

NEW BOOKKEEPERS/BUSINESS MANAGERS

Bookkeepers/Business Managers are responsible for submitting the following information to MCC for accurate benefit determination and invoice billings.

Accurate employee employment data

All employee changes, including:

Status changes

Rate of pay

Salary changes

Scheduled Hours

Position

Monthly wages, when applicable

Prompt invoice review* and payment

*Problems must be communicated to MCC promptly.

When a new business manager or bookkeeper is assigned to a unit, he or she must obtain authorization to access to Bookkeeper Self-Serve (BSS).

If the unit is a diocesan unit, then access approval must come through the diocese.

Non-Diocesan units must request access directly with MCC.

Please see the BSS and MCCSecureMail Login Reference page for additional information.