

<b>HUMAN RESOURCES MEMORANDUM 20-014a</b>	DATE ISSUED: 04/30/2020
SUBJECT: <b>CAL EMPLOYEE CONNECT</b>	REFERENCE: None
TO: All DGS Employees	SUPERCEDES: None

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

**Purpose**

The purpose of this memorandum is to announce that the Department of General Services (DGS) is part of the first wave of implementation of the new Cal Employee Connect.

**What is Cal Employee Connect?**

Cal Employee Connect is a user-friendly portal designed by SCO which allows employees to view, print, and electronically save their own W2s, leave balances, direct-deposit earnings statements, and more. Cal Employee Connect can be accessed from any location using any device, including your home computer. This secure portal is being implemented in phases so all state employees will have access by July. As DGS is part of the first wave of implementation, our employees are able to utilize this new tool effective immediately.

**Register for Cal Employee Connect**

Registering for Cal Employee Connect is a simple process and only takes a few minutes. You will need the following information:

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

Register at <https://connect.sco.ca.gov/>.

Please note, under the Department dropdown box, select Department of General Services and enter the appropriate Agency Code as follows:

- 306 - DGS (Administration, Executive, BSC, CCDA, EEO, ETS, FI\$Cal, OAH, OBAS, OFAM, OHR, OLS, OPSC, ORIM, PD)
- 307 - OSP
- 308 - FMD
- 331 - OSP
- 717 - DCU
- 718 - DSA
- 719 - RESD (AMB, CIMB, PMDB)

## Questions

If you have questions regarding this memorandum, please contact your designated Attendance Clerk or Employee Resource Liaison.

**AMY APPLEGATE**, Personnel Officer  
Office of Human Resources

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