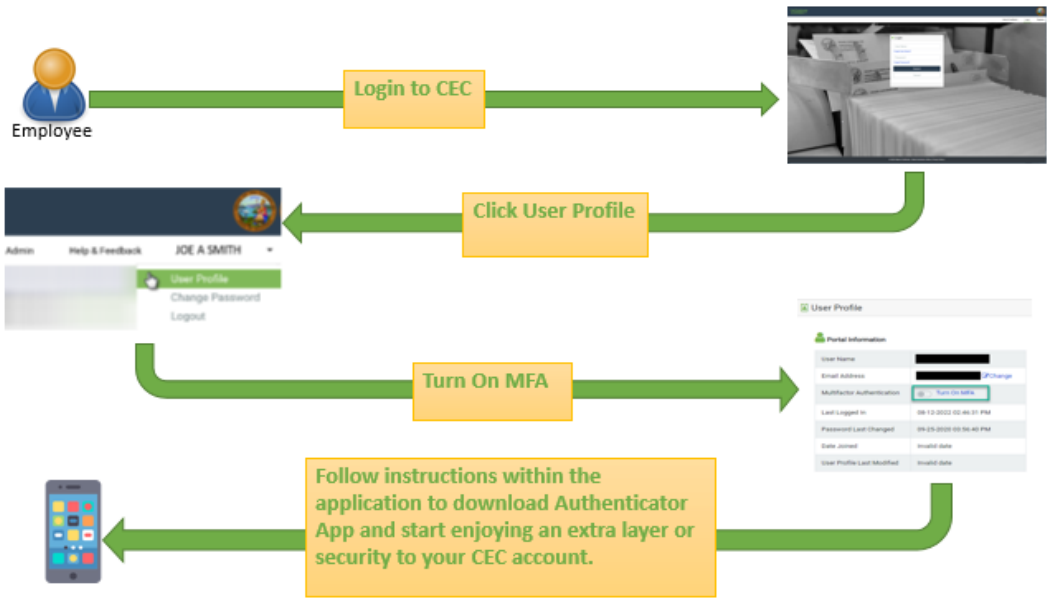
Cal Employee Connect (CEC) - Withholdings Change User Guide

Note- this user guide outlines the functionality of the Withholdings Change form available via Cal Employee Connect and is only intended to communicate key CEC features.

Withholdings Multifactor Authentication (MFA)

- Multifactor Authentication is an additional level of security that an employee sets up on CEC It uses a phone-based application to generate security codes to add another layer of verification to your account. To submit a Withholdings Change via Cal Employee Connect, you will need a MFA linked to your CEC account.



- An additional User Guide is available on MFA setup with the “Resources” section of the Connect - Help and Feedback Form.

Step One - Getting Started:

- Login to a CEC account with MFA enabled. CEC’s electronic Withholdings Change form is an alternative to the Employee Action Request (EAR) and allows employees to update their Withholding information via a CEC account.

