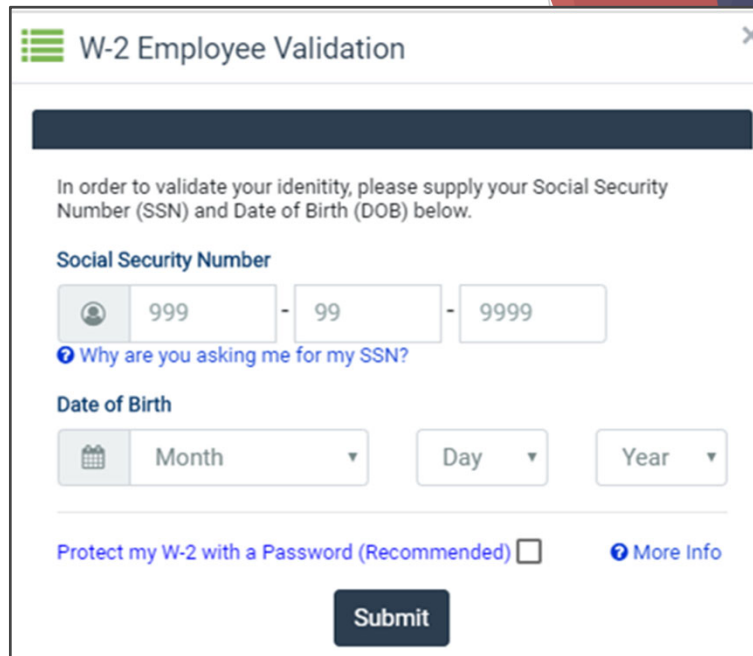
W-2 Disclaimer

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".

Verify Information

Verify using your
SSN and DOB



W-2 Employee Validation

In order to validate your identity, please supply your Social Security Number (SSN) and Date of Birth (DOB) below.

Social Security Number

- -

[Why are you asking me for my SSN?](#)

Date of Birth

☐ Protect my W-2 with a Password (Recommended) [More Info](#)