

Instructions for Accessing T4 Slips Through Peoplesoft Self Service

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.