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**MOTT** COMMUNITY  
COLLEGE

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Viewing and Understanding  
Earnings Statement  
My Backpack

# My Backpack Overview

- Direct Deposit
  - Ability to add new, change current, and end current direct deptsits
  - 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:

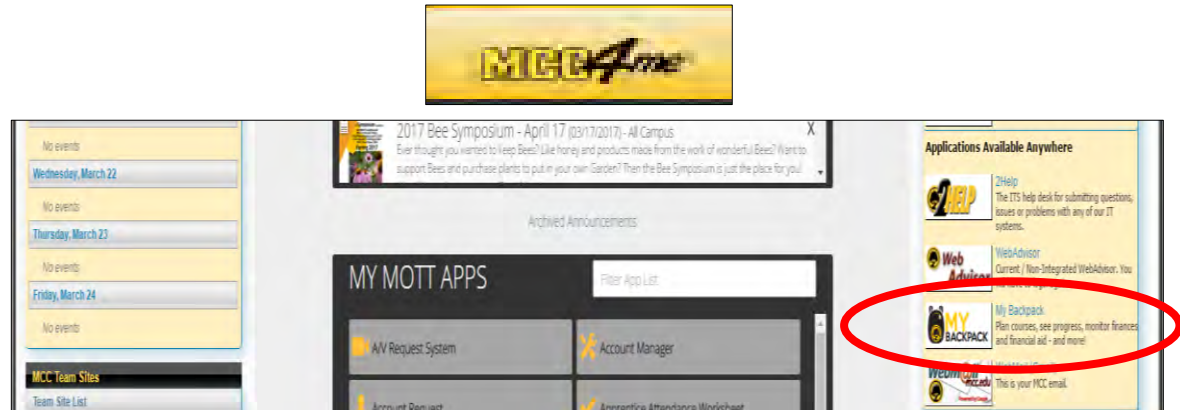
Log into MCC4ME

Step 2:

Click MY BACKPACK found on the right side of the screen

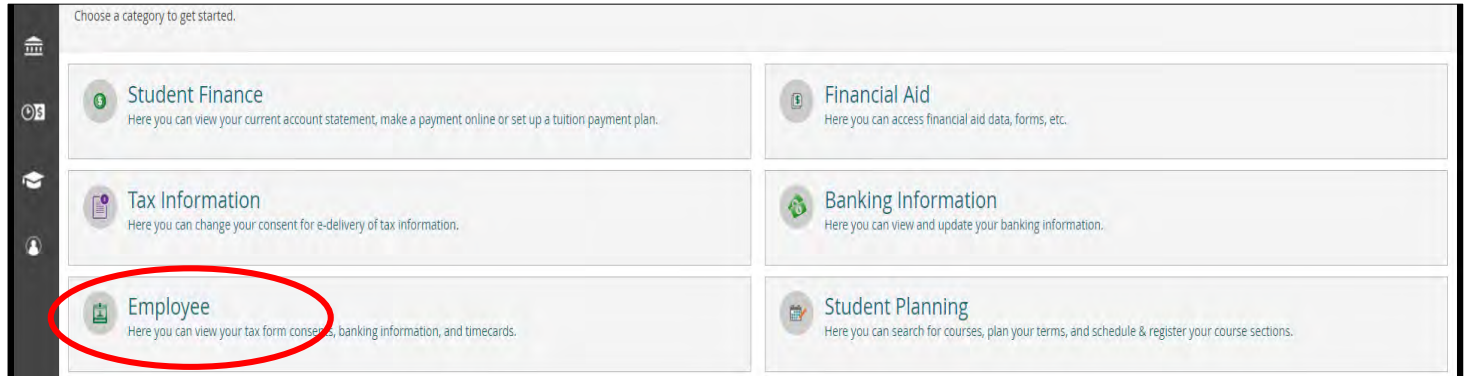
Step 3:

Log into MY BACKPACK

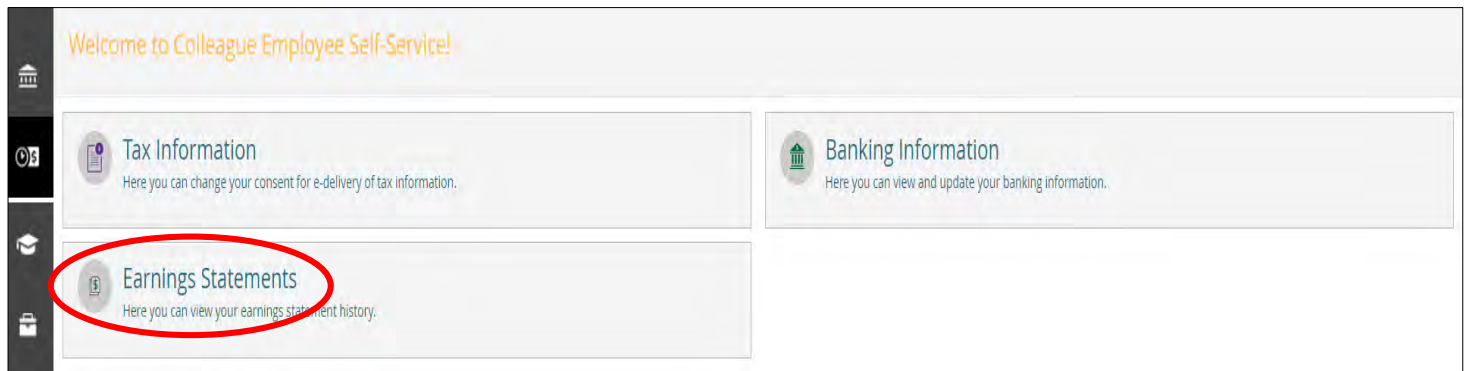


# Viewing the Earnings Statement

Step 1:  
Click on  
Employee



Step 2:  
Click on  
Earnings  
Statements



# Viewing the Earnings Statement

Step 3:

Choose a year from the drop down and select pay date you wish to view.

It will download the statement as a PDF file.

The screenshot displays the 'MY BACKPACK' interface for Mott Community College. The page title is 'Earnings Statements'. Below the title, there is a message: 'Once you select a year, click a pay date to view and download the statement as a PDF.' A dropdown menu is open, showing the years 2018, 2017, 2016, and 2015. To the right of the dropdown, a list of pay dates for 2018 is displayed, including 7/20/2018, 7/6/2018, 6/22/2018, 6/8/2018, 5/25/2018, 5/11/2018, 4/27/2018, 4/13/2018, 3/30/2018, 3/16/2018, 3/2/2018, and 2/16/2018.



# Understanding the Earnings Statement

- The top portion will have your personal information
  - Including address, title, and tax withholding status
- Next is the Earnings Section
  - This will list your earnings by type for this pay
  - It will also show a calendar-year-to-date gross pay
- Next is Taxes, Benefits, and Other Deductions



# Understanding the Earnings Statement

- Taxes
  - The first column shows your current period taxes
  - The second column shows your calendar-year-to-date taxes
  - The next two columns are highlighted gray and show the employer current and calendar-year-to-date
  - The last two columns are the taxable wages for this pay period and the taxable wages for the entire year *“Applicable Gross”*
    - If you look at your final pays earnings statement for any given year, this taxable wage number should match your W-2 Boxes 1, 3, or 5 depending on tax type



# Understanding the Earnings Statement

- Benefits
  - The benefit columns follow the same order as the tax columns
- Direct Deposit
  - Any deposits will be listed here
- Leave Used
  - Any leave used will be listed here
    - Leave entered after payroll has been run will *not* show up on this report





# Payroll Contacts

- Stephanie Pomper
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  - Email: [stephanie.pomper@mcc.edu](mailto: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](mailto:brenda.phillips@mcc.edu)
  - Location: Curtis-Mott Building, Room 1117Q

