

How to view my Pay Stub?

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

2 **Current employees**
 or
Current employees without network access

3 **Finance and payroll**
 > Pay information

4 Pay Information
 Latest Pay Stub: 01/12/2024 All Pay Stubs Direct Deposit Information Deductions History

5 **Pay Stub Information**
 Pay Year: 2024
 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:

6 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 Select "Current Employee" or "Current Employee without network access".
 Note: If you are unable to login when selecting "Current Employee", please select "Current employee without network access".

3 Click on "Pay Information" under "Finance and payroll"

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.

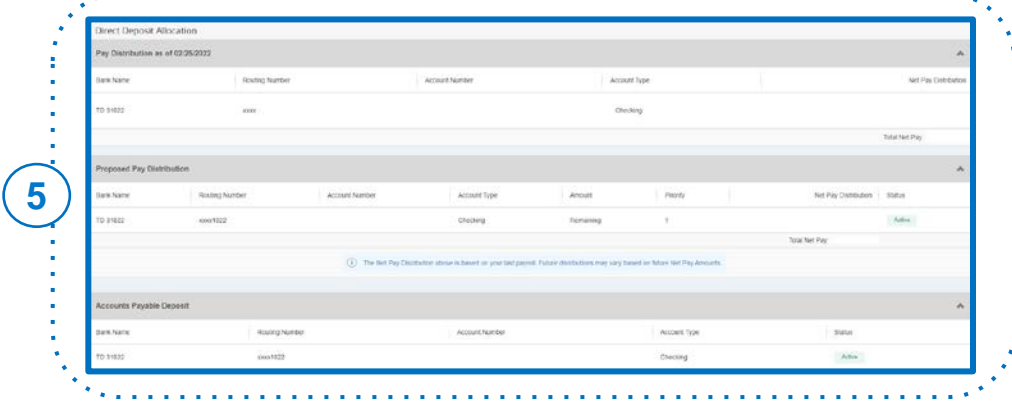
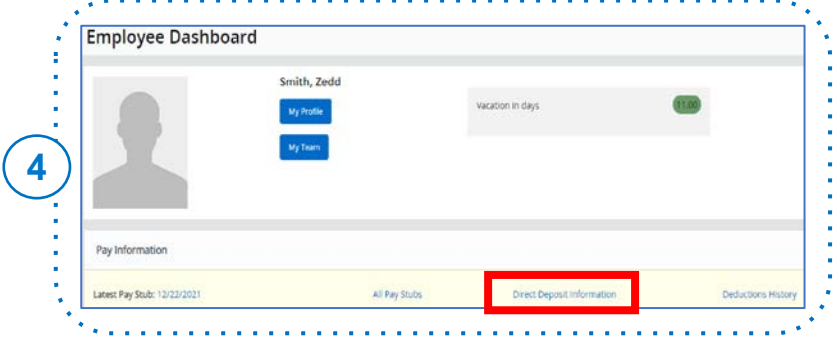


How to view my Direct Deposit Information?

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

2 **Current employees**
or
Current employees without network access

3 **Finance and payroll**
Direct deposit



- 1 Visit [MyOntarioTech](#) Select "Employees"
- 2 Select "Current Employee" or "Current Employee without network access".
Note: If you are unable to login when selecting "Current Employee", please select "Current employee without network access".
- 3 Click on "Direct Deposit" under "Finance and payroll"
- 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, time sheets, Electronic Personnel Action Form (EPAF), tax and pay information.