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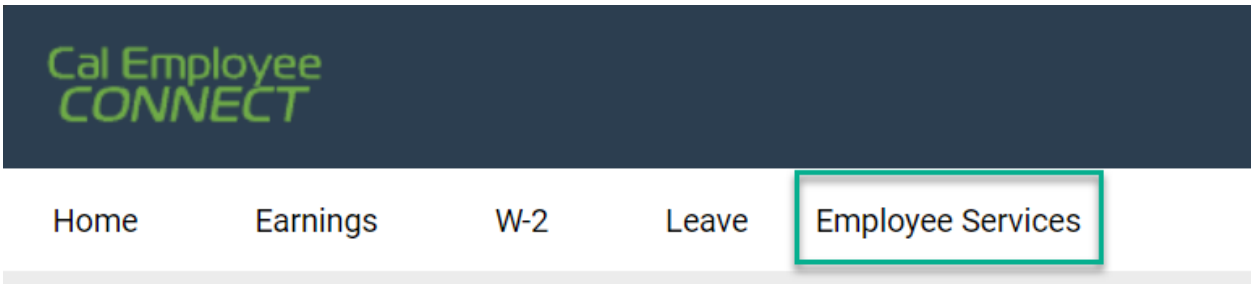
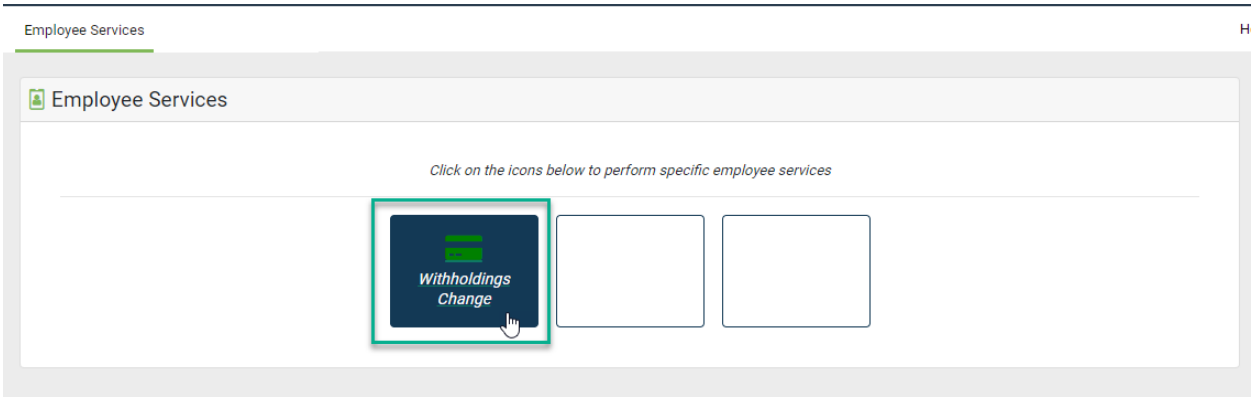
- The Employee Services feature allows employees to self-service with the submission of electronic forms via CEC. To update Withholding via CEC, navigate to the “Employee Services” section.



- Within the “Employee Services” section, select “Withholdings Change” from the available options.



- CEC prechecks for Withholdings Change availability. If CEC is unable to confirm an account’s status, CEC will provide information on how to obtain additional assistance. If an account has not yet enabled MFA they will be directed to do so before they can proceed with a Withholdings Change via CEC.

- Before starting the Withholdings Change form, CEC will provide additional information and resources.

