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Cal Employee Connect – Business Process Guide for Registering and Establishing (or Changing) Direct Deposit for Pay Warrants

Registering with Cal Employee Connect:

1. Have a recent paper pay stub in hand
2. Navigate to Cal Employee Connect
3. Select Register
4. Follow the prompts with these helpful tips:
   - Select the Department "CSU - Sonoma"
   - Enter the Agency Code "219"
   - Enter the Earnings Statement Number of the pay stub from step 1. If using the View Paycheck feature in myHR, this number is referred to as the Warrant #. You will need to enter this number with a leading zero and in the format shown in CEC
   - Enter the Total Deductions on the pay stub from step 1. If using the View Paycheck feature in myHR add "Total Taxes" and "Total Deductions" together to get the deduction total needed for the verification
5. Once registered, you will be able to login to
   - View and print your earnings statements/paychecks: current tax year and 2 tax years prior
   - View and print W-2 information: 3 years are available
   - Enroll and Update Direct Deposit for Pay Warrants

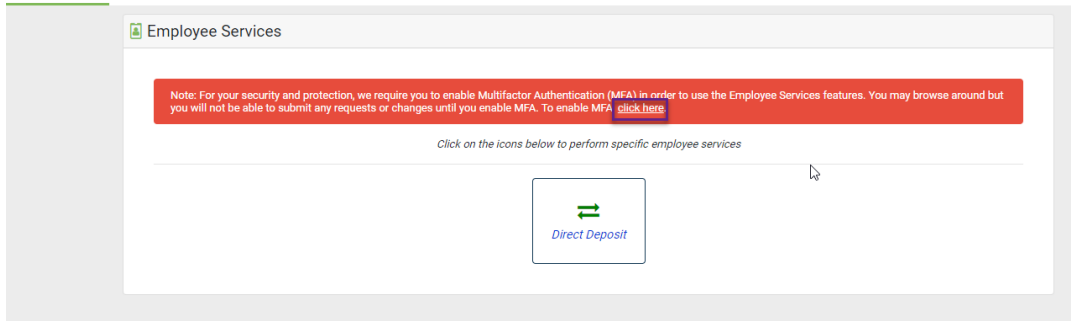**Enrolling or Changing your Direct Deposit for Pay Warrants:**

Navigate to Cal Employee Connect

Select Employee Services
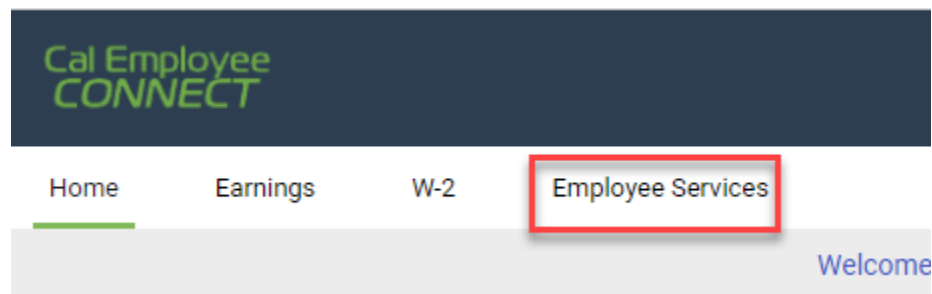
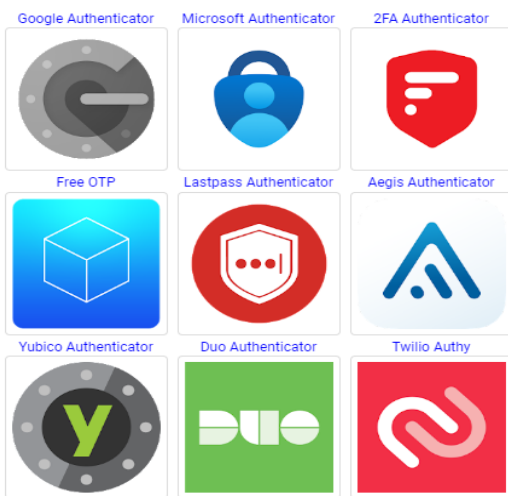Enable Multifactor Authentication – **CEC only allows changes to Direct Deposit with MFA enabled**.

