CAL EMPLOYEE CONNECT| DIRECT DEPOSIT ENROLLMENT

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

Employees cannot enroll in direct deposit without first registering for a CEC account. After you receive your first paycheck and once registered, please follow the steps below to enroll in direct deposit.

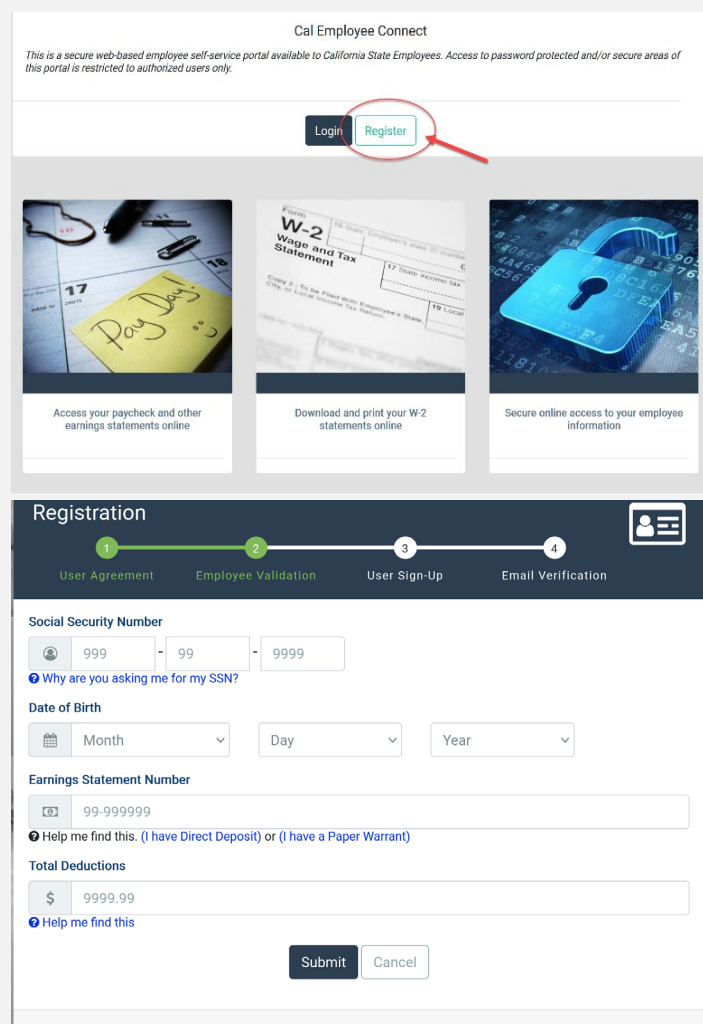### STEP 1 - REGISTER FOR CAL EMPLOYEE CONNECT

☐ Have a recent **Paycheck/Earnings Statement**	If you do not have a paper paycheck statement, you can login into myCSUSM and access "View MY Paycheck."
☐ Access **Cal Employee Connect** website	https://connect.sco.ca.gov

☐ Select **Register**
☐ Click **Continue**
☐ Read and **Accept** terms to continue registration
☐ Select the Department **CSU, San Marcos**
☐ Enter the Agency Code **251**
☐ Check **"I am not a robot"**
☐ Click **Submit**
☐ Complete Registration
  o Enter your **Social Security Number**
  o Select your **Date of Birth**
  o Enter your **Earnings Statement Number**
  o Must have a leading zero. If using *View My Paycheck* in *myCSUSM,* enter the **Warrant Number**
  o Enter the **Total Deductions** from your Earnings Statement. If using *View My Paycheck* in *myCSUSM*, subtract *Net Pay* from *Gross Earnings* and enter the results in **Total Deductions**
  o Click **Submit**
☐ Once registered, login to **Enroll in Direct Deposit**
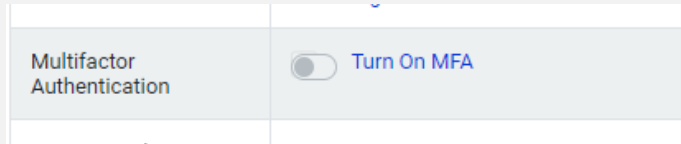☐ Proceed to **Step 2** for instructions on how to **Enroll in Direct Deposit**