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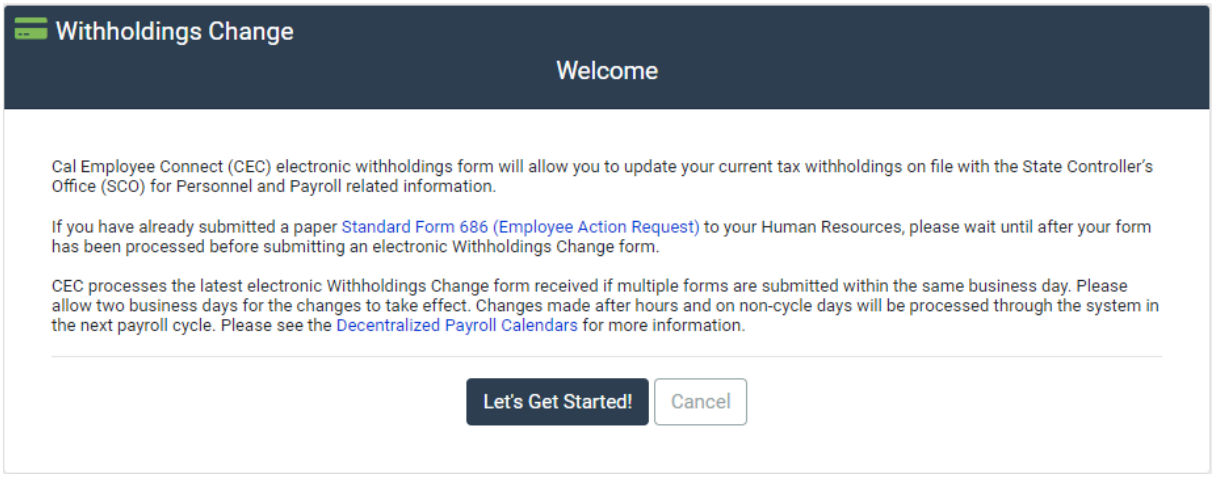
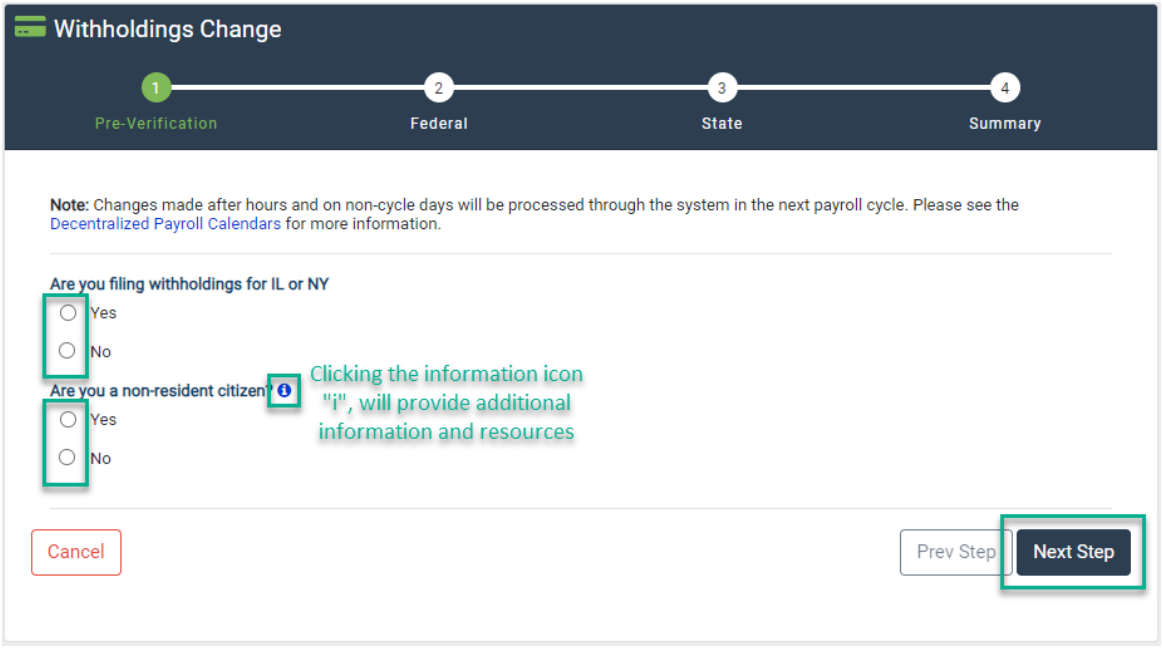


Step Two – Pre-Verification:

- The Pre-Verification section has qualification questions that are a requirement for submitting an electronic Withholdings Change form. If additional assistance is needed CEC will direct the employee to the California Personnel Office Directory (CPOD) and to contact their Departmental HR office.

- Please note, additional information is available by clicking the "i" icon next to most questions.



