CSUDH | PAYROLL SERVICES

# DIRECT DEPOSIT ENROLLMENT FOR EMPLOYEES

Through the Cal Employee Connect (CEC) Self-Service guide, you will be able to enroll for direct deposit or change the financial institution you selected for direct deposit. All new direct deposit enrollment and direct deposit changes are done via Cal Employee Connect. CEC Is a secure website developed by the State Controller's Office of California for all state employees to review payment stubs and obtain W-2 information.   If you have yet to register for CEC, please follow the guide available on our Payroll Website.
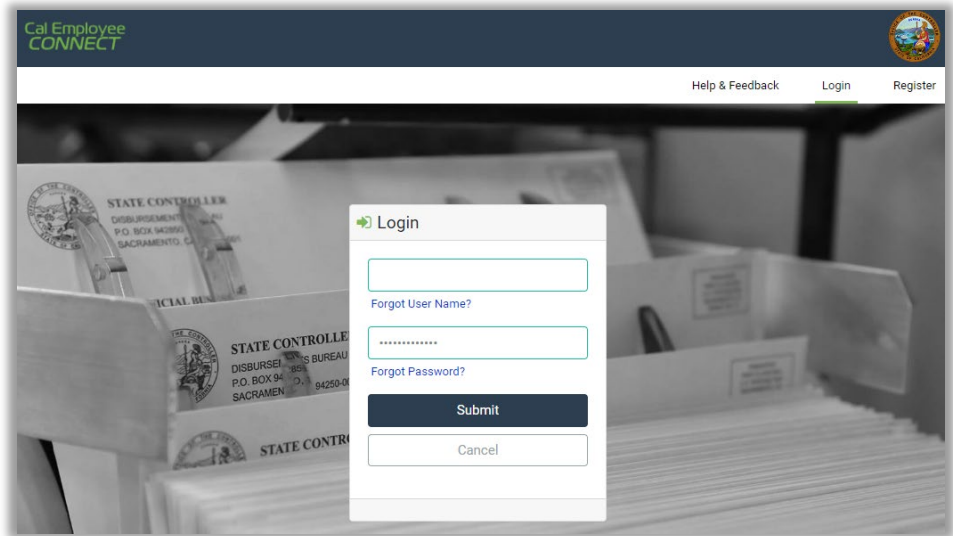
Multifactor Authentication (MFA) provides an extra layer of security on employees' CEC account. Once MFA is enabled, employees can enroll or change direct deposit via the Employee Services feature within CEC. CSU Dominguez Hills uses Duo as our MFA; however, you are free to choose any of the MFA authenticators listed on the CEC website.

Note: If you wish to **cancel** your direct deposit, you must use the Direct Deposit Form or contact our Payroll Office immediately by calling (310) 243-3769 or e-mail payrollservices@csudh.edu.

