## OCELOT ACCESS/SELF SERVICE—Entering Banking or Pay Card Account Information for Employees

# Log into Ocelot Access https://my.schoolcraft.edu/

Click on "Faculty & Staff" (you may have to scroll down).

#### Credit Student O

You are a **current student** or have taken credit classes in the last two years.

Are you a **guest**, **dual-enrolled**, or **high school** student taking college credit classes? Use this card to log in, too!



Faculty & Staff 0

You are currently a faculity member teaching or employee working at Schoolcraft College.

#### PPL Non-Credit Student 0

You are taking non-credit classes through Personal & Professional Learning (PPL).

Learning is a lifelong journey. Bolster your career, support a hobby, or just try something new.



PPL Vendor & Support Staff •

Use this option if you do not have a Schoolcraft email address and you are a vendor, an aide, or a Kids On Campus staff member.

### Former Student **O**

You haven't taken credit courses at Schoolcraft College within the last two years.

Need an official transcript? <u>Order online</u> Want to enroll in classes again? <u>Please re-apply</u>



Former Employee 
You are no longer employed at Schoolcraft
College as a faculty member or staff employee.

#### Then click on "Banking Info" on the "Pay Info" tile.

Have a A	a question about Ocelot Access? Our Answer Center is ready to help.		
2 of 2	Answer Center		
PPL Em	ployee Registration 🕴 📕	Forms & Resources :	Pay Info :
Use this card to register your dependents or yourself for PPL classes.		Click below to explore a full set of resources - including curriculum documentation, reimbursement forms, and more.	Quick links to employee and faculty pay, banking, and tax information.
	REGISTER SELF OR DEPENDENT	Employee	(L) Time & Attendance System
Tu Co	ition Authorization for Child omplete and return to SC Benefits before	Faculty	Banking Info Used for payroll, reimbursements, and refunds
Tei	gistering a child	Ŷ <u>≡</u> PPL	Earning Statements Access historical and upcoming statements
			Payroll Schedule Important dates and payroll contact info
Benefits	for Employees 💠 🔳	Common Syllabus :	Early Alert
Links and i	information about benefits for employees and	Every Schoolcraft College course has a Common	Links and information regarding Early Alert.
faculty. Contact <u>scbenefits@schoolcraft.edu</u> for assistance.		Syllabus that includes institutionally and departmentally approved language (known as Common Language).	Early Alert Training Resources
Ц	Proppertion: Open Enrollment	What part of the Common Syllabus can I edit for my section?	Early Alert Instructional Video
E Lo	g in with your email address and preselected ssword	BROWSE BY SUBJECT	Contribute Retention Info from Roster
PP Re	PL Employee Registration gister your dependents or yourself for PPL		

# Add a Payroll Direct Deposit or Pay Card Account:

From the "Banking Information" screen, click on "Add an Account"



Click the "Activate" button, making sure you are in the Payroll Deposit" part of the page

Schoolcraft College	۵	[→ Sign out	🕜 Help
Financial Information Banking Information			
Banking Information			
New Deposit Bank Account Heage Payroll Deposit Next Cancel	Add a Bank Account Refund, Reimbursement & Payment Deposit	Active	vate

Scroll down to "Deposit Details and choose either "Entire Balance", "Specific Amount", or "Remaining Balance":

Select New Account. The routing number for the pay card to enter is: 073972181. The Bank Account Number will be the number that you can see through the window envelope (do not enter the actual card number).

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		JP Morgan Chase Bank			_	Back	Submit

Please note, all changes for Payroll Direct Deposit must be made by the Sunday before the pay date. For an account to be effective for the 8/7/2020 pay date, the change must be made on or before Sunday, 8/2/2020. A link to the payroll schedule is located in the Banking Information screen for your convenience.

The new account will now be listed in your accounts. Please note, the account will show as "Not Verified" until payroll runs a pre-note process each Monday before payroll.