

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

Log into [Ocelot Access](https://my.schoolcraft.edu/) <https://my.schoolcraft.edu/>

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

The screenshot shows a grid of six login options for Ocelot Access. The 'Faculty & Staff' option is highlighted with a red box. Each option includes a title, a description, and a representative image.

- Credit Student**: 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!
- PPL Non-Credit Student**: 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.
- Former Student**: You haven't taken credit courses at Schoolcraft College within the last two years. **Need an official transcript?** [Order online](#) **Want to enroll in classes again?** [Please re-apply](#).
- Faculty & Staff**: You are currently a faculty member teaching or employee working at Schoolcraft College.
- 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 Employee**: You are no longer employed at Schoolcraft College as a faculty member or staff employee.

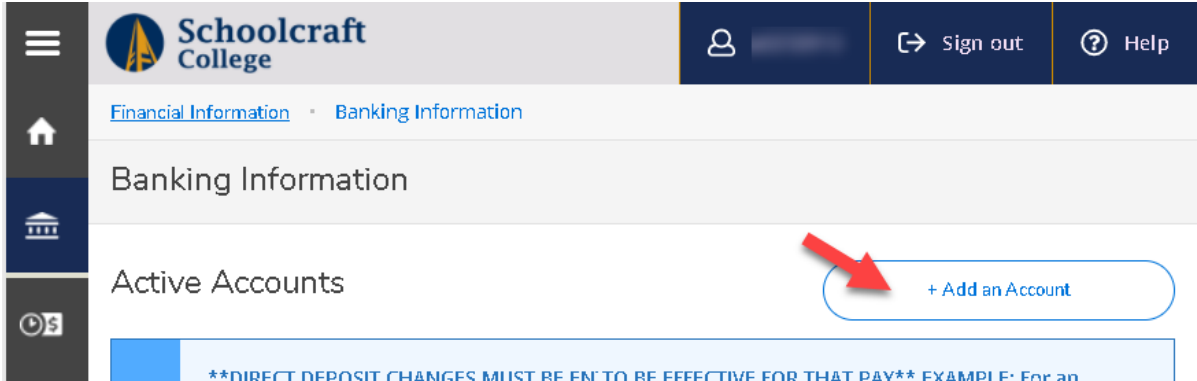
Then click on “Banking Info” on the “Pay Info” tile.

The screenshot shows the Ocelot Access dashboard. At the top, there is a question mark icon and the text: "Have a question about Ocelot Access? Our Answer Center is ready to help." Below this is a "2 of 2" indicator and a link to "Answer Center". The dashboard is divided into several tiles:

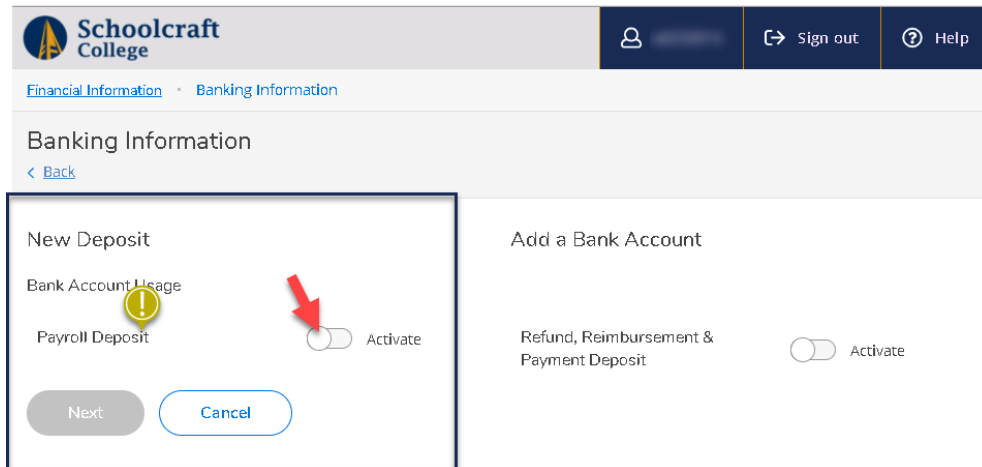
- PPL Employee Registration**: Use this card to register your dependents or yourself for PPL classes. Includes a "REGISTER SELF OR DEPENDENT" button and a link to "Tuition Authorization for Child".
- Forms & Resources**: Click below to explore a full set of resources - including curriculum documentation, reimbursement forms, and more. Includes links for Employee, Faculty, and PPL.
- Pay Info**: Quick links to employee and faculty pay, banking, and tax information. Includes links for Time & Attendance System, **Banking Info** (highlighted with a red box), Earning Statements, and Payroll Schedule.
- Benefits for Employees**: Links and information about benefits for employees and faculty. Contact [scbenefits@schoolcraft.edu](mailto:scbenefits@schoolcraft.edu) for assistance. Includes links for HRconnection: Open Enrollment and PPL Employee Registration.
- Common Syllabus**: Every Schoolcraft College course has a Common Syllabus that includes institutionally and departmentally approved language (known as Common Language). Includes a "BROWSE BY SUBJECT" button.
- Early Alert**: Links and information regarding Early Alert. Includes links for Early Alert Training Resources, Early Alert Instructional Video, and Contribute Retention Info from Roster.

## 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



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

**“Entire Balance” will override any other accounts you have and deposit all of your funds to this account.**

**“Specific Amount” will deposit only the amount you specify in the “Specific Amount” box into this account and the rest will be deposited into your “Remaining Balance” account.**

**“Remaining Balance” will deposit any remaining funds after all “Specific Amount” accounts have received the appropriate funds.**

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).

**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.