2

Current employees

or

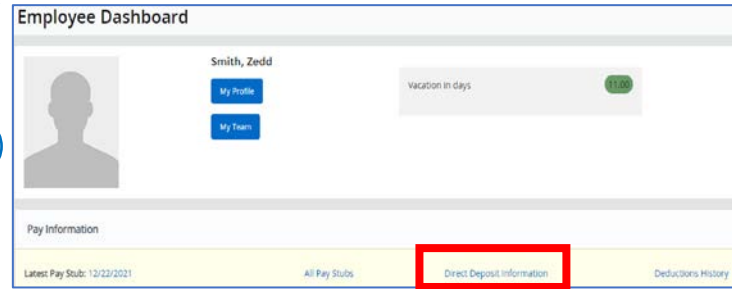
Current employees without network access

3

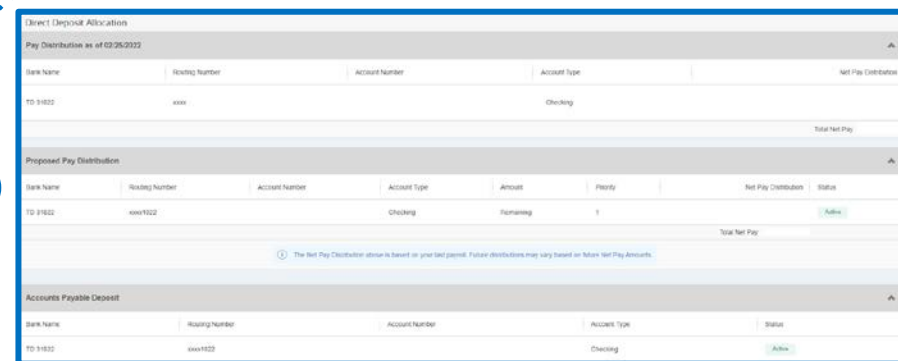
Finance and payroll

Direct deposit

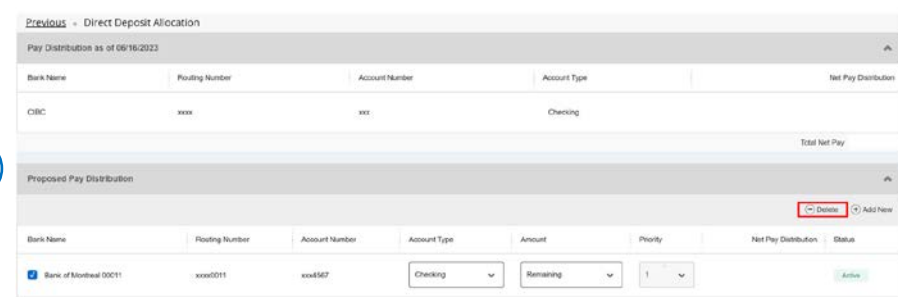
4



5



6



1

Visit [MyOntarioTech](#) Select "Employees"

2

Select "Current Employee" or "Current Employee without network access".

3

Click on "Direct Deposit" under "Finance and payroll"

4

On the Employee Dashboard, click on "Direct Deposit Information"

