

Direct Deposit

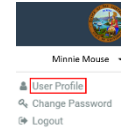
Direct Deposit enrollment and changes are now being processed through Cal Employee CONNECT (CEC)!

CEC is a secure website developed by the State Controller’s Office (SCO) for all state employees to review payment stubs and obtain W-2 information. Direct Deposit enrollment and changes require you to enable the Multifactor Authentication (MFA); instructions are provided below. New employees will receive their first payment as a live pay warrant. Information obtained from that warrant is needed to register for CEC.

**** To sign up for direct deposit you must be registered for [California Employee Connect](https://connect.sco.ca.gov/register). Step-by-step registration instructions can be found on our payroll website, by clicking on the CEC icon (<https://adminfinance.fresnostate.edu/hr/payroll/>).****

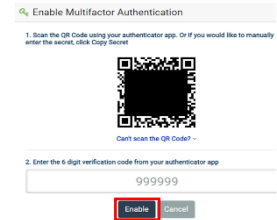
Enabling MFA

1. Log on to [California Employee Connect](https://connect.sco.ca.gov/register) (<https://connect.sco.ca.gov/register>)
2. Navigate to the **User Profile** by clicking on your name; click **User Profile**
3. Click **Turn On MFA**
4. Follow the prompts or click **Get Started** once you have one of the MFA apps **installed** on your personal device



(DUO may be the most convenient MFA, as our campus is currently using this app. If you have the DUO app, you will need to add Cal Employee Connect as an account. The SCO has also tested and recommends the above MFA apps.)

5. Scan the **QR Code** or enter the **6-digit verification code** from your app
6. Click **Enable** and you should now be able to process Direct Deposit information.



You can now navigate to Employee Services to access the Direct Deposit features.

Enroll/Change Direct Deposit

1. Log on to: [California Employee Connect](https://connect.sco.ca.gov/register) (<https://connect.sco.ca.gov/register>)
2. Click **Employee Services**
3. Click the **Direct Deposit** icon
4. Select the type of enrollment **New** or **Change**
5. Select account type **Checking** or **Saving**
6. Enter the **routing, account, and institution information.**
7. Click **Submit**

Current Pay Frequency	Type of Enrollment	Account Type	Financial Institution Name
Select Pay Frequency	New	Checking	
Routing Number	Deposit Account Number		
Institution Address	City	State	Zip
			ex: 12345 or 12345-7777
Submit			

CEC Feedback

If you encounter any issues with CEC or need assistance with enabling MFA, please contact CEC directly by navigating to the [Help & Feedback](#) tab within the CEC portal. Please note that this portal is owned and maintained by the SCO and is not part of CSU’s PeopleSoft Self Service. We are excited to participate in this program and we hope you’ll enjoy the convenience of this functionality.

****If you need assistance from Payroll, please contact your [Payroll Technician](#) directly or call (559) 278.2032.****

California Employee Connect (CEC) Registration Guide

Need access to your earnings or W-2 statements issued from the State Controller, sign up for Cal Employee CONNECT!

Option 1 - If you have a pay warrant from the prior six (6) months, follow these steps:

1. Go to: [California Employee Connect](https://connect.sco.ca.gov/register) (https://connect.sco.ca.gov/register)
2. Follow the prompts:
 - Select the Department **CSU, Fresno**
 - Enter the Agency Code **213**
 - Enter your **SSN & DOB**
 - Enter the **Earnings Statement Number** shown as the **Warrant No.** (must include all numbers and hyphen)
 - Enter the **Total Deductions** shown as **Deductions.**

Earnings Statement Number	
STATEMENT OF EARNINGS AND DEDUCTIONS OFFICE OF STATE CONTROLLER	
SOC SEC NO 1234	
WARRANT NO 05-734521	
BANK TRANSIT 999999999	
PAY PERIOD 03/20	
ISSUE DATE 04/01/20	
S-01 STATE S-01	
TAXABLE GROSS	DEDUCTIONS
.00	4691.34
	1234.56
	NET PAY
	3456.78

Total Deductions		
TAXABLE GROSS	DEDUCTIONS	NET PAY
5053.27	2865.93	2569.97
GROSS	DEDUCTIONS	AMOUNT
5295.90	FEDERAL TAX	775.92

- Enter your **personal** email address, **username** and **password**.

Once you enter your email address, a **verification code** will be emailed to you to enter in the **verification box**. Once the verification code is entered, you will receive another email confirming you successfully registered!

Option 2 - If you need to access a pay stub to obtain the information needed, follow these steps:

1. Login to my.fresnostate.edu and navigate to **Employee Self Service > Payroll & Compensation > View Paycheck**
 - **Earnings Statement Number** is shown as the **Paycheck Number** (include a zero and hyphen → **08-236671**)

Select Paycheck						Find View All [Print] [PDF]	First 1-8 of
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	
11/01/2022	View Paycheck	California State Univ, Fresno	10/01/2022	10/31/2022		8236671	

- **Total deductions** can be accessed by clicking on **View Paycheck**

Check Date	View Paycheck	Company
11/01/2022	View Paycheck	California State Univ, Fresno

- **Total deductions = Gross Earnings minus Net Pay (A - B)**

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

2. Follow steps in **Option 1**.

****If you need assistance, please contact your [Payroll Technician](#) directly or call (559) 278.2032.****