

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/>).****

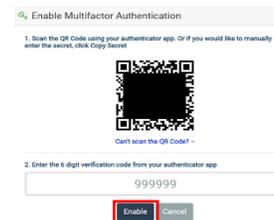
Enabling MFA

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**

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!

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**

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

- Enter the **Earnings Statement Number** shown as the **Warrant No.**
- Enter the **Total Deductions** shown as **Deductions.**

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

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

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

- 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 leading zero → 08-236671)

Select Paycheck						Find View All	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

Please note: When calculating total deductions, if you receive Flex Cash (FLEX), you need to add this into the total deductions. (i.e. Gross – Net + Flex). Enter this amount for Total Deductions.

On the next screen:

- 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!

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