




### 3.12 Viewing T4 or T4A Information Slips

Step	Action
1.	<p>To view the <b>T4/T4A Slips</b>, click the <b>Payroll and Compensation</b> tile.</p> 
2.	<p>Click the <b>View T4/T4A Slips</b> tile.</p> 
3.	<p>The most recent (2020) T4 is available on this page.</p> <p>To view the 2015 T4, you will need to select a different year.</p> <p>Click the <b>Tax Year</b> list.</p> <p><b>View Tax Year</b> <input type="text" value="2020"/></p>
4.	<p>Consent to receive T4 /T4A slips electronically must be completed prior to the forms being produced (approximately the end of the first week in February).</p> <p>Otherwise a paper copy will be issued by February 28th, in accordance with the annual deadlines set by the CRA. Once the annual election period has passed, consent election will not be available until the following year.</p>
5.	<p>To view the appropriate T4, click the <b>2015</b> tax year.</p> <p><b>2015</b></p>
6.	<p>View the T4 for 2015.</p> <p>Click the <b>View Slip</b> button.</p> <p><b>View Slip</b></p>

Step	Action
7.	<p>The T4 or T4A slip is presented in a pop-up window.</p> <p>If the T4/T4A is not displayed, and the message below appears, you can permit pop-ups using <b>Options for this Site</b>.</p> <p>There are additional instructions on how to set permissions for pop-up blockers for different browsers. These instructions can be found in the tutorials "Getting Started - Internet Browsers -Allowing HR Self Serve through a Pop-up Blocker" in the Additional Employee Self Service Topics activity.</p>
8.	<p>The T4 appears in a pop-up window.</p> <p>Click the <b>Close</b> button.</p> 
9.	<p><b>End of Procedure.</b></p>