

SDSU

Center for
Human
Resources

Direct Deposit with CEC

What is Cal Employee Connect?

Cal Employee Connect (CEC) is a self service portal available to all California State University Employees. It is a secure self-service portal, which allows employees to:

- View and print earnings statements (Paystubs) from the past three years.
- View, print and electronically download copies of W-2 forms and W-2 Corrected Forms from the past four years for all tax filling purposes.
- Enroll or change bank account for payroll direct deposit.

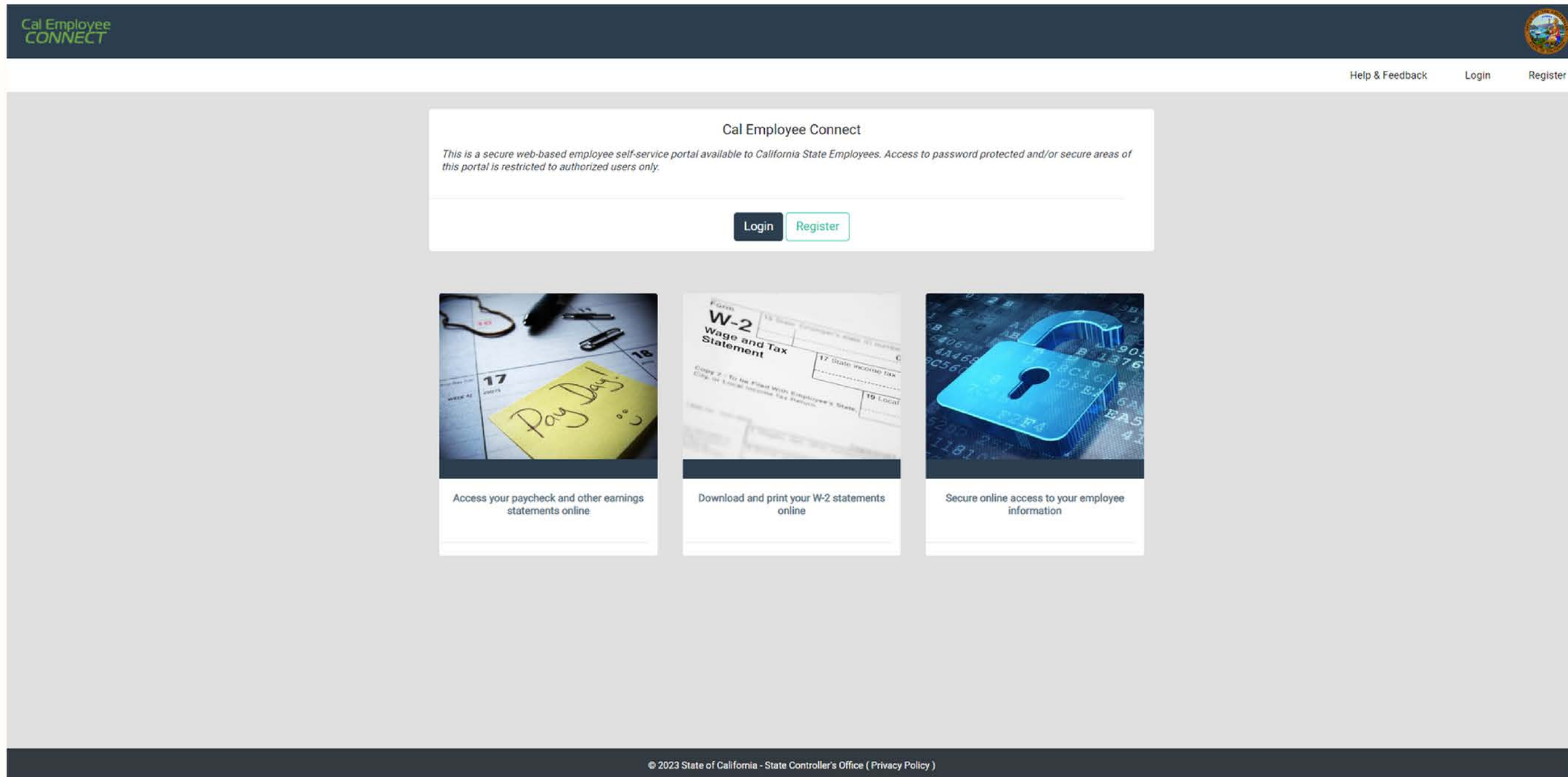
Who can Enroll in Direct Deposit?

