

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

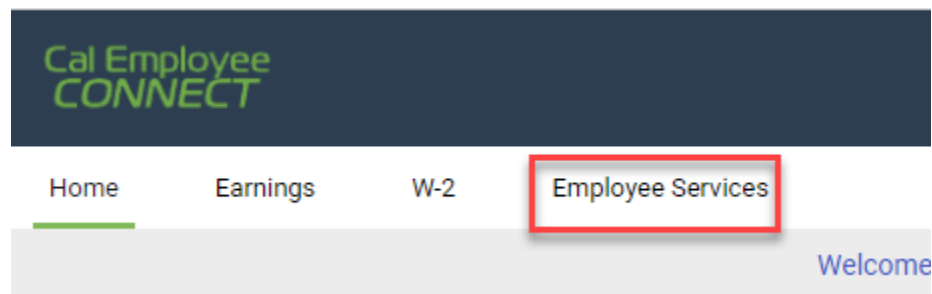
Registering with Cal Employee Connect:

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:

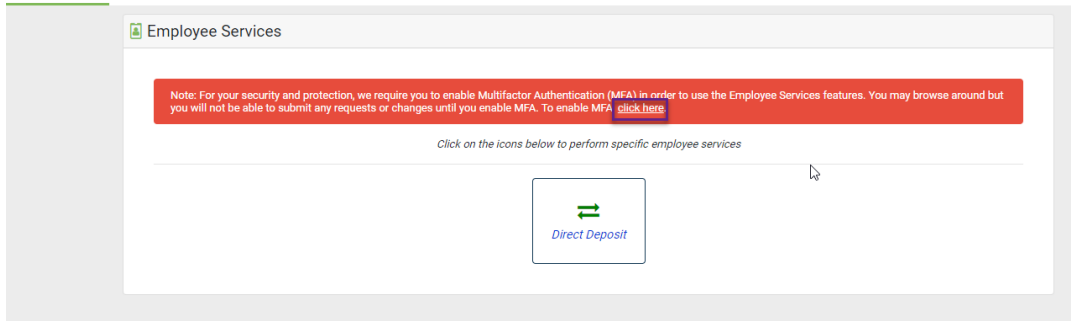
Navigate to [Cal Employee Connect](#)

Select Employee Services



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

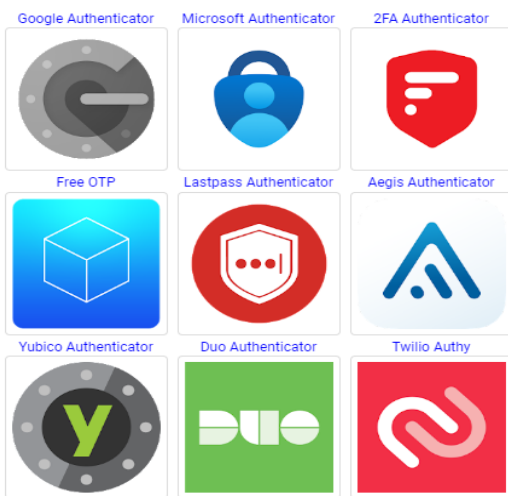
Employee Services



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.

Multifactor Authentication Apps

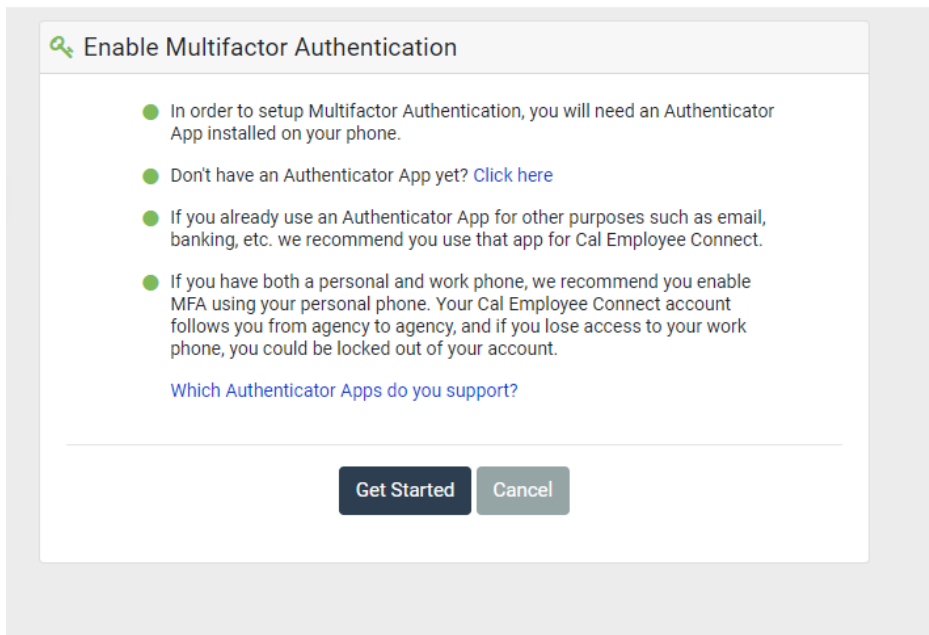
The apps listed below are the ones we have tested and recommend. If you find your authenticator app does not work with Cal Employee Connect, please [contact us](#).



