

Communication to Self Service Employees

We are pleased to advise, that as a current PeopleSoft self service user, you will be part of a pilot group now able to access T4s through PeopleSoft Self Service. Like the self service time sheet, the View T4 page will only be available from within the government network.

You have been provided access to a new menu item called “Payroll and Compensation” which includes access to 2 new pages –“View T4/T4A slips and T4/T4A Consent”. To view the T4 you will require an Adobe reader. If you do not have Adobe Reader, please contact the Service Center.

To ensure we provide the T4s to employees in the most efficient manner possible, we have set the T4 consent page status to “Consented”. This means that you will not receive a printed T4 from your payroll contact; however you will be able to print within Adobe reader once you receive an email notification that T4s have been released.

If you have concerns about printing your T4 within the workplace or require a printed T4 to be provided, you have the option to withdraw consent by following the “[Withdrawing Consent](#)” process (document attached). To ensure that you receive the printed T4, you **must withdraw consent by February 8th, 2019.**

To View the T4 (See attached with screen shots)

1. Log in to PeopleSoft as you would to enter your sick or vacation leave.
<https://psprdapp.gov.pe.ca:8001/psp/PSPROD92/?cmd=login&languageCd=ENG>
2. Rather than navigating to the timesheet, navigate to the T4 page as follows:
Self Service>Payroll and Compensation>View T4/T4A Slips
3. You will see a row for the most current year, click on [Year End Slip](#) to view your T4. Until you receive a notification that the 2018 T4 is available, the current row will display the 2017 T4. Please ensure you check the year of the T4 prior to printing.
4. Click on [Filing Instructions](#) if you wish to view the information found on the back of your T4.
5. Once in Adobe reader, click on the printer icon.

Note: Employees will be able to view their T4 from 2015 onward.