

<b>HUMAN RESOURCES MEMORANDUM 24-013</b>		DATE ISSUED: 10/21/2024
SUBJECT: <b>Enroll in W-2 Paperless in Cal Employee Connect Today</b>		REFERENCE:
TO: All DGS Employees		SUPERCEDES: N/A

### Purpose

Cal Employee Connect (CEC) is the State Controller's web-based employee portal that allows state employees to view and print their paystubs and W-2 statements. Employees who opt in to receive their W-2 paperless statement will be able to view and download the current and previous year W-2 statements (using any internet-connected device).

CEC will also allow employees to view their W-2 Wage and Tax Statement earlier than employees who receive the printed version by mail. The deadline to opt in for the 2024 W-2 paperless statement is **November 30, 2024**.

In addition to the convenience of being able to download the W-2 earlier, this option also:

- Is eco-friendly since it reduces unnecessary paper usage
- Minimizes the potential for mail theft
- Negates the time to request and receive a duplicate statement
- Expedites the scheduling and filing of income tax returns

To opt in to the W-2 paperless method, employees need to simply log into their [CEC](#) account and an enrollment pop-up will appear. Follow the steps to enroll in this optional program. Employees that do not elect to enroll in the program will continue to receive their W-2 statement by mail and will also be able to view (but not download) their W-2 statement using CEC. Employees already enrolled in the paperless option do not need to reenroll.

### Questions

If you have questions, need assistance, or would like to share feedback, please visit [CEC Help & Feedback](#).