Only Stateside Employees can enroll in Direct Deposit through Cal Employee Connect. This information is not applicable to employees working in any of SDSU's auxiliary organizations (e.g. SDSU Research Foundation, Aztec Shops, or Associated Students of SDSU), nor is this information applicable to special payees, one-time payees and consultants.

How to Submit Direct Deposit Requests

Go to <https://connect.sco.ca.gov/> and login.

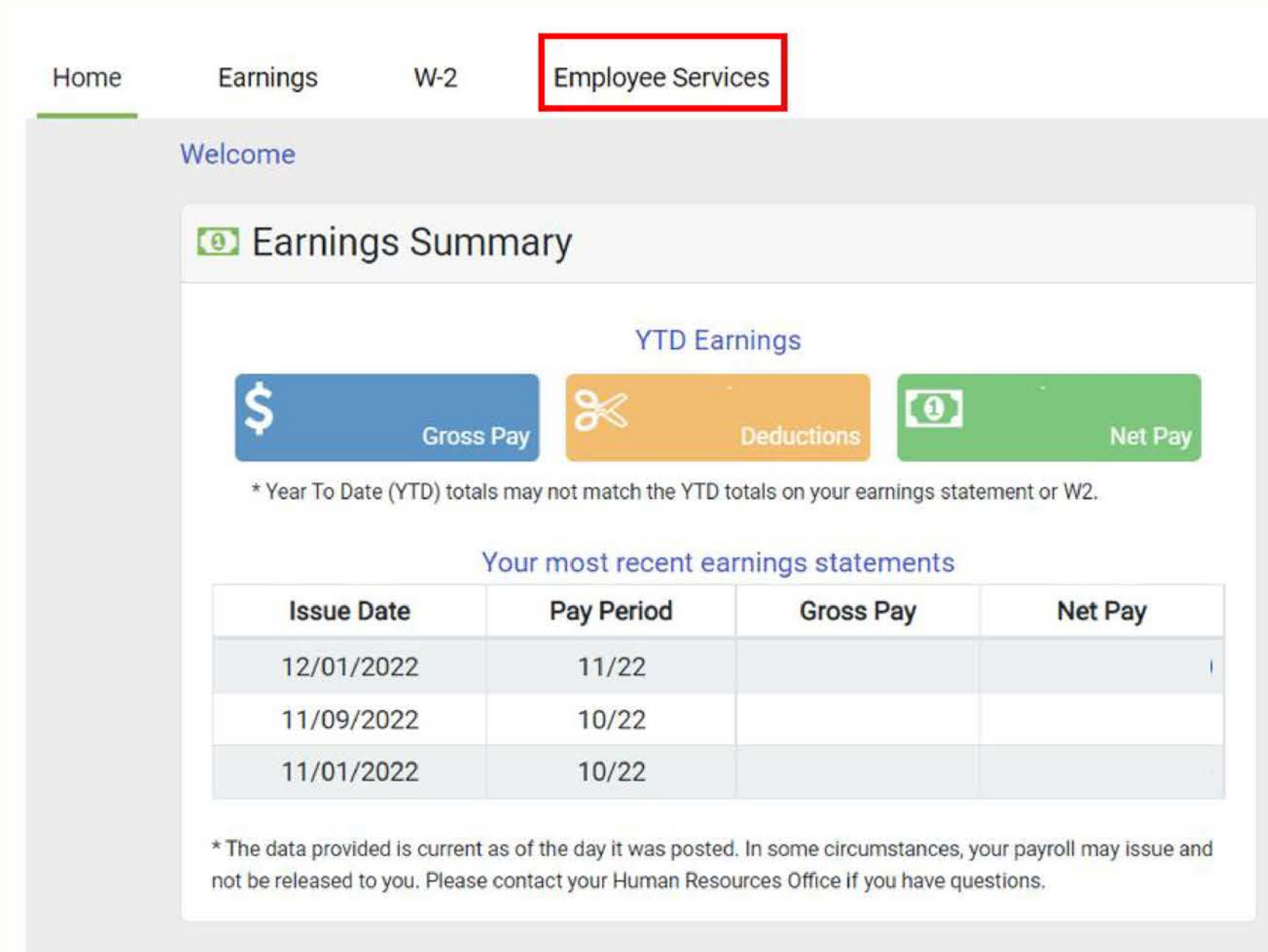
Refer to our [California Employee Connect CEC site](#) for assistance registering.



