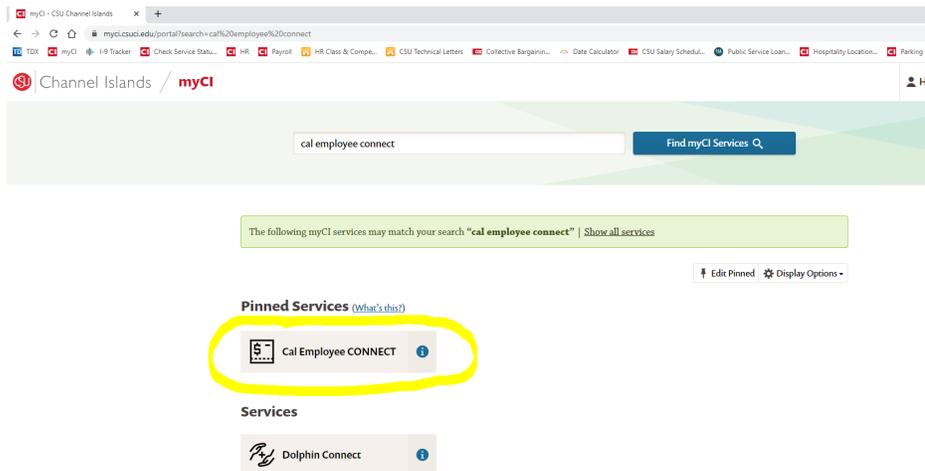


The State Controller's Office will be implementing a new process for Direct Deposit sign-up and changes using the Cal-Employee Connect portal, which also offers employee's access to their paycheck stubs and W-2's. This new process for Direct Deposit will allow employees to independently change their direct deposit information in a secure way and will provide a faster processing and implementation timeline.

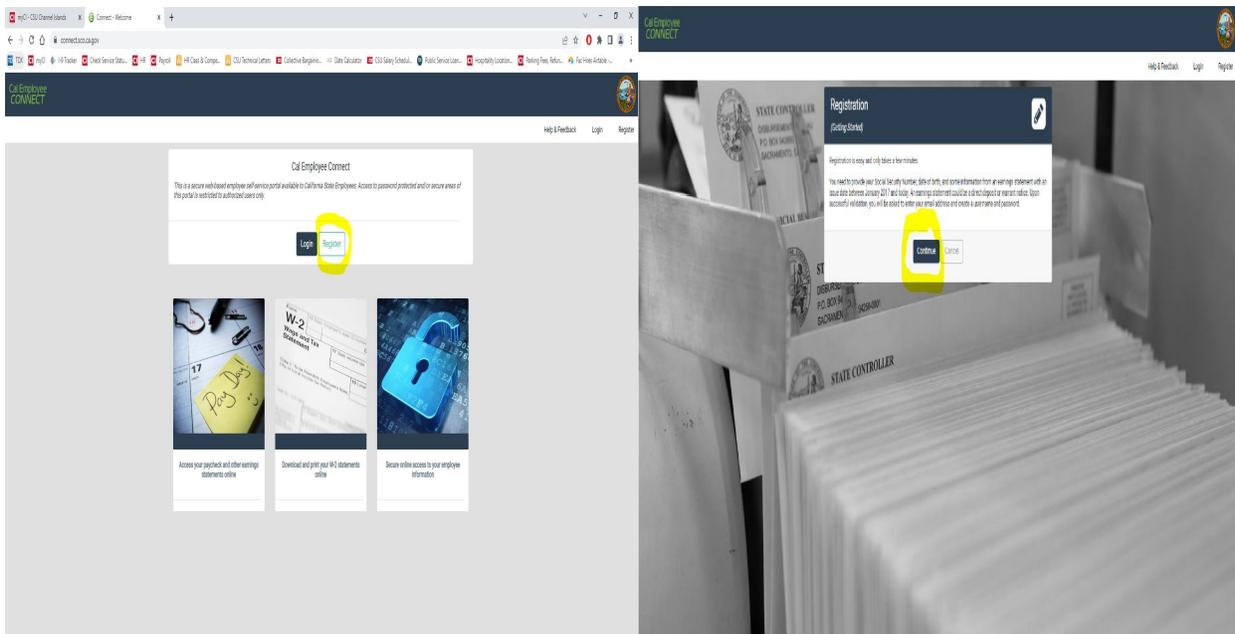
In order to register for Cal-Employee Connect (CEC), you must have received at least 1 (one) paycheck, as part of the registration process will require information found on the paystub. If you did not receive a live paycheck or are registering to make changes and are currently on direct deposit, please contact Payroll at payroll.services@csuci.edu for the information required to register.