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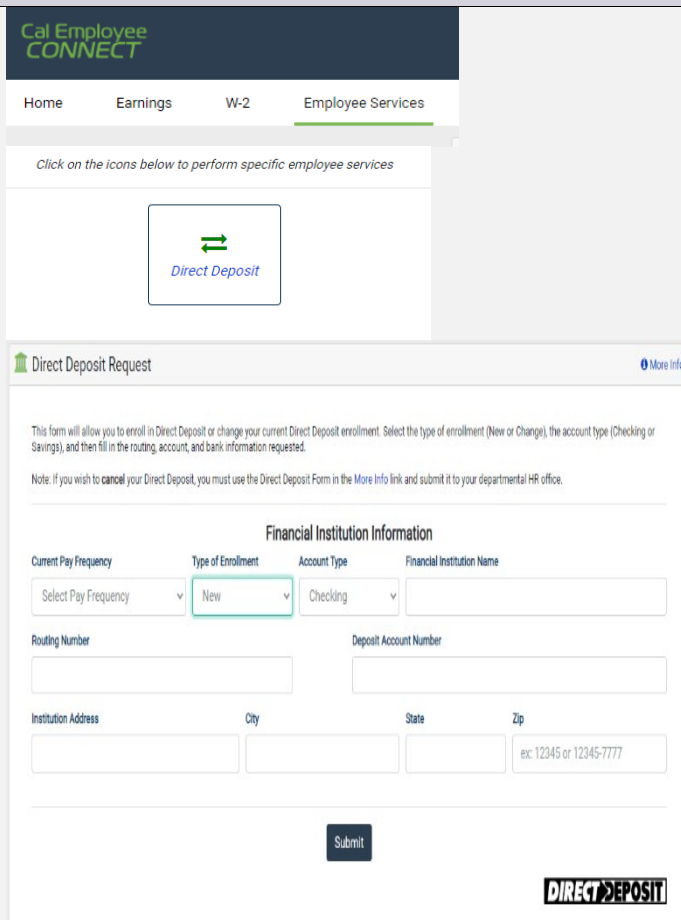## STEP 2 - ENABLE MFA (MULTI-FACTOR AUTHENTICATION)

- ❏ 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.

Multifactor Authentication — Turn On MFA

STEP 3 ENROLL IN DIRECT DEPOSIT

- ❏ Once MFA is enabled, select **Employee Services** from the navigation bar
- ❏ Click on the **Direct Deposit** icon
- ❏ Select **Pay Frequency (Monthly)**
- ❏ Select **Type of Enrollment (New or Change)**
- ❏ Enter **Financial Institution Name**
- ❏ Select **Account Type (Checking or Savings)**
- ❏ Enter **Routing Number**
- ❏ Enter Deposit **Account Number**
- ❏ Enter Institution **Address, City, State and Zip**
- ❏ Click **Submit**

Cal Employee CONNECT

Home — Earnings — W-2 — Employee Services

Click on the icons below to perform specific employee services

⇄ Direct Deposit

🏛 Direct Deposit Request — ⓘ More Info

This form will allow you to enroll in Direct Deposit or change your current Direct Deposit enrollment. Select the type of enrollment (New or Change), the account type (Checking or Savings), and then fill in the routing, account, and bank information requested.

Note: If you wish to **cancel** your Direct Deposit, you must use the Direct Deposit Form in the More Info link and submit it to your departmental HR office.

Financial Institution Information

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

DIRECT DEPOSIT

Need Help?
→ For CEC registration assistance, email Payroll Services at 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.