

Instructions for Accessing T4 Slips Through Peoplesoft Self Service

This is a notification that the electronic T4 slips are now available for viewing and printing through PeopleSoft Self Service. Simply follow the steps noted below to access your T4. Employees who have withdrawn consent for the Electronic T4 will have a printed T4 provided. To view the T4 you will require an Adobe reader. If you do not have Adobe Reader, please contact the Service Centre Help Desk at (902) 620-3600 or servicecentre@gov.pe.ca for assistance.

To View the T4:

1. Log in to PeopleSoft using one of the following links:

To access the PeopleSoft application from outside the government network using the following URL: <https://psgateway.gov.pe.ca/psp/PSPROD92/?cmd=login>

To access PeopleSoft within the government network, you will need to use the following URL: <https://psprdapp.gov.pe.ca:8001/psp/PSPROD92/EMPLOYEE/HRMS/?cmd=login>

2. Navigate to the T4 page as follows:

Employee Self Service>Tax Data – T4>View T4/T4A Slips

3. You will see a row for the most current year, click on [View Slip](#) to view your T4.
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 to print your T4 slip.

Working from Home:

If you are an employee who worked from home in 2023, you will need to contact your payroll department to obtain a T2200 form. The temporary flat rate method no longer applies as of the 2023 tax year. For more information related to the home office deduction please visit the CRA website: <https://www.canada.ca/en/revenue-agency/news/newsroom/tax-tips/tax-tips-2023/home-office-expenses-employees-what-you-need-know-for-2023-tax-filing-season.html>

Please contact your department payroll office or HR Manager if you should have any questions.