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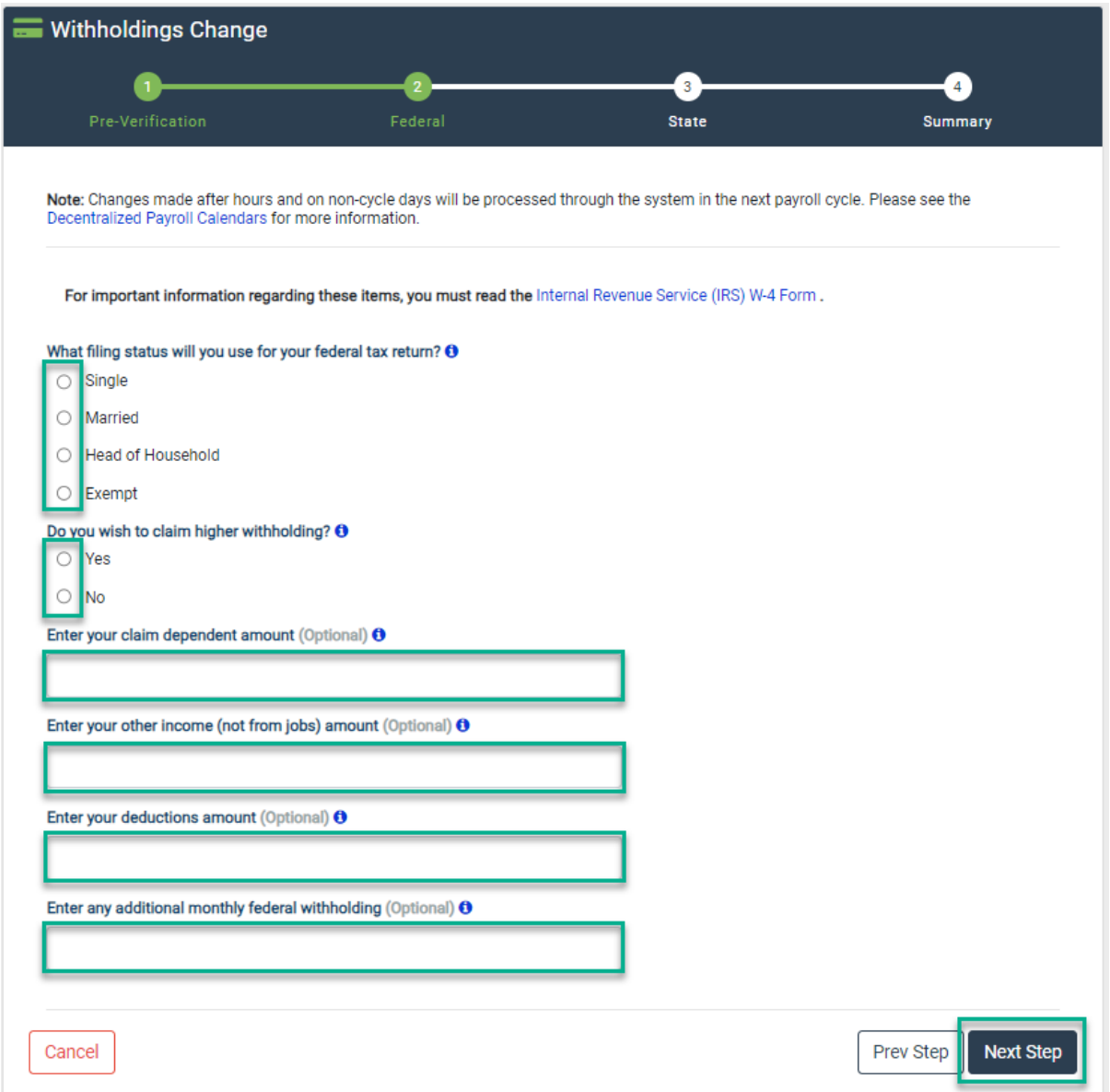
Step Three – Federal:

- The Federal Withholdings section will expand as the form is populated. Questions will have additional information and linked resources available by clicking the “i” icon.
- After completing the form with the appropriate information, click “Next” at the bottom of the page.



