My Campus – Pay Information

1. **Logon to MyCampus http://ontariotechu.ca/mycampus/ using your Banner ID (100XXXXXX) and MyCampus password**

MyCampus

Username

Password

LOGIN

Please note: It is important to change your default password as soon as possible for security purposes.

Help

- Locked out of your account? Forgot your password? Reset it now.
- Contact IT support at 905.721.3333 or the IT Service Desk Portal

2. **Click on Self Service Options icon**

Self Service Options

3. **Click on Employee**

Personal Information
Change your PIN/Password or Security question. View your addresses, phone numbers, emergency contact information or name change information.

Employee
Time sheets EPAFs, Pay Information.

4. **Click on OT Employee Self Service**

Employee Main Menu

Durham College Employee Self Service
Durham College Employees should use this link to access EPAF and Time Sheets.

OT Employee Self Service
OT Employees should use this link to access Time Sheets, EPAFs, Pay Information and T4s

5. **Click on Pay Information**

OT Employee Main Menu

Time Sheet
Pay Infomation
Tax Information

6. Click on Pay Stub

Pay Information Menu

- Direct Deposit Breakdown
- Earnings History
- Pay Stub
- Deductions History

7. Select the Pay Stub Year you would like to see and click on Display

Select Pay Stub Year

(i) Select a year for which you wish to view your pay stubs and then press View Pay Stub Summary.

Pay Stub Year: 2021 ⌄

Display

8. Click on the Pay Stub Date to view Pay Stub Details

Pay Stubs for 2021
Pay Stub Date Pay Period Begin Date Pay Period End Date
Jan 28, 2021   Jan 01, 2021   Jan 31, 2021

NOTE: If you wish to print the pay stub and you are using Google Chrome, Firefox or Edge, right click on the Pay Stub Date and select Open link in new tab. Paystub will display in a new browser tab.

Pay Stubs for 2021
Pay Stub Date Pay Period Begin Date Pay Per
Jan 28, 2021   Jan 01, 2021   Jan 31

- Open link in new tab
- Open link in new window
- Open link in incognito window

- Save link as...
- Copy link address

RELEAS

9. On the Pay Stub Detail page, click on Pinter Friendly at the bottom of the page.

Printer Friendly

10. Once the Pay Stub appears, you can print or save the page as a PDF.