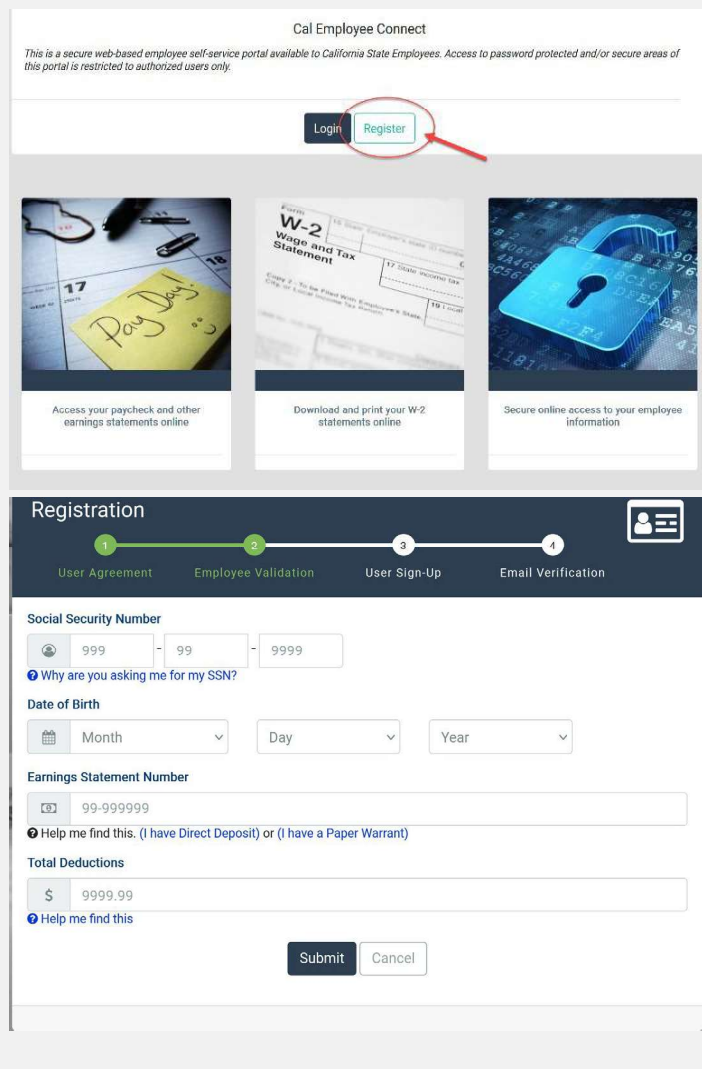


## CAL EMPLOYEE CONNECT | WITHHOLDINGS GUIDE

As a California State University (CSU) employee, your paycheck (also known as a payroll warrant) and annual W-2 Wage Statement are issued by the State Controller's Office (SCO). You will access your pay information through **CAL EMPLOYEE CONNECT (CEC)**. CEC is an employee self-service portal maintained by the SCO and is not part of the CSU PeopleSoft self-service system. Employees are eligible to register for a CEC account after they have received at least one paycheck from the CSU or other State of California agency. Once your account is established you will be able to access the portal to do the following:

- View Earnings History and/or Print Earnings Statements
- View W-2 Information and/or Print W-2 Wage Statements
- **Enroll in Direct Deposit** and/or Update Direct Deposit Information
- **Change/Update** Withholding Information

Employees cannot change/update withholdings without first registering for a CEC account. After you receive your first paycheck and once registered, please follow the steps below to change/update withholdings. **\*\*If you are already registered and have a CEC account, skip to Step 3\*\***

STEP 1 - REGISTER FOR CAL EMPLOYEE CONNECT	
<input type="checkbox"/> Have a recent <b>Paycheck/Earnings Statement</b>	If you do not have a paper paycheck statement, you can login into myCSUSM and access "View MY Paycheck."
<input type="checkbox"/> Access <b>Cal Employee Connect</b> website	<a href="https://connect.sco.ca.gov">https://connect.sco.ca.gov</a>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Select <b>Register</b></li> <li><input type="checkbox"/> Click <b>Continue</b></li> <li><input type="checkbox"/> Read and <b>Accept</b> terms to continue registration</li> <li><input type="checkbox"/> Select the Department <b>CSU, San Marcos</b></li> <li><input type="checkbox"/> Enter the Agency Code <b>251</b></li> <li><input type="checkbox"/> Check "I am not a robot"</li> <li><input type="checkbox"/> Click <b>Submit</b></li> <li><input type="checkbox"/> Complete Registration                             <ul style="list-style-type: none"> <li>○ Enter your <b>Social Security Number</b></li> <li>○ Select your <b>Date of Birth</b></li> <li>○ Enter your <b>Earnings Statement Number</b></li> <li>○ Must have a leading zero. If using <b>View My Paycheck in myCSUSM</b>, enter the <b>Warrant Number</b></li> <li>○ Enter the <b>Total Deductions</b> from your Earnings Statement. If using <b>View My Paycheck in myCSUSM</b>, subtract <b>Net Pay</b> from <b>Gross Earnings</b> and enter the results in <b>Total Deductions</b></li> <li>○ Click <b>Submit</b></li> </ul> </li> <li><input type="checkbox"/> Once registered, login to <b>Change/Update Withholdings</b></li> <li><input type="checkbox"/> Proceed to <b>Step 2</b> for instructions on how to <b>Change/Update Withholdings</b></li> </ul>	