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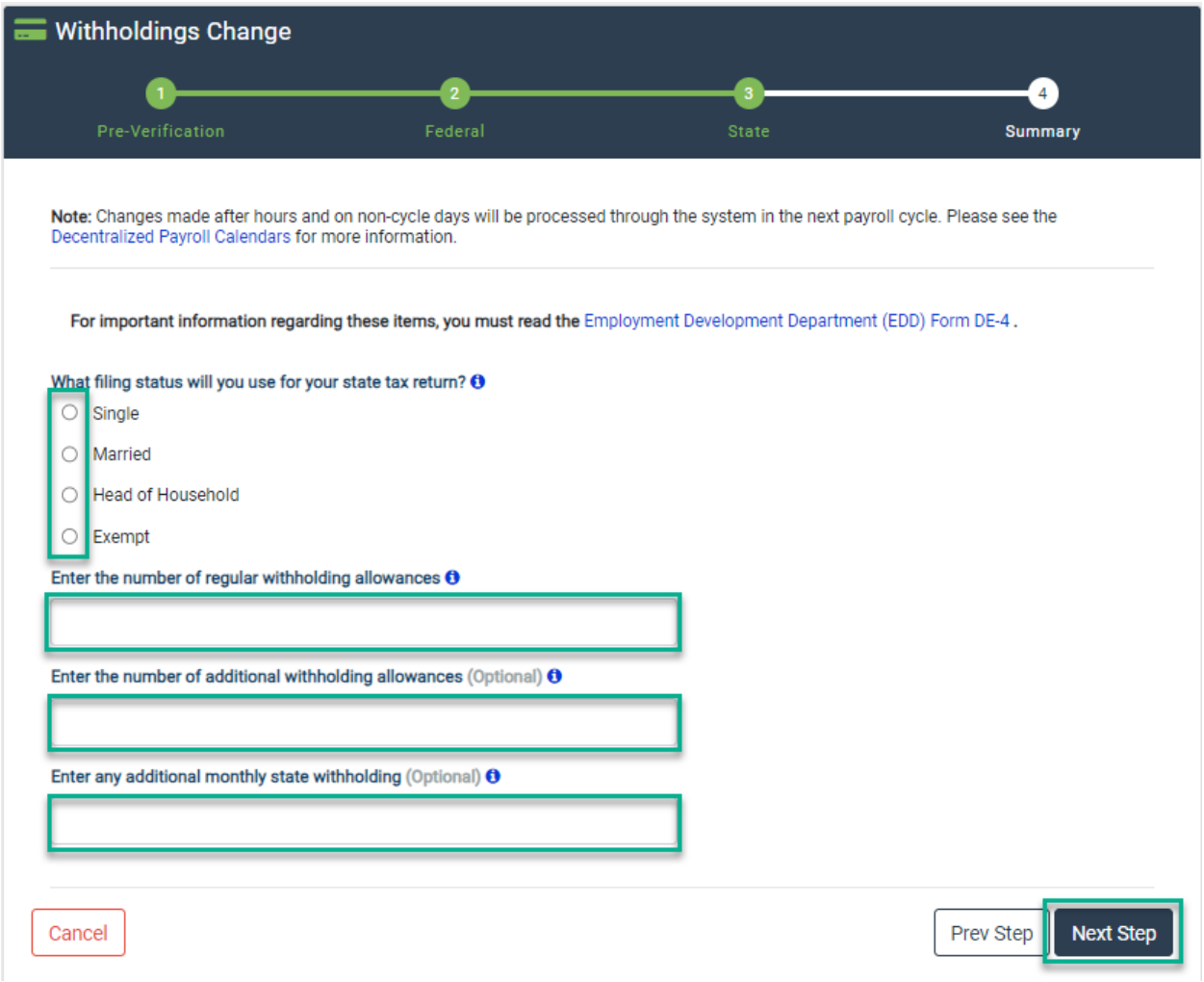
Step Five – State:

- The State Withholdings section will expand as the form is populated. Questions will have additional information and linked resources available by clicking the "i" icon.

- After completing the form with the appropriate information, click "Next" at the bottom of the page.



- If additional edits are needed on a previous section of the Withholdings Change form, the "Prev Step" and "Next Step" buttons at the bottom of the form can be used to toggle between parts of the Withholding Change.

