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
Adding a New Direct Deposit

Step 1: Click on Banking Information

Step 3: Click on Add an Account
Step 4: Enter desired information and click Next
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.
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
  - Location: Curtis-Mott Building, Room 1117Q