The screenshot displays the Cal Employee Connect website. At the top left is the logo for Cal Employee CONNECT. At the top right are links for Help & Feedback, Login, and Register. The main content area features a central white box with the title "Cal Employee Connect" and a security notice: "This is a secure web-based employee self-service portal available to California State Employees. Access to password protected and/or secure areas of this portal is restricted to authorized users only." Below this notice are "Login" and "Register" buttons. Underneath are three feature tiles: 1) "Access your paycheck and other earnings statements online" with an image of a calendar and a "Pay Day!" sticky note; 2) "Download and print your W-2 statements online" with an image of a W-2 Wage and Tax Statement form; 3) "Secure online access to your employee information" with an image of a blue padlock on a digital background.

How to Submit Direct Deposit Requests

Once logged in select **Employee Services** from the toolbar at the top.

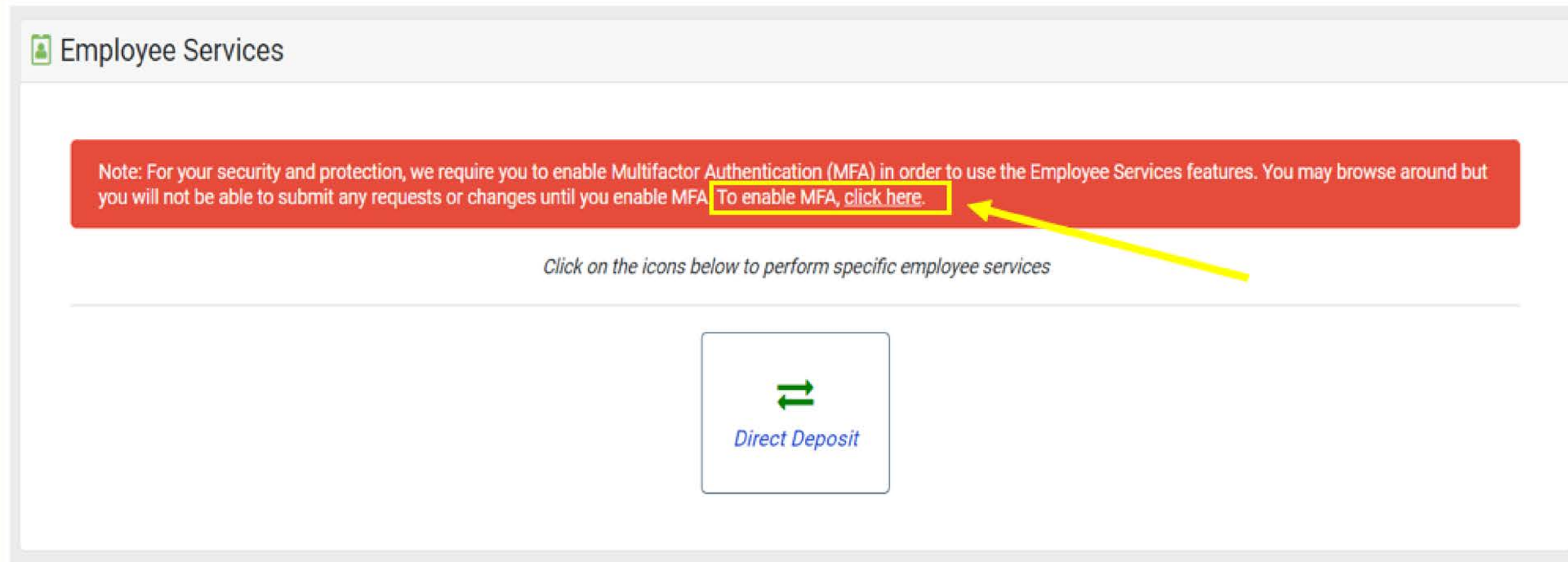


The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Earnings', 'W-2', and 'Employee Services'. The 'Employee Services' tab is highlighted with a red box. Below the navigation bar, the main content area displays 'Welcome' and an 'Earnings Summary' section. This section includes 'YTD Earnings' with three colored buttons: 'Gross Pay' (blue), 'Deductions' (orange), and 'Net Pay' (green). A disclaimer note states: '* Year To Date (YTD) totals may not match the YTD totals on your earnings statement or W2.' Below this is a table titled 'Your most recent earnings statements' with columns for 'Issue Date', 'Pay Period', 'Gross Pay', and 'Net Pay'. The table contains three rows of data. At the bottom, another disclaimer note reads: '* The data provided is current as of the day it was posted. In some circumstances, your payroll may issue and not be released to you. Please contact your Human Resources Office if you have questions.'