Instructions for registering:

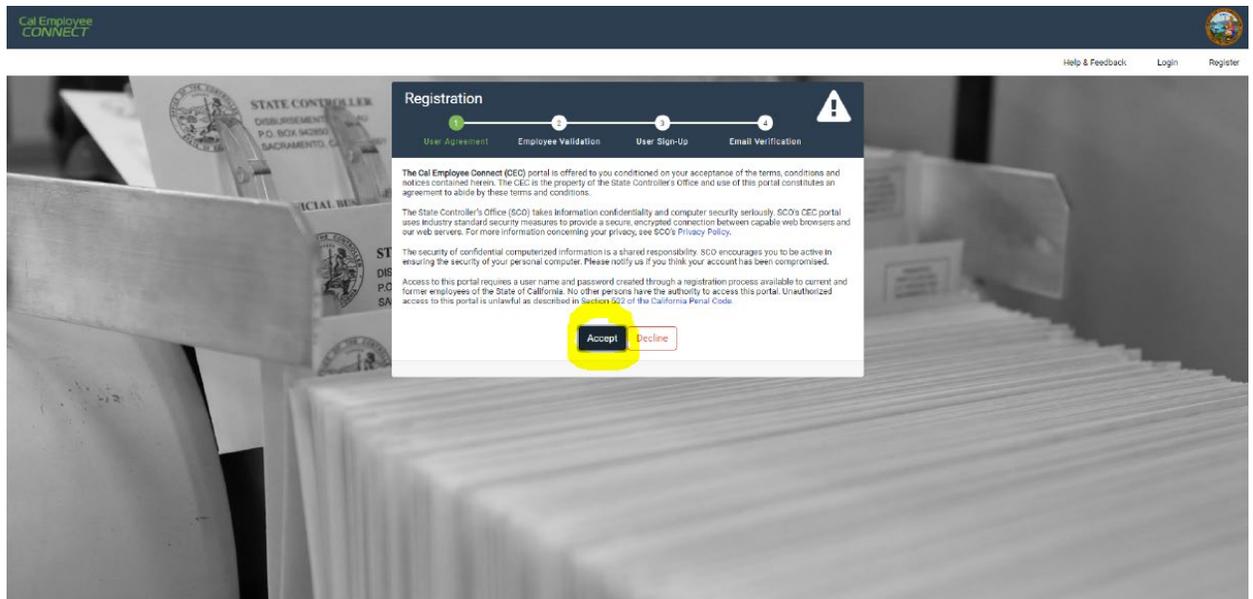
1. Go to the myCI portal and click on the Cal Employee CONNECT tile, or go to connect.sco.ca.gov



