

# How to view my Pay Stub?

## Employees

1 Access your personal information, your time sheets, Electronic Personnel Action Form (EPAF), tax and pay information.

## Current Employee

### About Me

- > Direct Deposit
- > **Pay Information**
- > Personal Information
- > Tax Information
- > Update My Name

## Pay Stub Information

Pay Year: 2024

5 Select a Pay Date from the list below to see its full details.

Pay Date:  
01/12/2024

Pay Period:  
12/23/2023 to  
01/05/2024

Gross:

Net:

Printer Friendly

Net Pay: CA\$

Pay Date: 01/12/2024

Type	Current	YTD
Gross	CA\$	CA\$
Total Personal Deductions	CA\$	CA\$
Net	CA\$	CA\$

1 Visit [MyOntarioTech](#) Select "Employees"

2 Click on "Current Employee"

3 Click on "Pay Information" under "Current Employee"

4 In Employee Dashboard, click on "Latest Pay Stub" or "All Pay Stubs"

5 Select the Pay Date you want to view Details for. You can also change the year from the Pay Year dropdown.

6 You will be able to see the pay stub details on this page. Scroll down to view Earnings, Benefits, Deductions and Taxes, and Check your Direct Deposit Information.

To print or download the information, click "Printer Friendly" and a new tab will open.

## Pay Information

4 Latest Pay Stub: 01/12/2024

All Pay Stubs

Direct Deposit Information

Deductions History



# How to view my Direct Deposit Information?

1 **Employees**  
Access your personal information, your time sheets, Electronic Personnel Action Form (EPAF), tax and pay information.

2 **Current Employee**

3 **About Me**

- > Direct Deposit
- > Pay Information
- > Personal Information
- > Tax Information
- > Update My Name

4 **Employee Dashboard**

Smith, Zeed

My Profile My Team

Vacation in days 11/00

Pay Information

Latest Pay Stub: 12/22/2021 All Pay Stubs **Direct Deposit Information** Deductions History

5 **Direct Deposit Allocation**

Pay Distribution as of 02/25/2022

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
TD #1022	xxxx		Checking	
				Total Net Pay

**Proposed Pay Distribution**

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
TD #1022	xxxx1022		Checking	xxxxxx	1		Active
							Total Net Pay

The Net Pay Distribution shown is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

**Accounts Payable Deposit**

Bank Name	Routing Number	Account Number	Account Type	Status
TD #1022	xxxx1022		Checking	Active

1 Visit [MyOntarioTech](#) Select "Employees"

2 Click on "Current Employee"

3 Click on "Direct Deposit" under "Current Employee"

4 In Employee Dashboard, click on "Direct Deposit Information"

5 You will then be able to view your Direct Deposit information for both Payroll and Accounts Payable.



# How to delete my Direct Deposit Information?

1

**Employees**  
Access your personal information, your time sheets, Electronic Personnel Action Form (EPAF), tax and pay information.

2

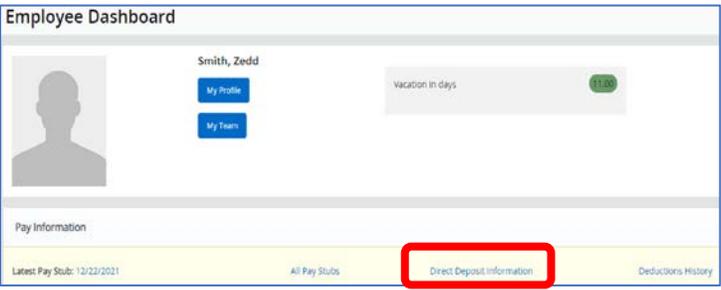
**Current Employee**

3

**About Me**

- Direct Deposit
- Pay Information
- Personal Information
- Tax Information
- Update My Name

4



Employee Dashboard

Smith, Zedd

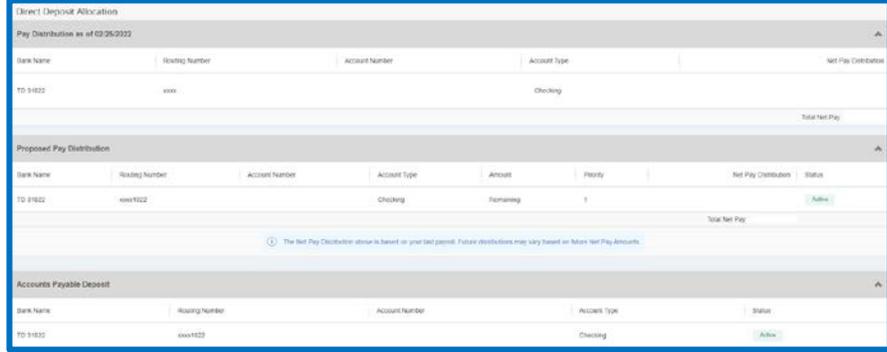
My Profile My Team

Vacation in days 11.00

Pay Information

Latest Pay Stub: 12/23/2021 All Pay Stubs **Direct Deposit Information** Deductions History

