

HUMAN RESOURCES MEMORANDUM 23-008		DATE ISSUED: 5/23/2023
SUBJECT: CAL EMPLOYEE CONNECT (CEC) – EMPLOYEE SERVICES: ADDRESS CHANGE		REFERENCE: California Employee Connect (CEC)
TO: All DGS Employees and Client Service Agencies.		SUPERCEDES:

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

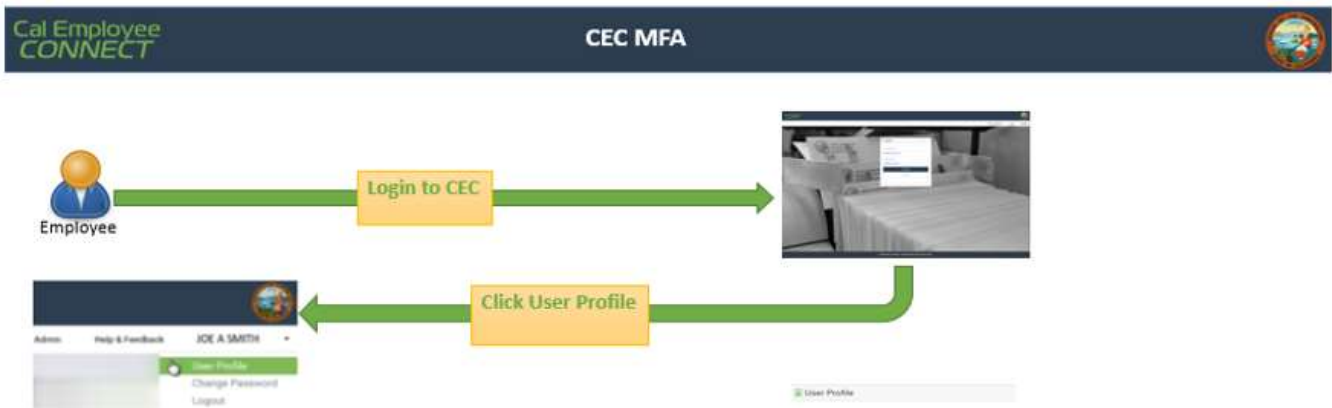
We are happy to announce that [Cal Employee Connect \(CEC\)](#) Employee Services feature has expanded to include an Address Change feature. The Address Change feature has been created as an additional self-serve option. You do not need to submit an Address Change request through CEC if you already have a current address on file.

How to Verify Address on File:

You can verify the address on file by logging into Cal Employee Connect and clicking on the user profile for the current address.

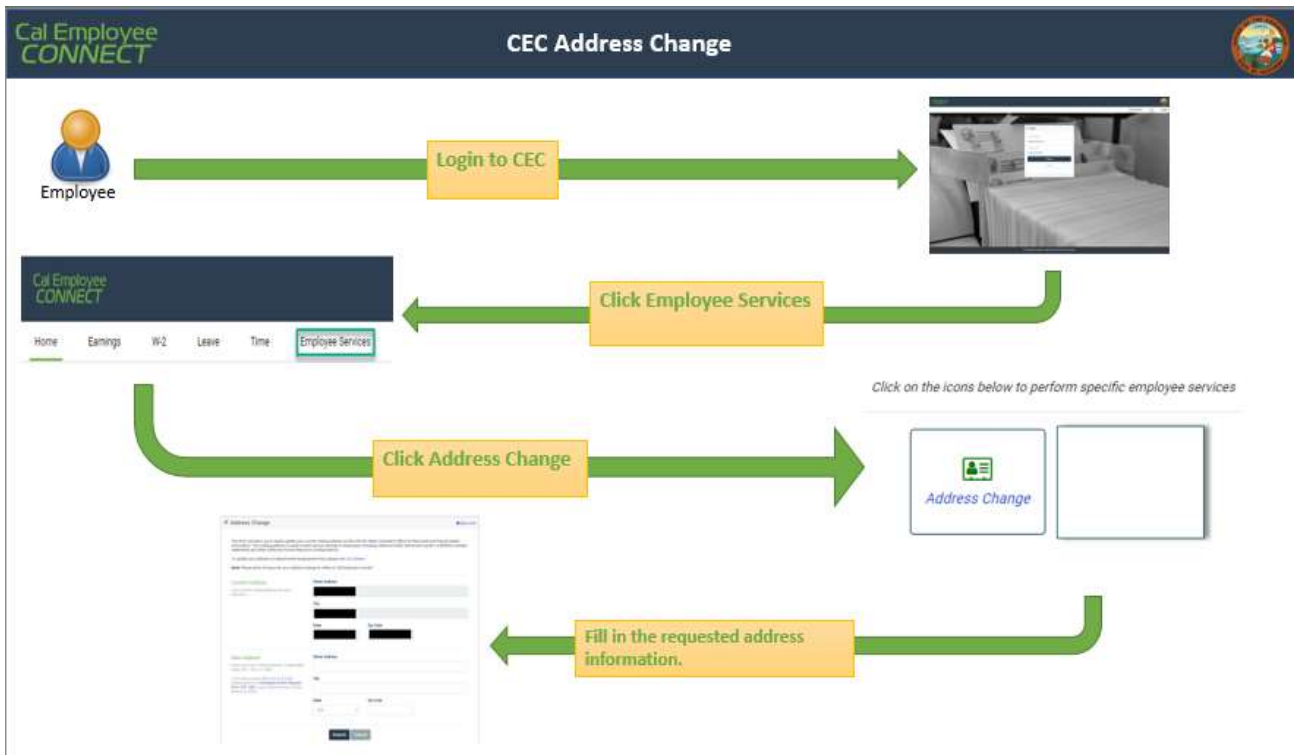
1. Log into [Cal Employee Connect \(CEC\)](#)
2. Click User Profile

The address on file will show under ‘Employee Information.’



How to Submit Address Change:

1. Log into [Cal Employee Connect \(CEC\)](#)
 - a. It will ask you to enable MFA if you have not already activated the MFA - for more information, click on [Enable MFA User Guide](#).
2. Select **Employee Services** from the top navigation bar.
3. Click **‘Address Change’** and follow the instructions within the application.



Please note: If your current address for the CEC is more up to date than the address listed in your telework agreement, you are required to update your telework agreement to match the CEC address. This ensures that your CEC and telework agreement accurately reflects your current residential address.

CEC processes address change requests by close of business day Monday through Friday; please allow 24 hours for submitted changes to reflect in your CEC account. If the change is submitted Friday evening through Sunday, the changes will be processed the following Monday, and changes may reflect in your CEC account as early as Tuesday morning.

Questions

If employees have questions or need further assistance, please contact the CEC team at [Help & Feedback](#).

Thank you,

ESTELA GONZALES, Chief
Office of Human Resources