Issue Date	Pay Period	Gross Pay	Net Pay
12/01/2022	11/22		
11/09/2022	10/22		
11/01/2022	10/22		

How to Submit Direct Deposit Requests

Follow the instructions in the red box to enable Multifactor Authentication (MFA) via the Duo App.

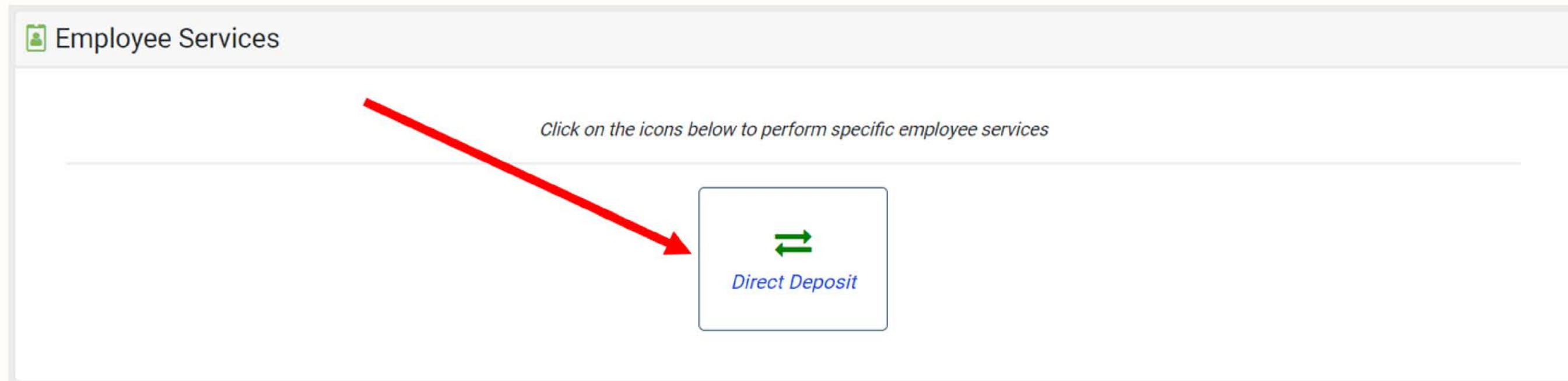


MFA will only need to be enabled once, unless turned off by the employee.

More information on MFA can be found on [IT's website](#).

How to Submit Direct Deposit Requests

Once MFA is setup, go back to Employee Services and select Direct Deposit.



How to Submit Direct Deposit Requests

Follow the prompts to complete filling out the Direct Deposit Request form.

There are two enrolment types: New or Change. See page 13 for canceling direct deposit.

Type of Enrollment: New


- This is the your first time submitting a direct deposit request with a CSU.
- You are submitting a direct deposit request after being separated from a CSU for more than 6 months.
- You previously submitted a cancel direct deposit request and now wants to re-enroll in direct deposit.

Type of Enrollment: Change

- You need to change their financial institution information.
- You want to change their account type.

How to Submit Direct Deposit Requests

Complete the Direct Deposit Request and click submit.

 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
<input type="text" value="Select Pay Frequency"/>	<input type="text" value="New"/>	<input type="text" value="Checking"/>	<input type="text"/>
Routing Number	Deposit Account Number		
<input type="text"/>	<input type="text"/>		
Institution Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="ex: 12345 or 12345-7777"/>

DIRECT DEPOSIT

How to Submit Direct Deposit Requests

Verify the Direct Deposit Confirmation and click I Agree.