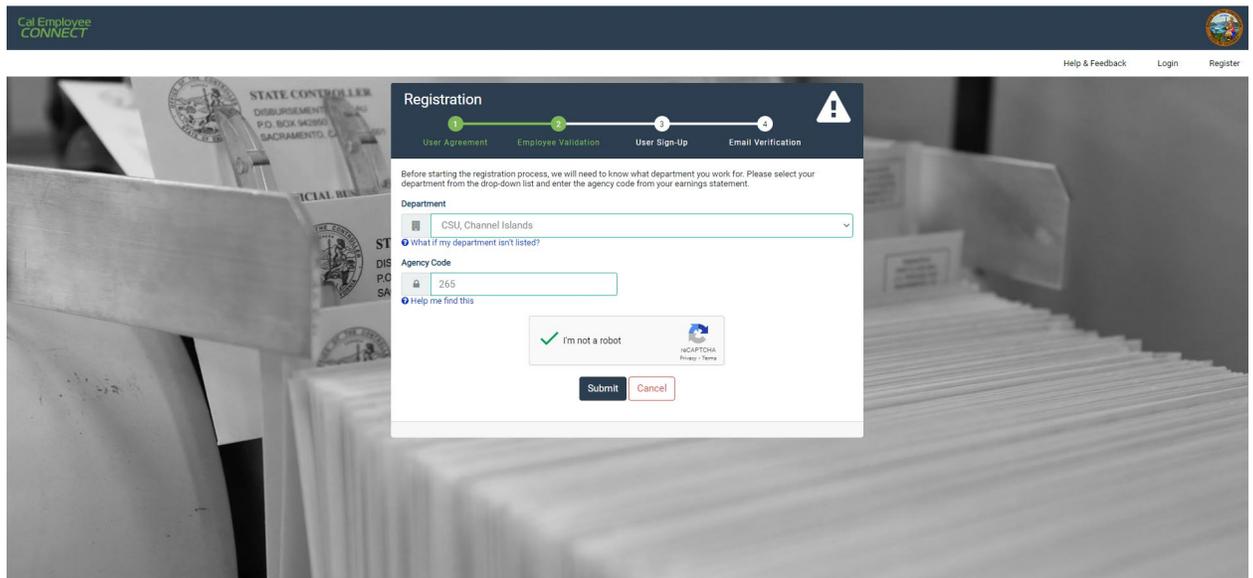
2. On the introductory screen, click "Register" then "Continue"



3. Please read the notice of terms, conditions, and notices and then click “Accept” to continue.



4. Under **Department**, please select “CSU, Channel Islands” from the drop-down menu
5. Under **Agency Code**, please enter “265”
6. Check the box to confirm “I’m not a robot” and click the “Submit” button to continue.



7. Under **Social Security Number**, enter the digits of your social security number, the cursor will automatically move to the next box.
8. Under **Date of Birth**, choose the month, day, and year of your birth from the drop down boxes.
9. Under **Earnings Statement Number**, enter the check number from your paystub (or the information provided by Payroll).
10. Under **Total Deductions**, enter the total deductions dollar amount from your paystub (or the information provided by Payroll).
11. Click “Submit” to continue.

Cal Employee CONNECT

Help & Feedback Login Register

Registration

1 User Agreement 2 Employee Validation 3 User Sign-Up 4 Email Verification

Social Security Number
 999 - 99 - 9999
 Why are you asking me for my SSN?

Date of Birth
 Month Day Year

Earnings Statement Number
 99-999999
 Help me find this. (I have Direct Deposit) or (I have a Paper Warrant)

Total Deductions
 \$ 9999.99
 Help me find this

Submit Cancel

12. Under **Email Address**, enter your email address twice to confirm. We suggest using a personal email so that you can reset your password when away from the office or after retirement/resignation.
13. Under **Desired User Name** create a user name.
14. Under **Password** create a password, entering it twice to confirm.
15. Click “Submit” to continue.

