DGS CALIFORNIA DEPARTMENT OF **GENERAL SERVICES**

HUMAN RESOURCES MEMORANDUM 22-021	DATE ISSUED: 11/04/2022
SUBJECT: **Cal Employee Connect (CEC) Employee Services - Direct Deposit**	REFERENCE: SCO
TO: All Department of General Services (DGS) Employees	SUPERCEDES: *None*

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH ALL EMPLOYEES

Purpose

The purpose of this memorandum is to notify employees that effective Monday, **November 1, 2022**, the State Controller's Office (SCO) launched two new Employee Services features: Multifactor Authentication (MFA) and Direct Deposit, available on the Cal Employee Connect (CEC) Service Portal to support remote work and a self-serve option. These new features allow employees to submit new Direct Deposit requests or change existing Direct Deposit requests directly from their CEC account as well as add an additional layer of security to employee accounts. These new Direct Deposit features are additional options for employees to submit a New/Change Direct Deposit request and will not affect employees already on direct deposit.

Registering for Cal Employee Connect

To register for a Cal Employee Connect account, the following employee information is needed and can be obtained from an earnings statement:

1. Social Security Number
2. Date of Birth
3. Direct Deposit or Warrant number located on the top right corner of your pay stub
4. Total Deductions
5. An active email for account verification

For employees that do not have any earnings statements, the employee should contact their programs Attendance Clerk who will obtain the required warrant number and deduction information.

Refer to the CEC Job Aid for additional guidance on registering and available services for employees, including viewing/downloading earnings statements, W-2s, and leave balances.

Completing a Direct Deposit Request with Multi-Factor Authentication (MFA)

To enable MFA and complete a Direct Deposit request, the employee will need to log into their CEC account and follow the instructions below:

1. Click 'User Profile' in the drop down under the employee name.
2. Turn on MFA.

3. Follow the instructions within the application to download the Authenticator Application. Once completed, return to the home page to complete a request.
4. Click Employee Services.
5. Select Direct Deposit (ensure MFA has been enabled before submitting a request).
6. Select the type of enrollment (new or change), the account type (checking or savings), and then complete the routing, account and bank information requested.

Once SCO verifies that the employee has an active account at their designated financial institution, their next payment will be issued through Direct Deposit. This may take up to two pay cycles depending on the date the request was received. Employees should contact their Attendance Clerk if their Direct Deposit is not established.

Employees may continue to submit the STD. 699 to OHR to processing.

Attendance Clerk
Send an inquiry via email to the appropriate Personnel Specialist to resolve any employee issues with establishing or changing Direct Deposit.

Questions
Employees are encouraged to view the MFA FAQs and the CEC-specific Direct Deposit FAQs or visit the SCO website for general Direct Deposit FAQs. If employees have questions or need further assistance, or would like to share feedback, please visit CEC Help & Feedback.

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