5

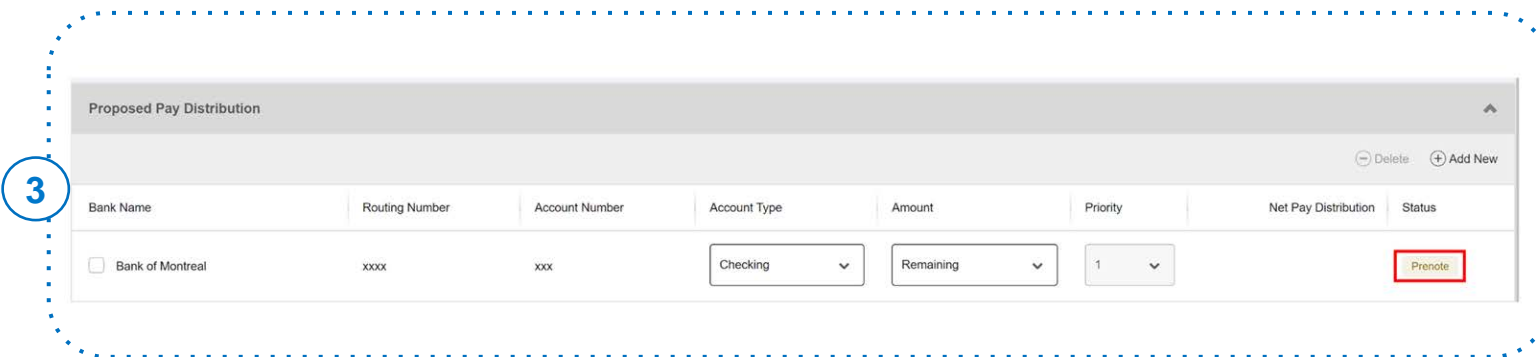
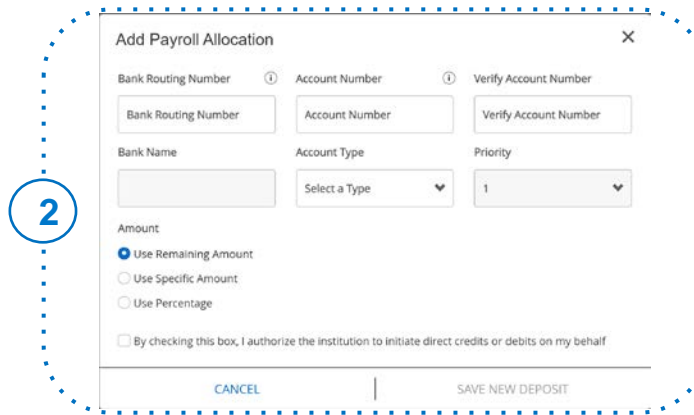
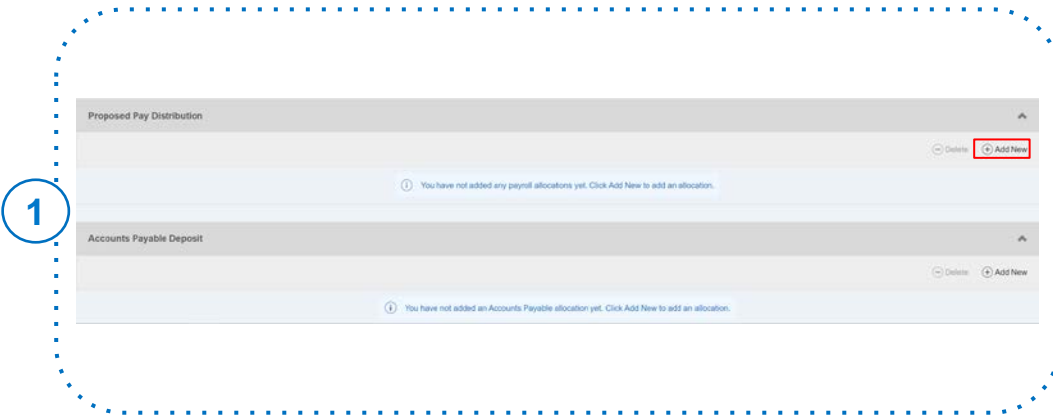
You will then be able to view your Direct Deposit information for both Payroll and Accounts Payable.

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 Click on the Add New button.

In the Add Payroll 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 payroll@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 dropdown list
- e. Amount Radio Button: Select Use Remaining Amount
- f. 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