Cal Employee CONNECT

Help & Feedback Login Register

Registration

1 User Agreement 2 Employee Validation 3 User Sign-Up 4 Email Verification

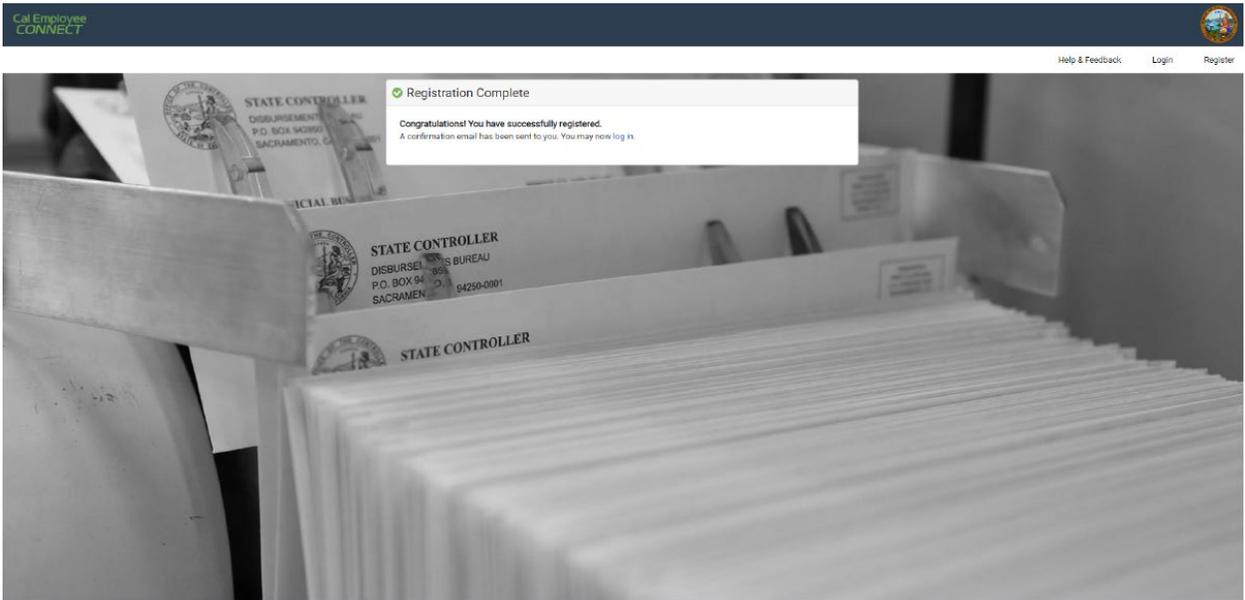
Email Address
 Email
 Confirm Email

Desired User Name
 User Name

Password
 Password
 Confirm Password
 Password Requirements

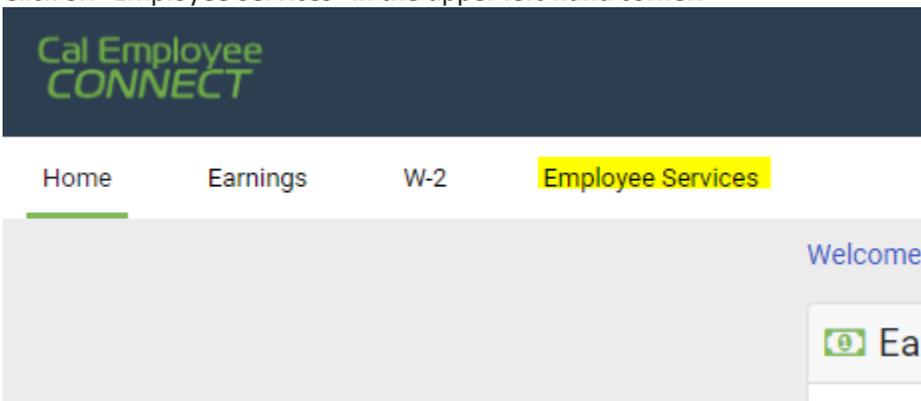
Submit Cancel

16. An 8-digit verification code will be sent to the email address you provided, please enter the code in this next screen within 30 minutes of receiving it via email.
 - a. If you do not enter the code within 30 minutes, or the code does not work, click on “Resend Code” to received a new code via email.
17. Click “Submit” to continue.
18. Your registration is complete! Click on the “log in” link to login to the system using your newly created user name and password.

