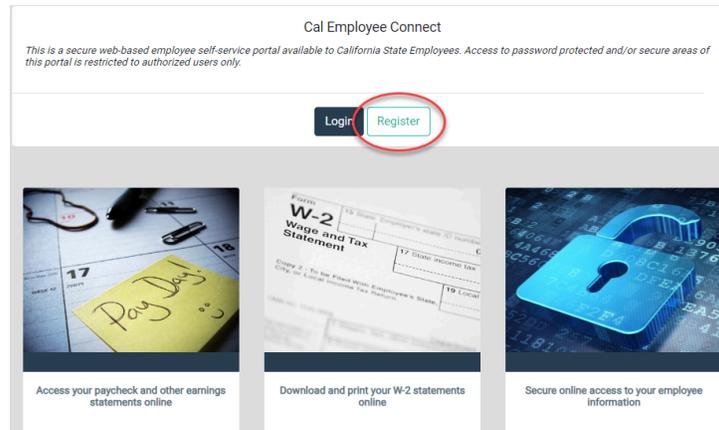


Cal Employee Connect Registration and Direct Deposit Signup Guide

Step 1: Register

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).

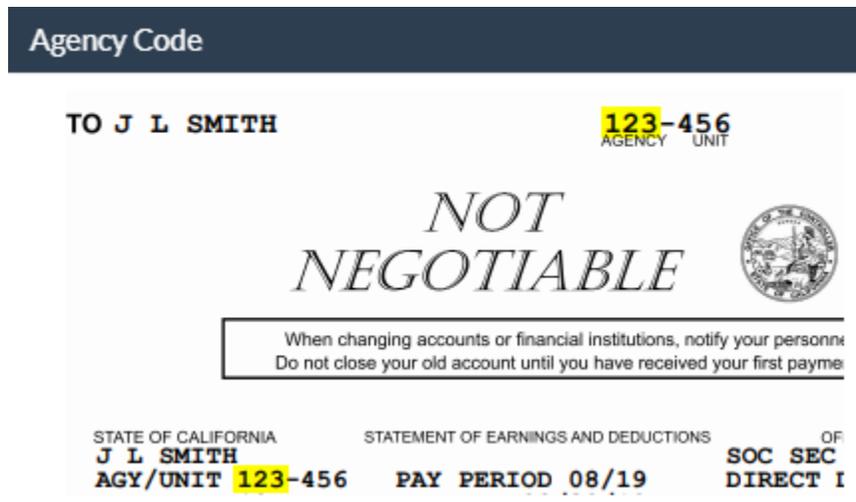


Step 2: Read Getting Started then click Continue

Step 3: Read User Agreement then click Accept

Step 4: Employee Validation

Enter your Department Name and Agency Code. (To find your agency code, click "Help me find this." or view the code on your first earning statement.



Step 5: Fill in earning details

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		STATEMENT OF EARNINGS AND DEDUCTIONS		OFFICE OF STATE CONTROLLER	
AGY/UNIT	051-340	PAY PERIOD	10/22	SOC SEC NO	6789
TAX YEAR	22	ISSUE DATE	11/01/22	DIRECT DEP #	44-553851
ST 802	FD 802	OTHER	0.00	BANK TRANSIT	999999999
CURRENT	10013.61	MAJOR DED	6419.18	DED	0.00
YEAR TO DATE	106878.25	MINOR DED		DEP	0.00
EARNINGS		TOTAL DED	6419.18	TOTAL DEP	3768.37
REGULAR	9873.61	FEDERAL TAX	869.55		
FLEX CASH	140.00	STATE TAX	317.30		
		*RETIREMENT	748.85		
		*OPRB	345.58		
		SOC SEC	559.42		
		MEDICARE	140.19		
		CASDI	106.35		
		FE ADM CH2	1.00		
		VISION-VIDP	.00		
		*401K PLAN	2500.00		
		FED TAX ADJ	482.00		
		ST TAX ADJ	185.00		
		OUR PROMISE	10.00		

Step 6:

Create Login Details

Create login details by entering your email address and your preferred user name 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.

Step 7: Verify Email

Verify your email address then click Submit. 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.

Step 8: Email Confirmation

You will receive an email with your user ID. This email confirms your registration is complete and you may log into Cal Employee Connect.

Step 9: Login

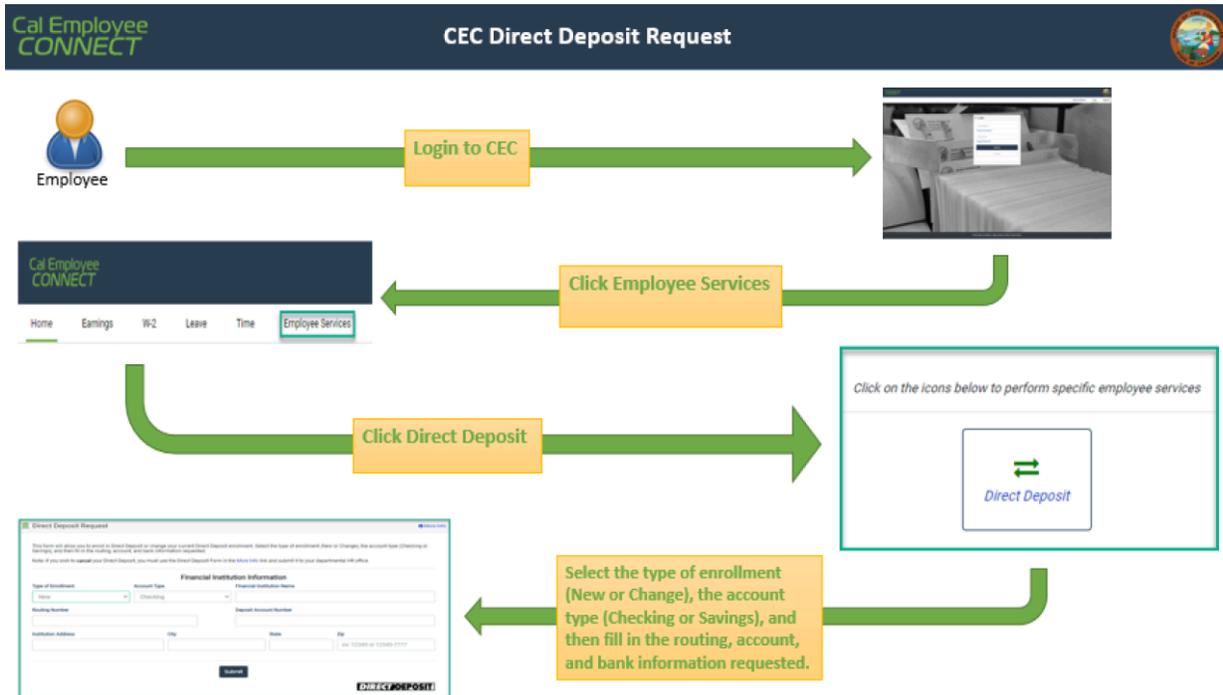
Go to <https://connect.sco.ca.gov/> and click Login. Enter your user name and password, then click Submit.

Step 10: Enable MFA (Multi Factor Authentication)

Select User Profile by clicking on your name in the top right corner. Turn On MFA and follow the instructions within the application to download the Authenticator App to your mobile device.

Step 11: Enroll or Change Direct Deposit:

Select *Employee Services* from the top navigation bar and follow instructions within the application.



If you have questions or need assistance, or would like to share some feedback, please visit <https://connect.sc.ca.gov/help>.

Thank you,
Payroll Services