If you don't already have a MFA App, the following are apps that the SCO has tested and recommends. Since our campus currently uses Duo, that is most likely the MFA App that will be the most convenient to use.
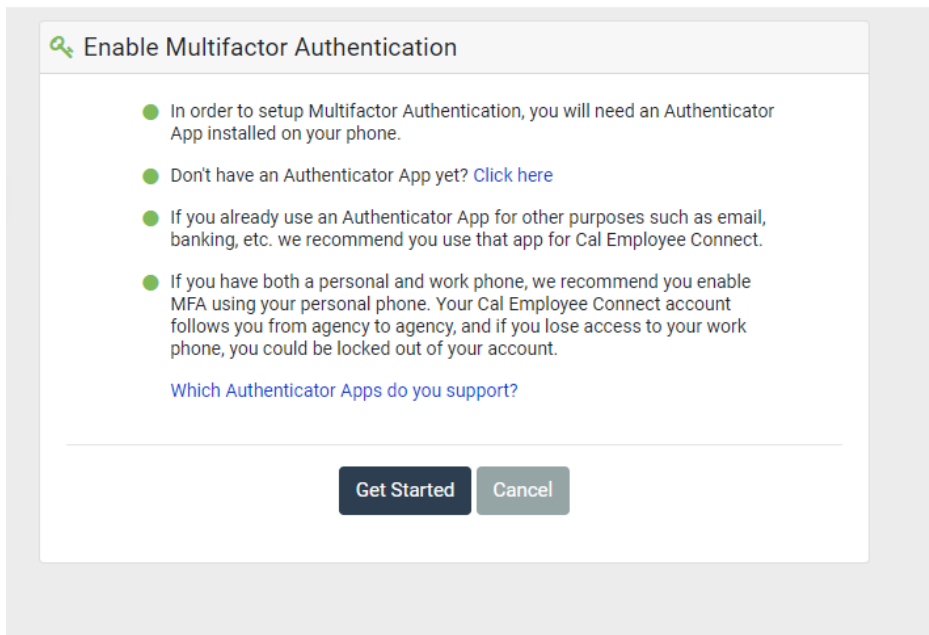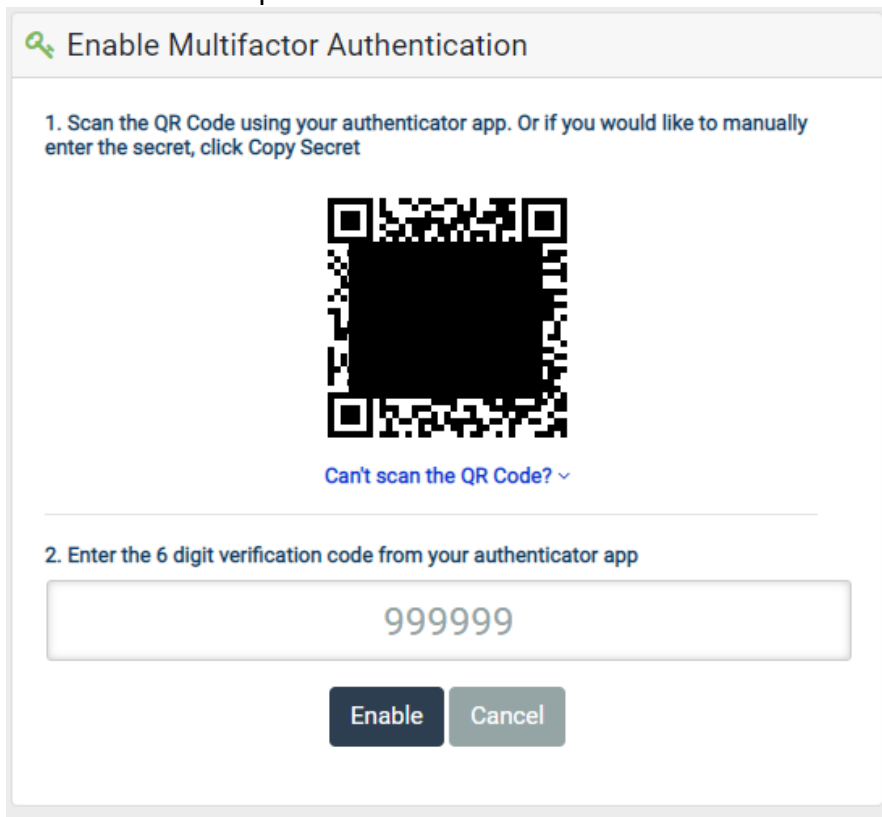
Once you have the MFA installed on your device, select Get Started:

Scan the QR Code or input the manual code into the MFA App to get your 6 digit verification code to enter in step 2. Once received enter the verification code:

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Your MFA is now enabled, if at any point you would like MFA disabled you can update your preference in your CEC User Profile:

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You are now ready to update your Direct Deposit information. Navigate back to Employee Services and select Direct Deposit:
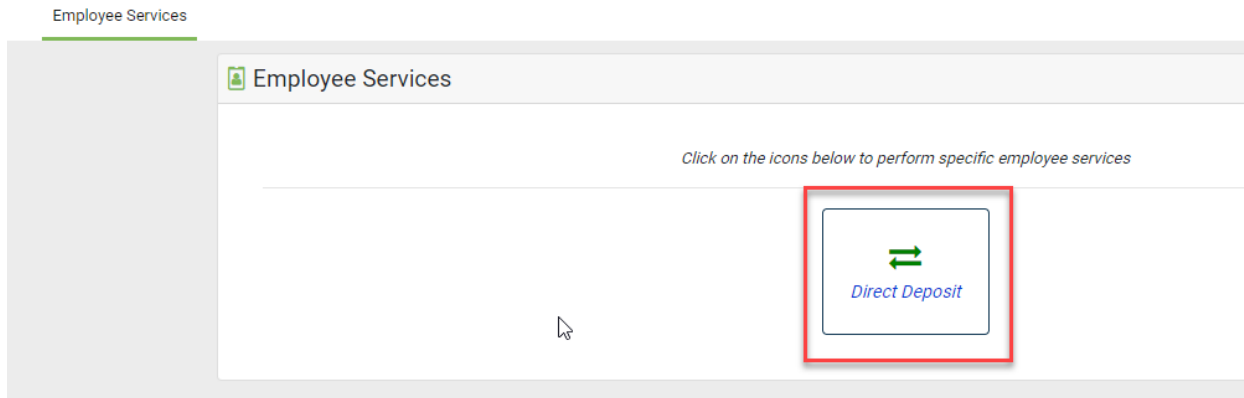
Enter your Direct Deposit Information for a New Direct Deposit or Change of Direct Deposit Account (Note: To cancel the Direct Deposit please contact Payroll and Benefits directly):