

Mount Allison University
STUDENT PAY REGISTRATION

Name: _____
Surname First Initial

Social Insurance Number: _____

Your pay will be deposited to your bank account. Your account must be with a Financial Institution in Canada.

You must attach a void cheque or a form from your bank providing the electronic information (Institution Name, Institution Number, Transit Number and Account Number) for automatic deposit. The form can be faxed to Human Resources at 506 364-2385. If you do not provide this information, you will not be paid.

Pay Statements are provided electronically. See below for instructions to access your pay statement.

I confirm that I am currently enrolled as a student at Mount Allison University.

Signature: _____ Date: _____

December 3, 2008

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To access your electronic pay statement:

Go to the Mount Allison University Web Site: www.mta.ca

- Click "**Quick Links**" at the top of the Web Page.
- Pick from the List: "**Connect @ MTA**"
- Click "**LOG IN**":
- Input your "**User ID & Password**" **Note:** **User ID & Password** is what you currently use to sign into your MTA account.
- Click "**SUBMIT**"

Once you have signed in and are at the MAIN MENU

- Select Menu "**Employees**"
- Select Menu Item "**Pay Statements**"
- Select the "**Pay Date**" for the Pay Statement you wish to view or print.

Note: If you need to maximize the window to view your entire pay statement and a blank window then appears, click on the refresh button  at the top of the page.

Once you finish viewing your Pay Statement.

- Click "**Close Window**"
- Remember to then click "**LOG OUT**"