



MOTT COMMUNITY
COLLEGE

Direct Deposit Set-Up
My Backpack

My Backpack Overview

- Direct Deposit
 - Ability to add new, change current, and end current direct deposits
 - Changes still need to pre-note
- Earnings Statement
 - Online access to your pay advices
- W-2 Electronic Consent
 - Allows you to view your W-2 online
- W-2 Statements
 - Online versions of your W-2




Logging into My Backpack

Step 1:
Log into MCC4ME

Step 2:
Click MY BACKPACK
found on the right
side of the screen

Step 3:
Log into
MY BACKPACK

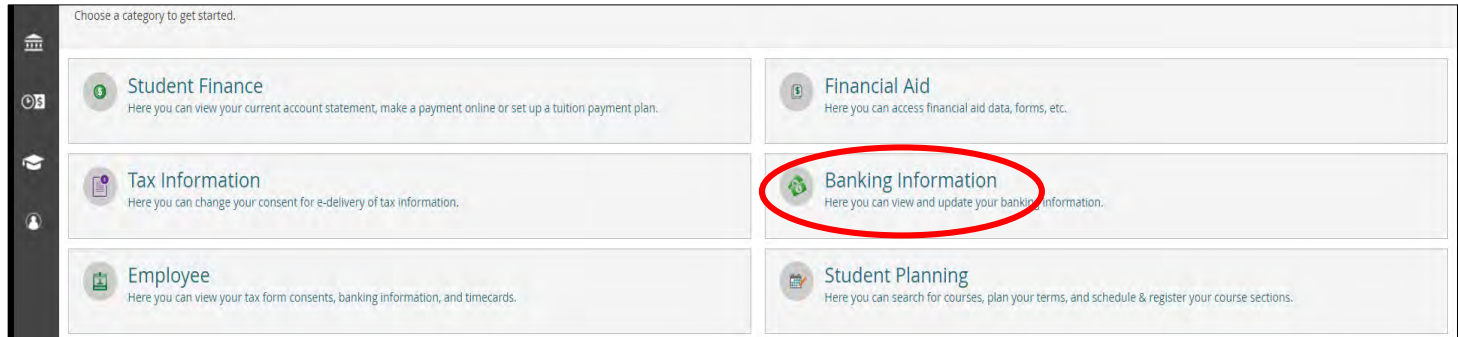


The screenshot shows the MCC4ME website interface. At the top, there is a yellow banner with the MCC4ME logo. Below the banner, there are several sections: a left sidebar with a calendar for March 22-24, a central area with 'MY MOTT APPS' and a search bar, and a right sidebar with 'Applications Available Anywhere'. The 'MY BACKPACK' link in the right sidebar is circled in red. Below the screenshot is a separate image of the 'MY MOTT COMMUNITY COLLEGE BACKPACK' sign-in page, which includes a 'Sign in' heading, a prompt to 'Enter your user name and password to sign in.', and input fields for 'UserName' and 'Password' with a 'Sign in' button.

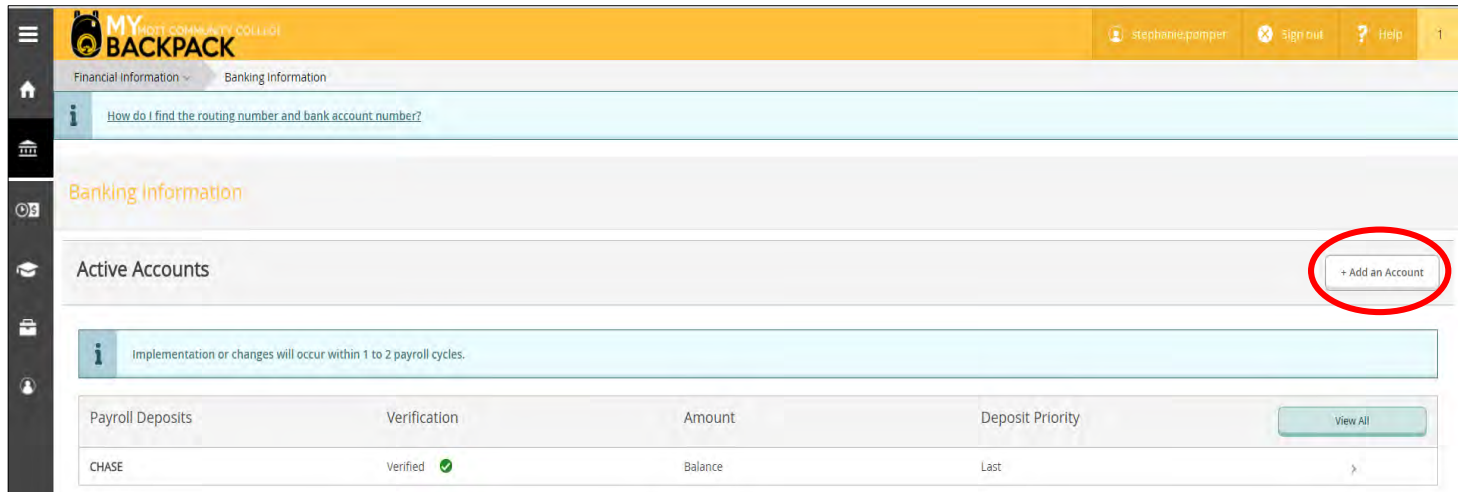


Adding a New Direct Deposit

Step 1:
Click on
Banking
Information



Step 3:
Click on
Add an
Account



Adding a New Direct Deposit

Step 4:
Enter
desired
information
and click
Next

New Deposit Add a Bank Account

Bank Account Usage

Payroll Deposit ON

Effective Date:

End Date: No end date
 End on:

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance
 Specific Amount
 Remaining Balance

Deposit Priority

New Account	1	🔒
CHASE	Balance	🔒




Adding a New Direct Deposit

Step 5:
Enter desired
information and
click Submit


****WARNING:**
If you are not updating
any information, do
not save! It may enter
it as a new deposit and
pre-note, even if only
viewing a verified
account.

Edit Bank Account Details


Account Nickname

Country of Bank 


Routing Number *

[View sample check image](#) 

Bank Account Number *

[View sample check image](#) 

Re-enter Bank Account Number *

[View sample check image](#) 

Account Type

[Back](#) [Submit](#)



Payroll Contacts

- Stephanie Pomper
 - Phone: (810) 762-0524
 - Email: stephanie.pomper@mcc.edu
 - Location: Curtis-Mott Building, Room 1117I

- If Stephanie's unavailable and you have an emergency situation, contact Brenda Phillips
 - Phone: (810) 762-5621
 - Email: brenda.phillips@mcc.edu
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