Job Aid

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1) Go to https://connect.sco.ca.gov/ and click Register to begin the registration process. You will need your social security number, date of birth, and information from a recent State of California earnings statement (also known as a pay stub).

2) Read Getting Started then click Continue.

3) Read User Agreement then click Accept.

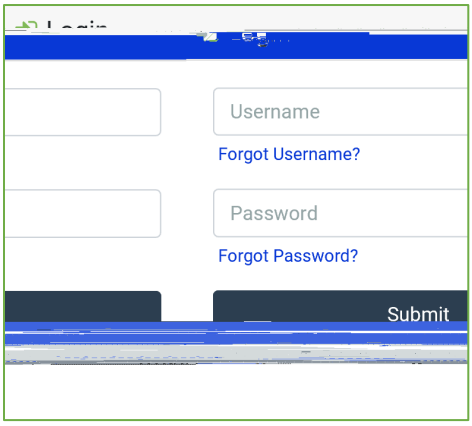
7) Verify your email address then click Submit.

8) You will receive an email with a unique code that is valid for 30 minutes from the time the email was sent. Enter the code in the Email Verification Code box.

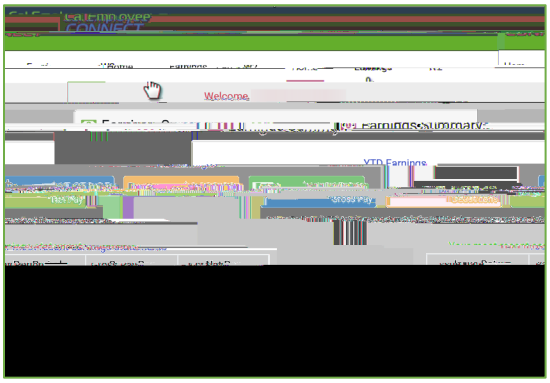
9) You will receive an email with your user ID. This email confirms your registration is complete and you may log into Cal Employee Connect.

1) Go to https://connect.sco.ca.gov and click Login.

2) Enter your username and password, then click Submit.



1) There are two ways to get to earnings statements.
   - In the Earnings Summary, click an earnings statement.
   - At the employee dashboard on the top of the screen, click Earnings.



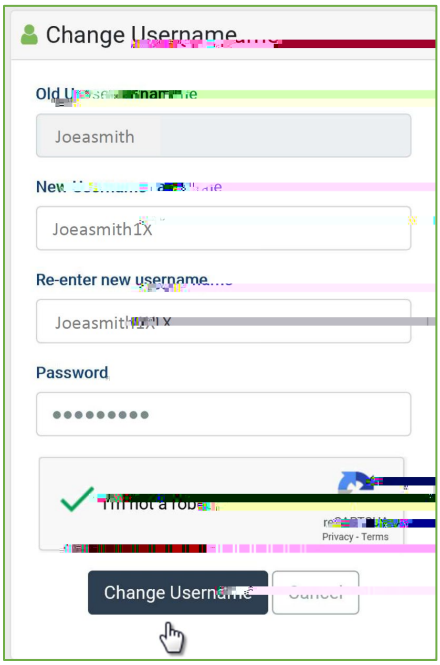
2) Click a row to view your W2 for that tax year.

3) To download a PDF, click View/Download this W2.

   a. Accept the Disclaimer.

   b. Verify your identity using your social security number and date of birth.

4) Click “I’m not a robot” and click Change Username.



5) You will receive a validation email with a security notice indicating you are making a change to your Cal Employee Connect account. Enter the validation code and click Submit. (The code will expire after 30 minutes. If you need your code sent again, click Resend.)

6) A confirmation notice will appear at the bottom of your User Profile.

To view your leave balances, look at the table on the right side of the home screen. Balances will be one month in arrears, consistent with what is on your most recent earnings statement.

Click Help & Feedback on the top right side of the screen or email connecthelp@sco.ca.gov.