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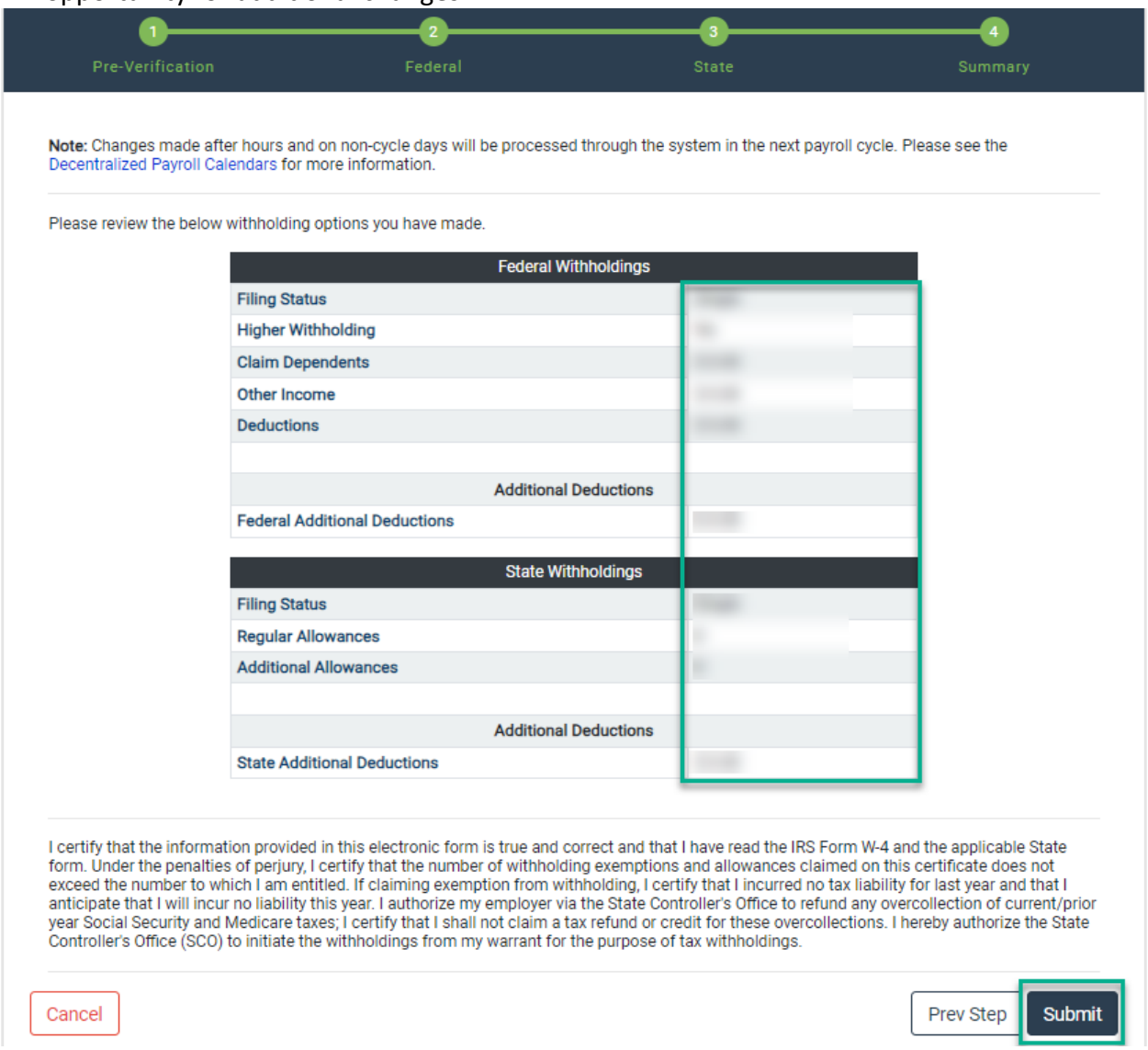
Step Five – Submission:

- A quick summary of the entered information is provided, allowing for a review and opportunity for additional changes.



- After reviewing the entered Withholdings updates, read the authorization statement at the bottom before clicking the “Submit” button.

- To validate the withholdings Change, a Social Security Number and Date of Birth are used as an electronic verification.

