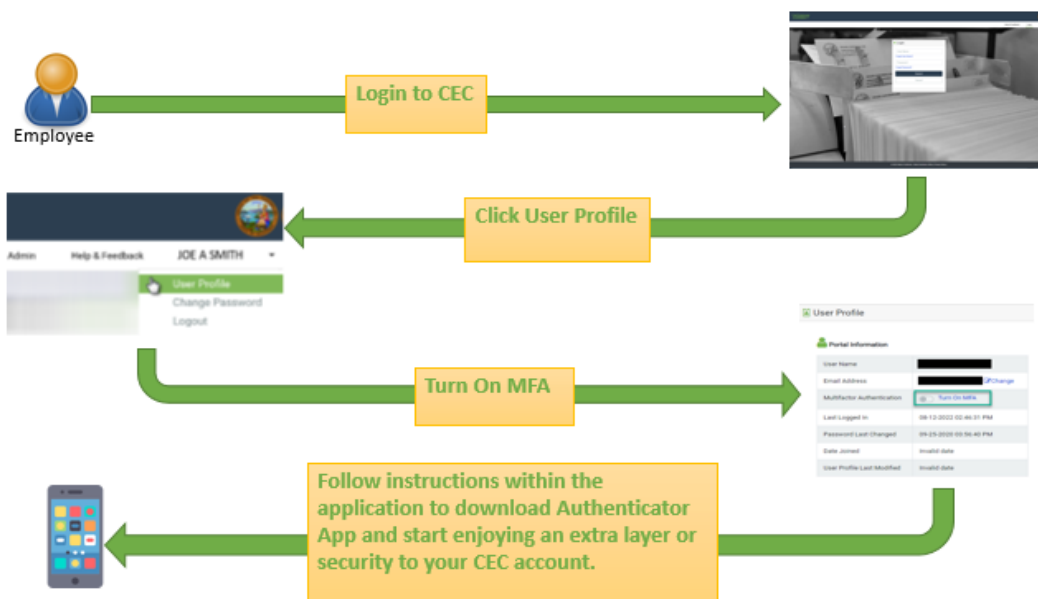


## Cal Employee Connect (CEC) - Withholdings Change User Guide

**Note-** this user guide outlines the functionality of the Withholdings Change form available via Cal Employee Connect and is only intended to communicate key CEC features.

### Withholdings Multifactor Authentication (MFA)

- Multifactor Authentication is an additional level of security that an employee sets up on CEC. It uses a phone-based application to generate security codes to add another layer of verification to your account. To submit a Withholdings Change via Cal Employee Connect, you will need a MFA linked to your CEC account.



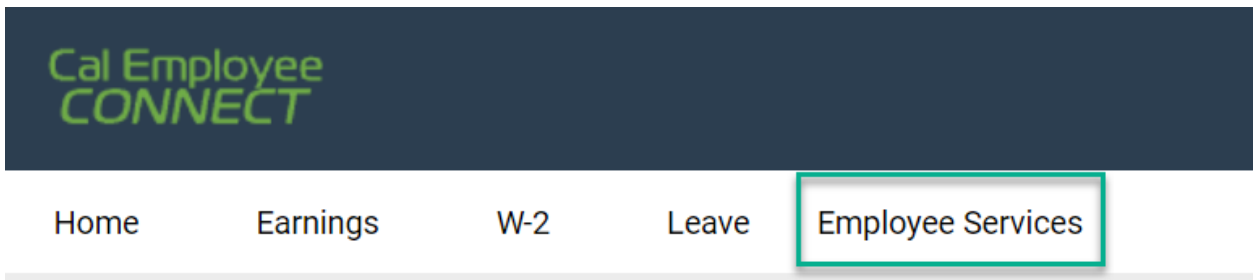
- An additional User Guide is available on MFA setup with the “Resources” section of the [Connect - Help and Feedback](#) Form.