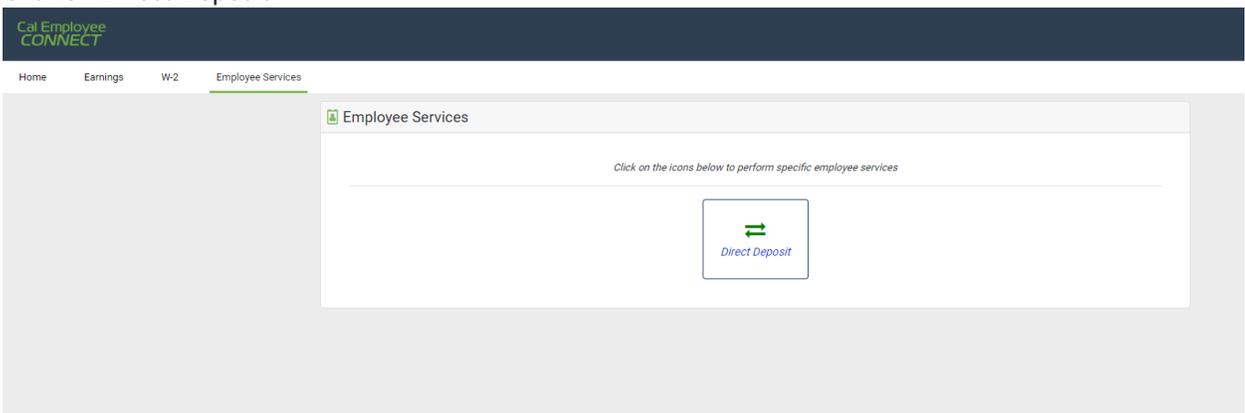


To Update Direct Deposit:

1. Click on "Employee Services" in the upper left-hand corner.



2. Click on Direct Deposit.



3. Under **Current Pay Frequency** choose "Monthly."
4. Under **Type of Enrollment** choose "New" if you do not current have direct deposit or "Change" if you have an existing direct deposit and would like to update the information.
5. Under **Account Type** choose the type of account you want your check deposited in, either "Checking" or "Savings."

6. Under **Financial Institution Name** put the name of your bank or credit union.
7. Under **Routing Number** enter the 9-digit routing number for your account.
8. Under **Deposit Account Number** enter the account number for your account (must be at least 9-digits).
9. If you know the address of your institution (for example your local branch) you can enter the street address, city, state, and zip code. If you do not know the address:
 - a. Enter “n/a” for **Institution Address**
 - b. Enter “n/a” for **City**
 - c. Enter “na” for **State**
 - d. Enter “00000” for **Zip**
10. Click “Submit” to continue.

The screenshot shows the 'Direct Deposit Request' form within the Cal Employee CONNECT system. The form is titled 'Direct Deposit Request' and includes a 'More Info' link. Below the title, there is a brief instruction: '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.' A note follows: '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 for 'Financial Institution Information'. It includes several dropdown menus and text input fields:

- Current Pay Frequency:** A dropdown menu with 'Monthly' selected.
- Type of Enrollment:** A dropdown menu with 'New' selected.
- Account Type:** A dropdown menu with 'Checking' selected.
- Financial Institution Name:** A text input field.
- Routing Number:** A text input field.
- Deposit Account Number:** A text input field.
- Institution Address:** A text input field.
- City:** A text input field.
- State:** A text input field.
- Zip:** A text input field with a placeholder 'ex: 12345 or 12345-7777'.

At the bottom of the form, there is a 'Submit' button and the DIRECT DEPOSIT logo.

If you have any questions or concern about the new process, please email payroll.services@csuci.edu. Thank you for your patience as we navigate this process, if you have any suggestions for further improvements, please don't hesitate to let us know.