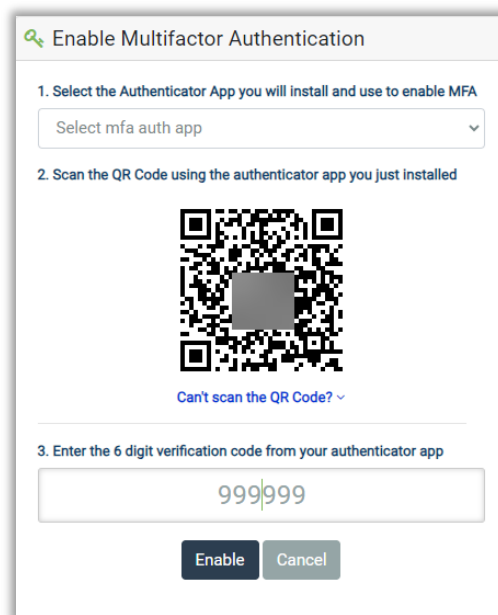|	
1. Login to the **CEC Portal**. Click **Login**.	
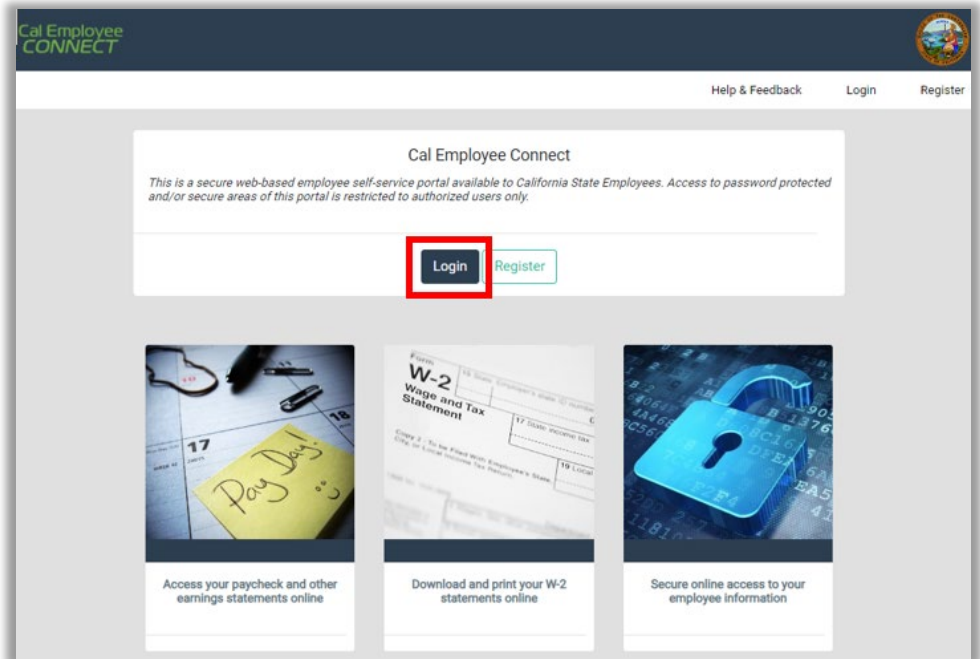
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2. In the Login page, enter your username and password, click **Submit**.	
3. **MFA** must be enabled to add/change direct deposit. Select **User Profile**, click **Turn On MFA**, and follow the instructions within the application to download the authenticator app to your mobile device. From the top navigation select the **Employee Services** bar and follow the instructions within the application. If you have questions or need assistance, please visit [CEC Help & Feedback](#).	
4. In the top menu bar, click on the **Employee Services** tab. Click **Direct Deposit**.	
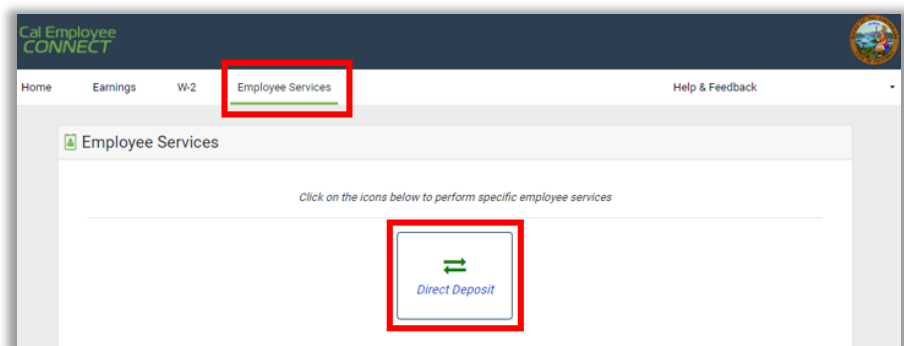
5. Under **Financial Institution Information,** complete the following:

    a. Current Pay Frequency: **Monthly**
    b. Type of Enrollment:
    c. Account Type:
    d. Financial Institution Name:
    e. Routing Number:
    f. Deposit Account Number:
    g. Institution Address:
    h. City:
    i. State:
    j. Zip:

Click **Submit**

Direct Deposit Enrollment Guide
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