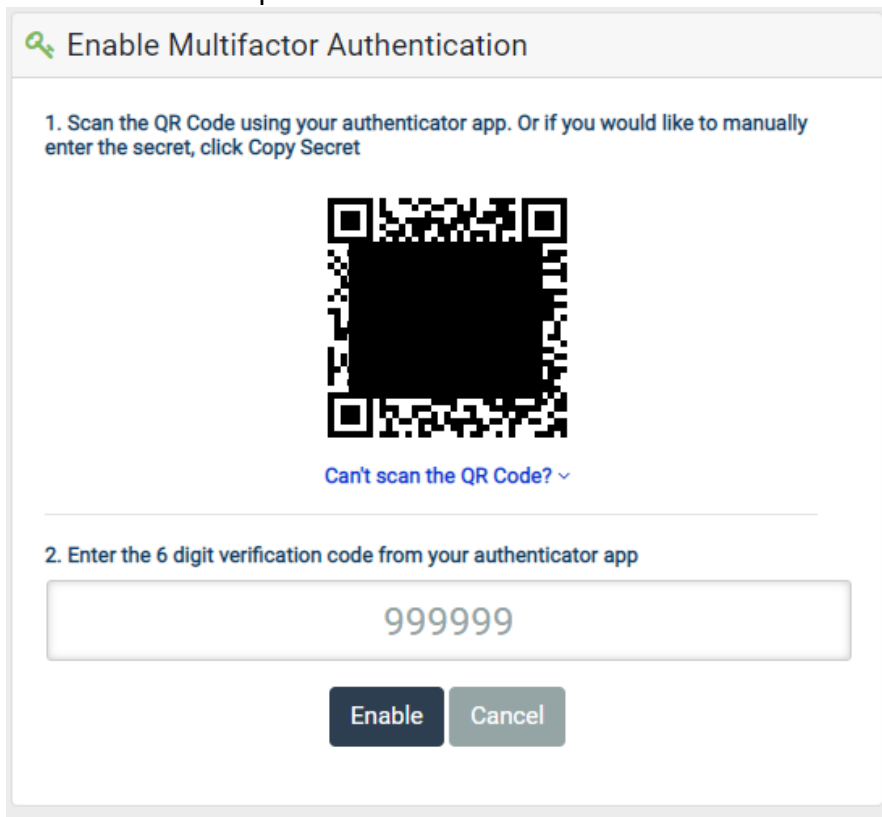
Close

SONOMA STATE UNIVERSITY

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:

User Profile

Congratulations! You have enabled multi-factor authentication on your account. ✕


Portal Information

User Name	██████████ Change
Email Address	██████████ Change
Multifactor Authentication	<input type="checkbox"/> Turn Off MFA
Last Logged In	10-14-2022 09:21:09 AM
Password Last Changed	07-09-2021 01:15:09 PM
Date Joined	06-17-2019 02:52:14 PM
User Profile Last Modified	06-17-2019 02:52:14 PM

Employee Information

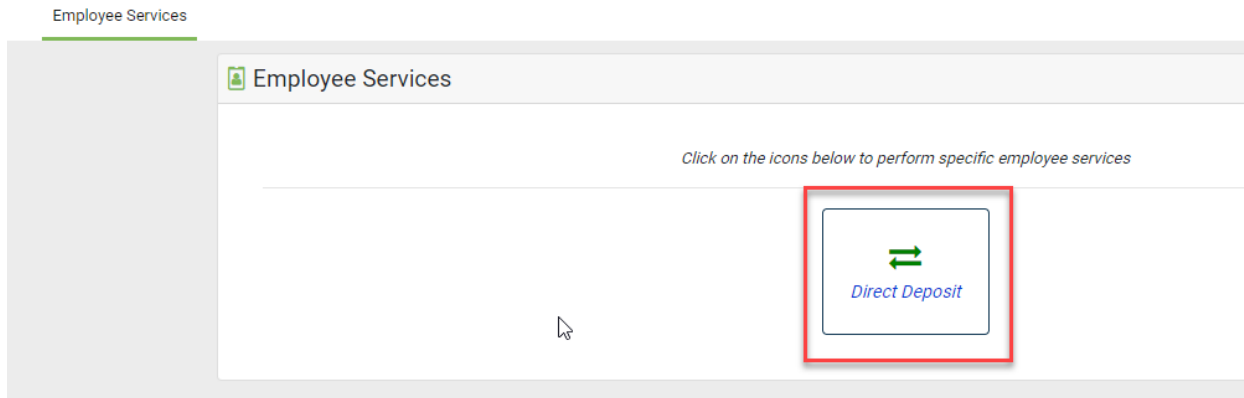
Employee Name	██
Address	██
Zip Code	██
Employee ID	██
Position Number	██

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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):

The screenshot shows the 'Direct Deposit Request' form. The form has a header 'Direct Deposit Request' and a 'More Info' link. Below the header, there is a paragraph of text: '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.' Below this is a note: '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.' The form is divided into sections. The 'Financial Institution Information' section includes fields for 'Current Pay Frequency' (dropdown menu with 'Select Pay Frequency'), 'Type of Enrollment' (dropdown menu with 'New'), 'Account Type' (dropdown menu with 'Checking'), and 'Financial Institution Name' (text input). Below these are 'Routing Number' and 'Deposit Account Number' (text input). The 'Institution Address' section includes fields for 'Institution Address', 'City', 'State', and 'Zip' (with an example 'ex: 12345 or 12345-7777'). At the bottom of the form is a 'Submit' button and a 'DIRECT DEPOSIT' logo.