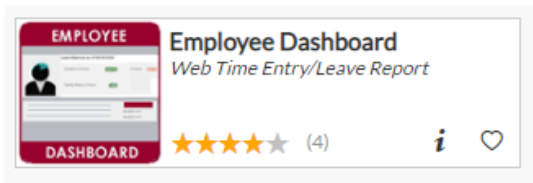


# Accessing Your T4

On ONE.KPU select the Web Time Entry/Leave Report icon (listed in “Featured” tiles):

*\*\*Please note this is the new Employee Dashboard and we will eventually be switching all Employee Online Self-Service access to this tile\*\**

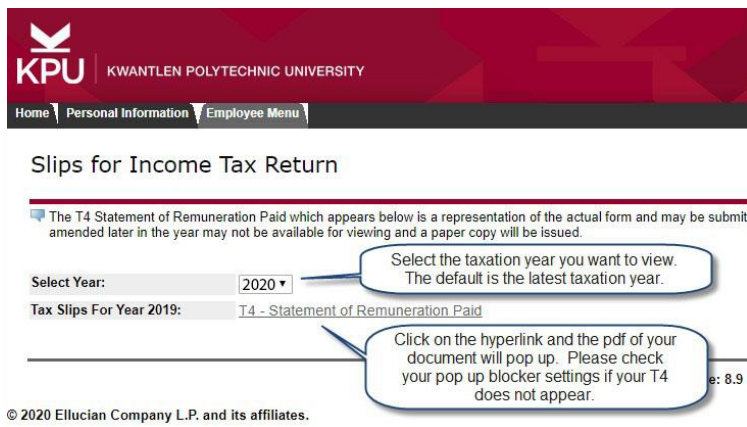


In the section below your picture, click on the down arrow to expand the “Taxes” section and click on the “Slips for Income Tax Return” hyperlink:



You will land on the old Banner 8 Online Self-Service page for T4s. The year will default to the most recent year published. Change the year by clicking on the down arrow and selecting the year you want to access. Once you have the correct year in the “Select Year” drop down, click on the hyperlink labelled “T4 – Statement of Remuneration Paid”.

Your T4 should appear in a new window. If it does not, please check your pop up blocker settings.



If you have any questions or concerns, please contact Payroll Services at [prassist@kpu.ca](mailto:prassist@kpu.ca).