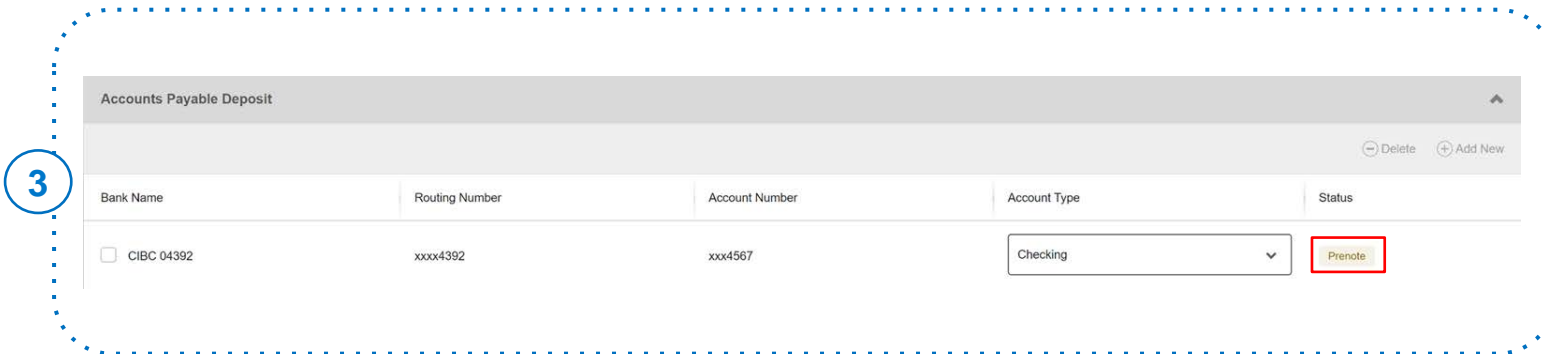
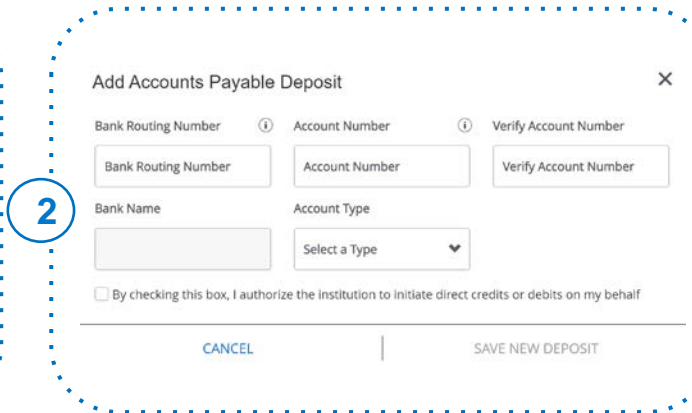
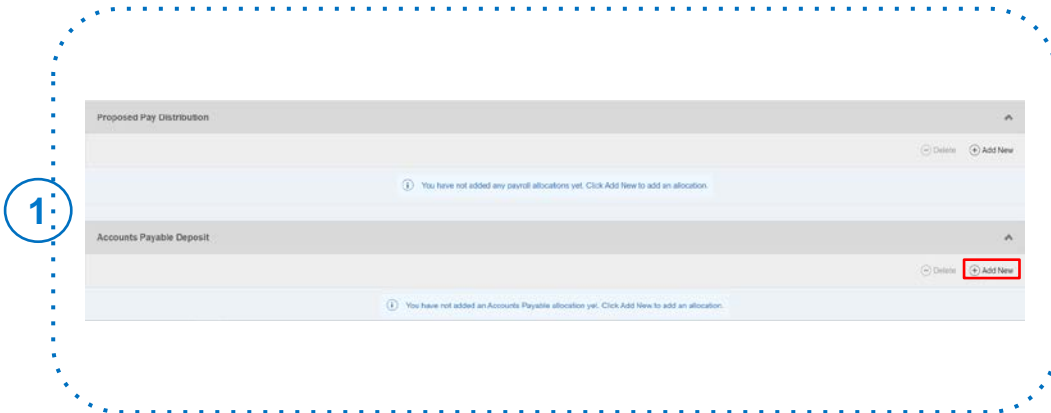
2

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 Enter Payroll Direct Deposit Information - Detailed Instructions](#)



How to update my Accounts Payable Direct Deposit Information?



1 Click on the Add New button.

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

[How to Enter Accounts Payable Direct Deposit Information - Detailed Instructions](#)

