


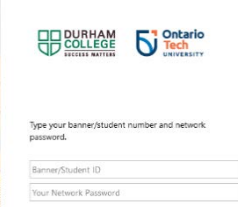
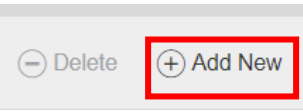
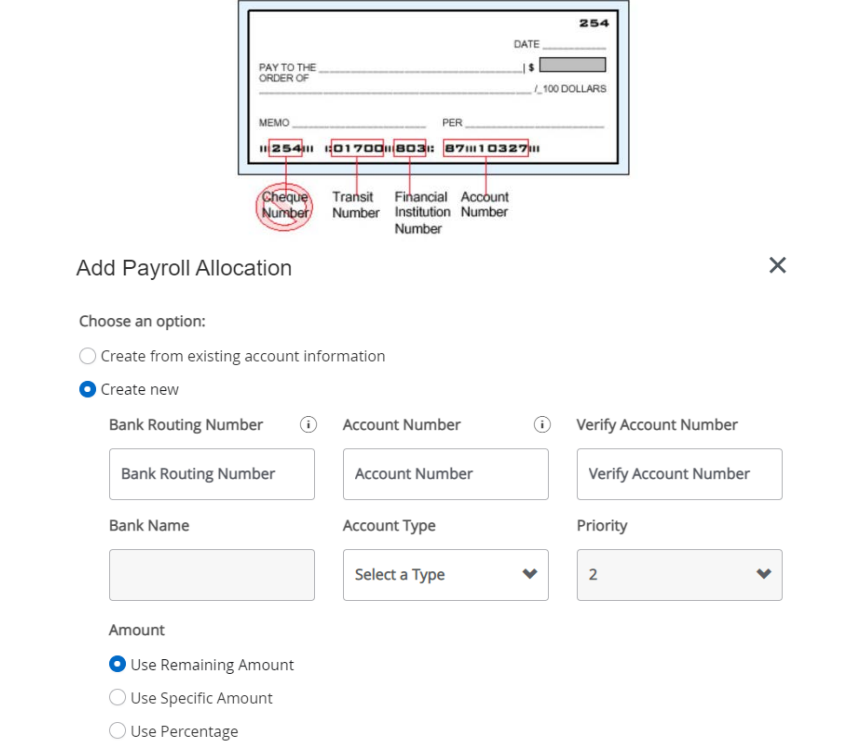
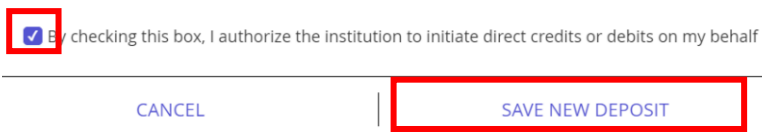
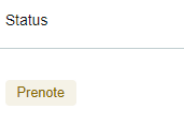
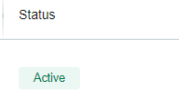


Employee Direct Deposit

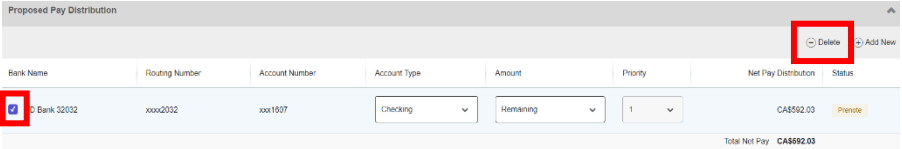
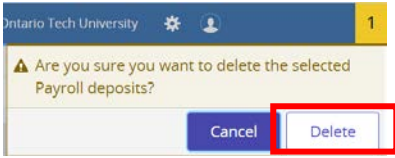

How to add your Payroll Direct Deposit information:

Steps	Page View
1. Go to MyOntarioTech and click on Employees	
2. Click on Current Employee	
3. Under About Me, click on Direct Deposit	
4. Sign in using your Banner ID and network password . <i>Please note: If you are already logged in, you would not be asked to login again.</i>	
5. In the section Purposed Pay Distribution, Click Add New to add your direct deposit information.	
6. In the Add Payroll Allocation popup, Enter your banking information <ol style="list-style-type: none"> Bank Routing Number: The 3-digit institution number followed by the 5-digit transit number (no dashes or spaces) <i>Note: Email payroll@ontariotechu.ca if it says the Routing Number you entered is invalid.</i> 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 	

Employee Direct Deposit

<p>7. Check the authorization textbox and click Save New Deposit.</p> <p><i>Note: This button is not available until the disclaimer checkbox is checked</i></p>	 <p>By checking this box, I authorize the institution to initiate direct credits or debits on my behalf</p> <p>CANCEL SAVE NEW DEPOSIT</p>
<p>8. The information you entered is saved as Prenote status. Use the browser back button to exit the screen or sign out.</p>	 <p>Status</p> <p>Prenote</p>
<p>9. An email will be sent to your email notifying you to submit the backup document to payroll@ontariotechu.ca for verification</p>	<p>Acceptable Backup documents:</p> <ul style="list-style-type: none"> • Direct Deposit Authorization form from the bank • Void cheque
<p>10. Once the backup is verified by Payroll, the status of the banking information will change to Active. You will be informed when your banking is verified</p>	 <p>Status</p> <p>Active</p>

How to Update your Direct Deposit Information to a Different Bank Account:

Steps	Page View
<p><i>Note: You will need to delete the current bank account and then add the new bank account information.</i></p> <p>1. On the Proposed Pay Distribution window, check the banking information you wish to delete and click Delete</p>	 <p>Proposed Pay Distribution</p> <p>Bank Name: Bank 2002 Routing Number: xxx2032 Account Number: xxx1507 Account Type: Checking Amount: Remaining Priority: 1 Net Pay Distribution: CA\$592.03 Status: Prenote</p> <p>Buttons: Delete, Add New</p>
<p>2. A yellow message will be displayed on the top right corner confirming if you want to delete the deposit information. Click Delete to remove the account</p> <p><i>Note: Contact payroll@ontariotechu.ca if you receive message below.</i></p> <div data-bbox="105 1533 617 1617" style="border: 1px solid red; padding: 5px; color: red;"> <p>⚠ The Direct Deposit Account is not unique and cannot be saved</p> </div>	 <p>Ontario Tech University</p> <p>Are you sure you want to delete the selected Payroll deposits?</p> <p>Buttons: Cancel, Delete</p>
<p>3. Click on Add New and enter the new banking information</p>	 <p>Buttons: Delete, Add New</p>