### Step One - Getting Started:

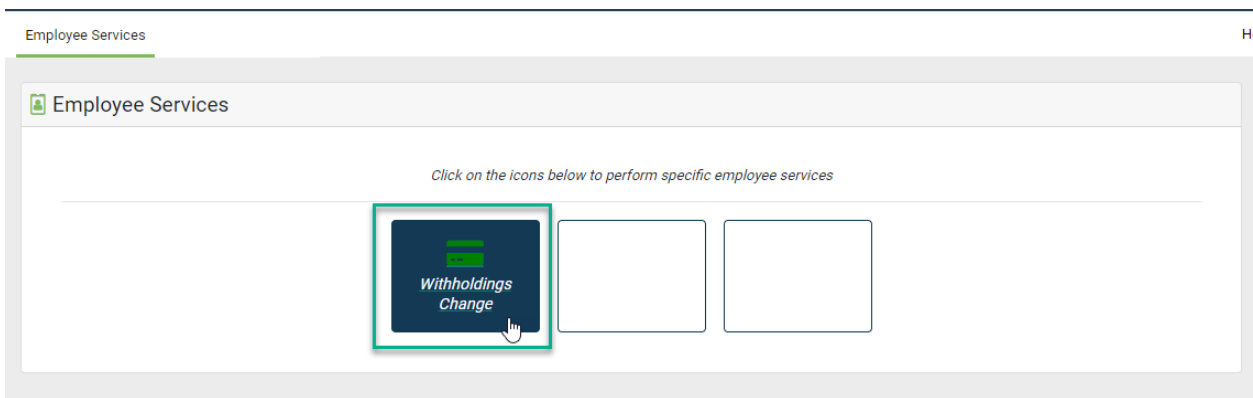
- Login to a CEC account with MFA enabled. CEC’s electronic Withholdings Change form is an alternative to the Employee Action Request (EAR) and allows employees to update their Withholding information via a CEC account.



- The Employee Services feature allows employees to self-service with the submission of electronic forms via CEC. To update Withholding via CEC, navigate to the “Employee Services” section.



- Within the “Employee Services” section, select “Withholdings Change” from the available options.



- CEC prechecks for Withholdings Change availability. If CEC is unable to confirm an account’s status, CEC will provide information on how to obtain additional assistance. If an account has not yet enabled MFA they will be directed to do so before they can proceed with a Withholdings Change via CEC.
- Before starting the Withholdings Change form, CEC will provide additional information and resources.



## Withholdings Change

### Welcome

Cal Employee Connect (CEC) electronic withholdings form will allow you to update your current tax withholdings on file with the State Controller's Office (SCO) for Personnel and Payroll related information.

If you have already submitted a paper [Standard Form 686 \(Employee Action Request\)](#) to your Human Resources, please wait until after your form has been processed before submitting an electronic Withholdings Change form.

CEC processes the latest electronic Withholdings Change form received if multiple forms are submitted within the same business day. Please allow two business days for the changes to take effect. Changes made after hours and on non-cycle days will be processed through the system in the next payroll cycle. Please see the [Decentralized Payroll Calendars](#) for more information.

Let's Get Started!

Cancel

### Step Two – Pre-Verification:

- The Pre-Verification section has qualification questions that are a requirement for submitting an electronic Withholdings Change form. If additional assistance is needed CEC will direct the employee to the [California Personnel Office Directory](#) (CPOD) and to contact their Departmental HR office.
- Please note, additional information is available by clicking the “i” icon next to most questions.

The screenshot shows the 'Withholdings Change' interface at the 'Pre-Verification' step. A progress bar at the top indicates four steps: 1. Pre-Verification (highlighted), 2. Federal, 3. State, and 4. Summary. Below the progress bar, a note states: 'Note: Changes made after hours and on non-cycle days will be processed through the system in the next payroll cycle. Please see the [Decentralized Payroll Calendars](#) for more information.' Two questions are listed: 'Are you filing withholdings for IL or NY' and 'Are you a non-resident citizen?'. Each question has radio buttons for 'Yes' and 'No'. A green box highlights the 'Yes' radio button for the first question and the 'No' radio button for the second. A green callout box with an 'i' icon points to the second question, containing the text: 'Clicking the information icon "i", will provide additional information and resources'. At the bottom, there are 'Cancel', 'Prev Step', and 'Next Step' buttons. The 'Next Step' button is highlighted with a green box.



## Step Three – Federal:

- The Federal Withholdings section will expand as the form is populated. Questions will have additional information and linked resources available by clicking the “i” icon.
- After completing the form with the appropriate information, click “Next” at the bottom of the page.