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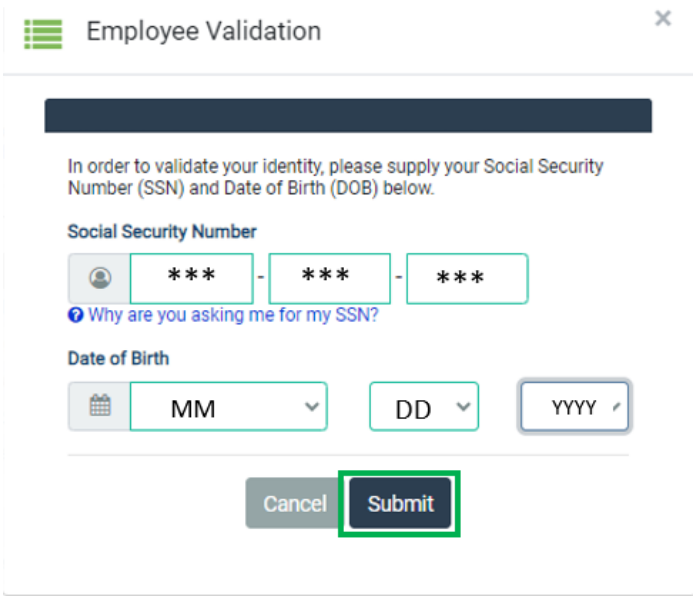
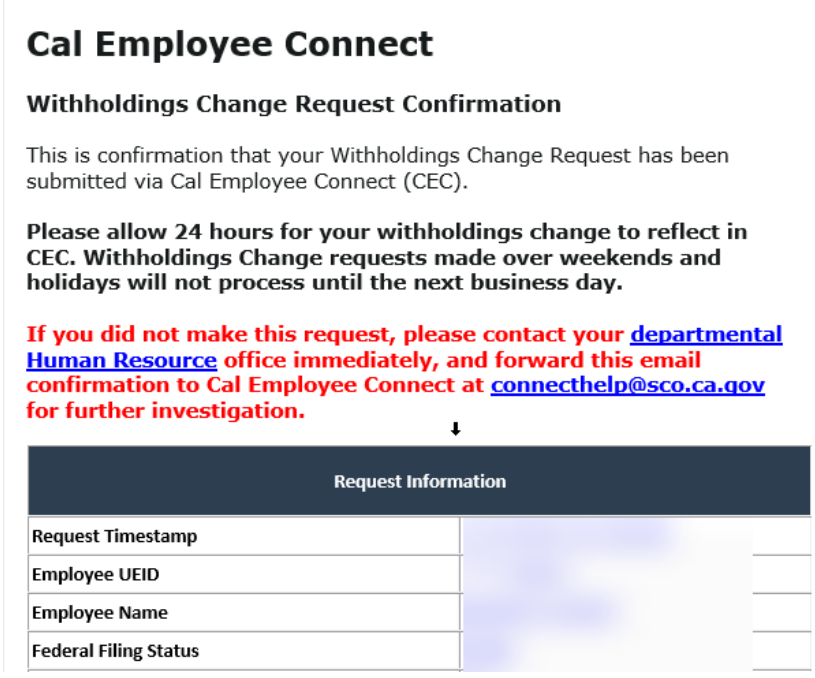


- After submitting a Withholdings Change via CEC, the employee and the Departmental HR Office will receive an email confirmation on a submitted Withholdings Change form. Please note, the confirmation will be directed to the email currently linked to the CEC account.



Cal Employee Connect

Withholdings Change Request Confirmation

This is confirmation that your Withholdings Change Request has been submitted via Cal Employee Connect (CEC).

Please allow 24 hours for your withholdings change to reflect in CEC. Withholdings Change requests made over weekends and holidays will not process until the next business day.

If you did not make this request, please contact your departmental Human Resource office immediately, and forward this email confirmation to Cal Employee Connect at connecthelp@sco.ca.gov for further investigation.

Request Information	
Request Timestamp	
Employee UEID	
Employee Name	
Federal Filing Status	

For questions, please contact us via Connect - Help and Feedback.

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