Direct Deposit Confirmation ✕

Please confirm your direct deposit submission before we check and validate your employee information:

Direct Deposit Contents	
Pay Frequency	Monthly
Action Type	Change
Account Type	Savings
Bank Account Number	55885568844455
Institution Name	Chase Bank
Routing Number	122000661
Institution Address	Test__TEST__Test
Institution City	Sacramento
Institution State	Ca
Institution Zip	95814

How to Submit Direct Deposit Requests

You will receive an email confirmation immediately.

Thu 12/8/2022 9:24 AM
ConnectHRHelp@sco.ca.gov
Cal Employee Connect - Direct Deposit Request Confirmation

To: [Redacted]
Cc: [Redacted] SCO HR CEC Direct Deposit
If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION:
This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Cal Employee Connect - Direct Deposit Request Confirmation

This is confirmation that your Direct Deposit Request has been submitted.

For more information: https://sco.ca.gov/ppsd_se_direct_deposit.html

Direct deposit submission details below:

Request Information	
Request Timestamp	12-08-2022 09:24:13 AM
Employee UEID	991611138
Employee Name	MOE J ADAM
Pay Frequency	M (Monthly)
Request Type	2 (Change)
Account Type	S (Savings)
Institution Name	Chase Bank
Institution Address	Test__TEST__Test
Institution City	Sacramento
Institution Zip	95814
Institution Routing Number	122000661

If you did not make this request, please contact your departmental HR office

How to Submit Direct Deposit Requests

- Processing time for direct deposit requests is 2 pay cycles (30 to 60 days) depending on the volume of work the State Controller's Office is experiencing at the time of submission.
- For changes, **do not close your old account until your first payment is deposited into your newly designated account and/or financial institution.** Typically takes 40 days for your payment to deposit into your new account.
- Do not submit multiple new/change direct deposit requests during the waiting period, doing so can cause delays in setting up the employee's direct deposit account.
- The employee is accountable for entering the correct information. If the employee realizes that an error was made in their submission, they must contact their assigned payroll technician to resolve the issue.
Find your payroll technician here - [link](#).
- The form submitted by the employee will be sent straight to the State Controller's Office (SCO) for processing. SDSU's Payroll department will not be able to comment on the status of the direct deposit request form submitted via CEC.

How to Cancel Direct Deposit

Please contact payroll services at chr.payroll@sdsu.edu or 619-594-5251 to initiate the process.

Direct Deposit FAQs

Q: I previously enrolled in Direct Deposit through PeopleSoft. Will I need to reenroll?

A: No, your account information from PeopleSoft has been updated in CEC. It is recommended to still register with CEC and verify your account information.

Q: After the State Controller's Office receives my request, how long will it take for the change to occur?

A: Generally, if your form is received by the State Controller's Office by the first of the month, your change will be made by your next payday. This time is necessary to verify that an active account exists with your financial institution. Once this verification has been completed, your next payment will be issued through Direct Deposit.

Q: Can I have my check deposited into multiple banks?

A: The State Controller's current system only allow for employees to deposit their pay warrants into one bank account.

Direct Deposit FAQs

Q: When will my Direct Deposit Funds be posted to my account?

A: Your funds will be available to you on the first banking day after the end of the pay period. For example, if the pay period ends on Thursday, your funds should be deposited and available on Friday. If the pay period ends on Friday, a weekend, or a holiday, your funds will be posted to your account on the next available banking day. For specific dates, please visit [SDSU's Payroll Calendar](#).

Q: Can I have my payments deposited directly to my spouse's account?

A: No. The account to which your payment is deposited must carry your name. It can be held on a joint basis, as long as your name is on the account.

Q: Where can I view my pay stubs?

A: Once employees begin receiving their pay warrant via direct deposit, they can view their pay stubs through their Cal Employee Connect account under "Earnings".

Direct Deposit FAQs

Q: Why do some employees on Direct Deposit have their money earlier than others?

A: Some institutions post funds to accounts at the beginning of the bank business day, this is not a universal practice. Other institutions post funds in the afternoon instead of the morning. Some institutions even post funds prior to receiving the funds from the State as a customer service. It is strongly recommended that you check with your financial institution to determine when your funds will be available. If you are not satisfied with their processing schedule, you may wish to consider using another financial institution.

Direct Deposit with CEC

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