### Withholdings Change

1 Pre-Verification — 2 Federal — 3 State — 4 Summary

**Note:** Changes made after hours and on non-cycle days will be processed through the system in the next payroll cycle. Please see the [Decentralized Payroll Calendars](#) for more information.

For important information regarding these items, you must read the [Internal Revenue Service \(IRS\) W-4 Form](#).

What filing status will you use for your federal tax return? ⓘ

Single

Married

Head of Household

Exempt

Do you wish to claim higher withholding? ⓘ

Yes

No

Enter your claim dependent amount (Optional) ⓘ

Enter your other income (not from jobs) amount (Optional) ⓘ

Enter your deductions amount (Optional) ⓘ

Enter any additional monthly federal withholding (Optional) ⓘ



## Step Five – State:

- The State Withholdings section will expand as the form is populated. Questions will have additional information and linked resources available by clicking the “i” icon.
- After completing the form with the appropriate information, click “Next” at the bottom of the page.

### Withholdings Change

1 Pre-Verification — 2 Federal — 3 State — 4 Summary

**Note:** Changes made after hours and on non-cycle days will be processed through the system in the next payroll cycle. Please see the [Decentralized Payroll Calendars](#) for more information.

For important information regarding these items, you must read the [Employment Development Department \(EDD\) Form DE-4](#).

What filing status will you use for your state tax return? ⓘ

Single

Married

Head of Household

Exempt

Enter the number of regular withholding allowances ⓘ

Enter the number of additional withholding allowances (Optional) ⓘ

Enter any additional monthly state withholding (Optional) ⓘ

- If additional edits are needed on a previous section of the Withholdings Change form, the “Prev Step” and “Next Step” buttons at the bottom of the form can be used to toggle between parts of the Withholding Change.



## Step Five – Submission:

- A quick summary of the entered information is provided, allowing for a review and opportunity for additional changes.

1
2
3
4

Pre-Verification
Federal
State
Summary

---

**Note:** Changes made after hours and on non-cycle days will be processed through the system in the next payroll cycle. Please see the [Decentralized Payroll Calendars](#) for more information.

Please review the below withholding options you have made.

Federal Withholdings	
Filing Status	
Higher Withholding	
Claim Dependents	
Other Income	
Deductions	
Additional Deductions	
Federal Additional Deductions	
State Withholdings	
Filing Status	
Regular Allowances	
Additional Allowances	
Additional Deductions	
State Additional Deductions	

I certify that the information provided in this electronic form is true and correct and that I have read the IRS Form W-4 and the applicable State form. Under the penalties of perjury, I certify that the number of withholding exemptions and allowances claimed on this certificate does not exceed the number to which I am entitled. If claiming exemption from withholding, I certify that I incurred no tax liability for last year and that I anticipate that I will incur no liability this year. I authorize my employer via the State Controller's Office to refund any overcollection of current/prior year Social Security and Medicare taxes; I certify that I shall not claim a tax refund or credit for these overcollections. I hereby authorize the State Controller's Office (SCO) to initiate the withholdings from my warrant for the purpose of tax withholdings.

Cancel
Prev Step
Submit

- After reviewing the entered Withholdings updates, read the authorization statement at the bottom before clicking the “Submit” button.
- To validate the withholdings Change, a Social Security Number and Date of Birth are used as an electronic verification.



☰ Employee Validation
✕

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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**

▼

▼

▼

- After submitting a Withholdings Change via CEC, the employee and the Departmental HR Office will receive an email confirmation on a submitted Withholdings Change form. Please note, the confirmation will be directed to the email currently linked to the CEC account.

## Cal Employee Connect

### Withholdings Change Request Confirmation

This is confirmation that your Withholdings Change Request has been submitted via Cal Employee Connect (CEC).

**Please allow 24 hours for your withholdings change to reflect in CEC. Withholdings Change requests made over weekends and holidays will not process until the next business day.**

**If you did not make this request, please contact your [departmental Human Resource](#) office immediately, and forward this email confirmation to Cal Employee Connect at [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov) for further investigation.**



Request Information	
Request Timestamp	
Employee UEID	
Employee Name	
Federal Filing Status	

For questions, please contact us via [Connect - Help and Feedback](#).