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

   ![myCI portal](image1)

   "The following myCI services may match your search "cal employee connect". Click all services"

   ![Pinned Services](image2)

   ![Services](image3)

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.
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.

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.
4. Under **Type of Enrollment** choose “New” if you do not currently 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.

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.