## CAL EMPLOYEE CONNECT | WITHHOLDINGS GUIDE

### STEP 2 - ENABLE MFA (MULTI-FACTOR AUTHENTICATION)

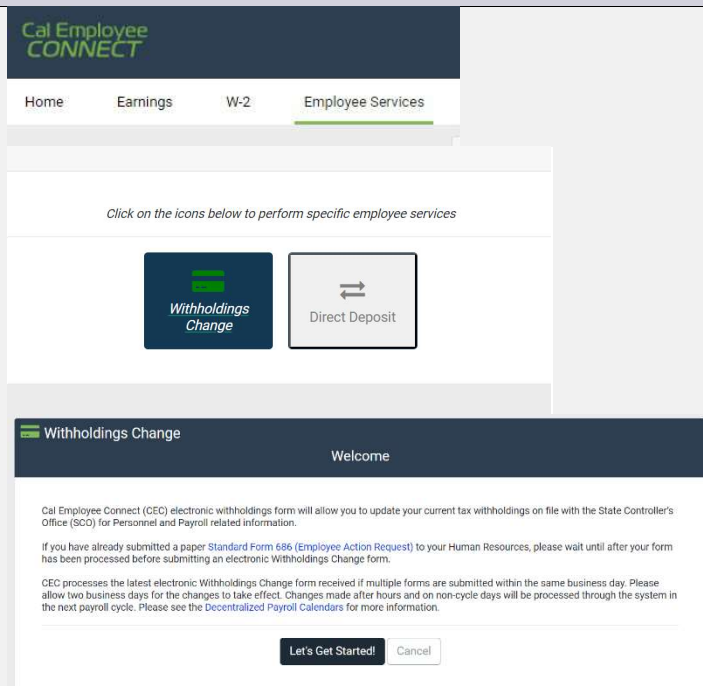
- Login to **Cal Employee Connect**
- Select **User Profile** by clicking on your name in the top right corner
- Turn on **MFA** and follow the prompts or click **Get Started** once you have MFA on your device

*Please note DUO is used by CSUSM and is the most convenient option.*



### STEP 3 CHANGE OR UPDATE WITHHOLDINGS

- Once MFA is enabled, select **Employee Services** from the navigation bar
- Click on the **Withholdings Change** icon
- Select **Lets Get Started**
- Select answers to **Pre-Verification** questions



## STEP 3A - ENTER FEDERAL WITHHOLDING INFORMATION

- Enter **Federal Withholding** information
- Click **Submit**



**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) 104 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 job) amount (Optional) **?**

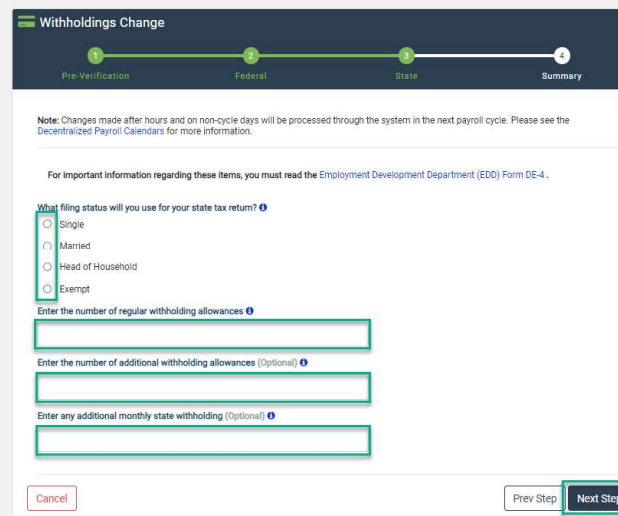
Enter your deductions amount (Optional) **?**

Enter any additional monthly federal withholding (Optional) **?**

Cancel Prev Step Next Step

## STEP 3B - ENTER STATE WITHHOLDING INFORMATION

- Enter **State Withholding** information
- Click **Submit**



**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 **?**

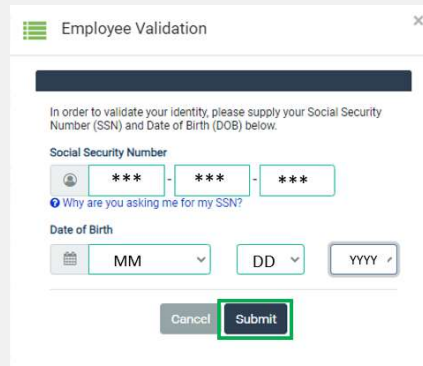
Enter the number of additional withholding allowances (Optional) **?**

Enter any additional monthly state withholding (Optional) **?**

Cancel Prev Step Next Step

## STEP 3C- REVIEW ENTRIES & SUBMIT

- Review** Entries
- Click **Submit**
- To validate the withholdings Change, a Social Security Number and Date of Birth are used as an electronic verification.



**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

MM DD YYYY

Cancel Submit

### Need Help?

- For CEC registration assistance, email Payroll Services at [payroll@csusm.edu](mailto:payroll@csusm.edu)
- For CEC system issues or assistance enabling MFA, contact CEC directly by navigating to the Help & Feedback tab within the CEC portal.