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.