5



Direct Deposit Allocation

Pay Distribution as of 03/25/2022

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
TD 31022	xxxx		Checking	

Total Net Pay

Proposed Pay Distribution

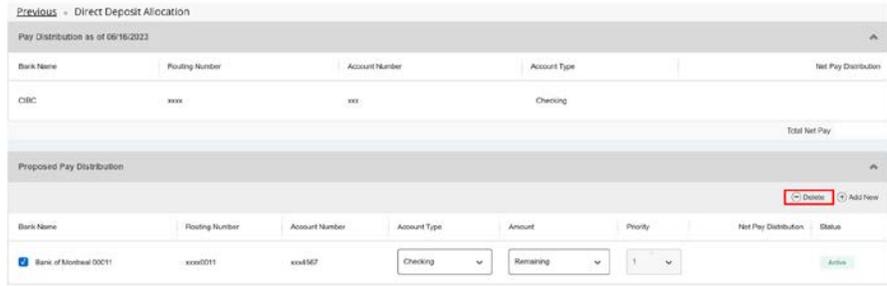
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
TD 31022	xxxx022		Checking	Remaining	1		

The Net Pay Distribution shown is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Accounts Payable Deposit

Bank Name	Routing Number	Account Number	Account Type	Status
TD 31022	xxxx022		Checking	

6



Previous - Direct Deposit Allocation

Pay Distribution as of 06/16/2023

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
CIBC	xxxx	xxx	Checking	

Total Net Pay

Proposed Pay Distribution

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
Bank of Montreal 00011	xxxx011	xxxx567	Checking	Remaining	1		

**Delete** Add New

1

Visit [MyOntarioTech](#) Select "Employees"

2

Click on "Current Employee"

3

Click on "Direct Deposit" under Current Employee

4

In Employee Dashboard, click on "Direct Deposit Information"

5

You will then be able to view your Direct Deposit information for both Payroll and Accounts Payable.

6

Select the account you would like to delete, and click the Delete button. Click Delete on the Notification.



# How to update my Payroll Direct Deposit Information?

1

Proposed Pay Distribution

You have not added any payroll allocations yet. Click Add New to add an allocation.

Accounts Payable Deposit

You have not added an Accounts Payable allocation yet. Click Add New to add an allocation.

2

Add Payroll Allocation

Bank Routing Number Account Number Verify Account Number

Bank Name Account Type Priority

Amount

Use Remaining Amount  
 Use Specific Amount  
 Use Percentage

By checking this box, I authorize the Institution to initiate direct credits or debits on my behalf

CANCEL SAVE NEW DEPOSIT

1

Click on the Add New button.

2

In the Add Payroll Allocation popup, Enter your banking information:

- Bank Routing Number: The 3-digit institution number followed by the 5-digit transit number (no dashes or spaces)  
Note: Email payroll@ontariotechu.ca if it says the Routing Number you entered is invalid.
- Account Number: Enter your bank account number
- Bank Name: This field is auto populated
- Account Type: Choose from the drop-down list
- Amount Radio Button: Select Use Remaining Amount
- Priority: Choose a priority for the direct deposit allocation from the dropdown list

Check the authorization textbox and click Save New Deposit.

Note: This button is not available until the disclaimer checkbox is checked

3

Proposed Pay Distribution

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Bank of Montreal	xxxx	xxx	Checking	Remaining	1		Prenote

3

The information entered will be in Prenote (pending) status. You will receive an email from payroll@ontariotechu.ca informing you to submit a backup document for verification.

# How to update my Accounts Payable Direct Deposit Information?

1

Proposed Pay Distribution

You have not added any payroll allocations yet. Click Add New to add an allocation.

Accounts Payable Deposit

You have not added an Accounts Payable allocation yet. Click Add New to add an allocation.

2

Add Accounts Payable Deposit

Bank Routing Number Account Number Verify Account Number

Bank Routing Number Account Number Verify Account Number

Bank Name Account Type

Select a Type

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL SAVE NEW DEPOSIT

1 Click on the Add New button.

2

In the Add Accounts Payable Allocation popup, Enter your banking information:

- a. Bank Routing Number: The 3-digit institution number followed by the 5-digit transit number (no dashes or spaces)  
Note: Email [deposits@ontariotechu.ca](mailto:deposits@ontariotechu.ca) if it says the Routing Number you entered is invalid.
- b. Account Number: Enter your bank account number
- c. Bank Name: This field is auto populated
- d. Account Type: Choose from the drop-down list

Check the authorization textbox and click Save New Deposit.  
Note: This button is not available until the disclaimer checkbox is checked

3

Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> CIBC 04392	xxxx4392	xxx4567	Checking	Prenote

3

The information entered will be in Prenote (pending) status. You will receive an email from [deposits@ontariotechu.ca](mailto:deposits@ontariotechu.ca) informing you to submit a backup document for verification.