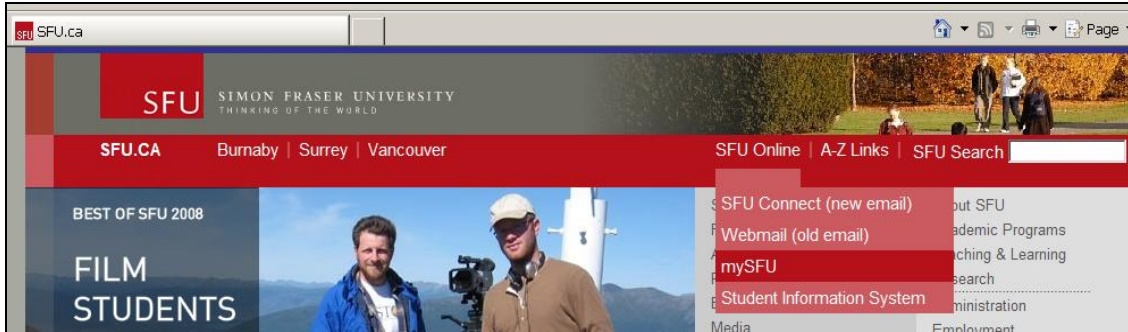


## How to Access Your T4 / T4A Online

To view your Online T4/T4A statement(s); follow the steps outlined below on the Employee Self-service page.

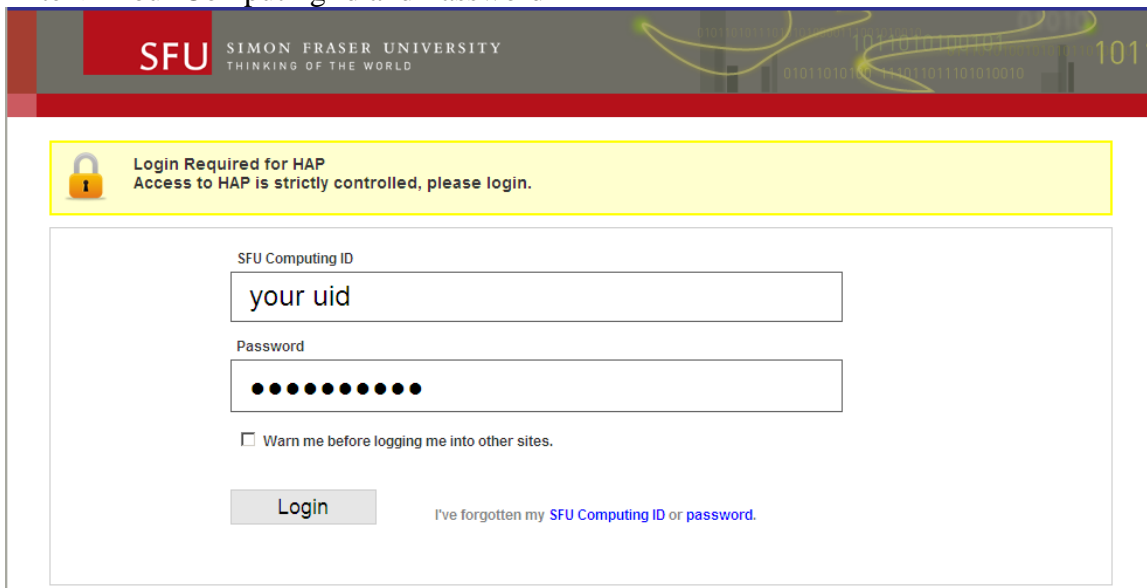
Please go to [SFU.ca](http://SFU.ca) and log into > [mySFU.ca](http://mySFU.ca)



Click > [View Pay Statement](#) – [myinfo.sfu.ca](http://myinfo.sfu.ca)



The [SFU MY INFO](#) log in page appears.  
Enter > Your Computing Id and Password




## How to Access Your T4 / T4A Online


The **Employee Home** Self-Service page will appear  
Click > **Payroll and Compensation Home**

### Employee Home

## Employee Home


System Message (click on arrow to view/hide detail)  
Welcome to myINFO!


 [Personal Information Home](#)  
Review and edit your contact information, including name and marital status changes.


 [Payroll and Compensation Home](#)  
Access your on-line paycheque, direct deposit, and other deduction or contribution information. Review your job, salary and compensation history.

The **Payroll and Compensation Home** page will appear  
Click > **View T4 & T4A Slips**

### Payroll

 [View Paycheque](#)  
View your current and prior earnings statements on-line.

 [View Balances](#)  
Review vacation and/or seniority.

 [View T4 & T4A Slips](#)  
View T4 T4a Tax Slips

## How to Access Your T4 / T4A Online

The **AGREEMENT** page will appear.  
Click > **ACCEPT** to accept the agreement.

**AGREEMENT**

AGREEMENT

We are pleased to provide you with your T4/T4A online.

By clicking the "Accept" button:

1. You confirm you have read the following Privacy Notice Statement and Security Warning.
2. A message will be sent to payroll indicating your agreement to receive your T4 electronically.
3. You acknowledge that you will no longer receive paper tax slips from Financial Services (you may still receive this year's printed slip, depending on the date of your acceptance).
4. You will be directed to your electronic T4/T4A in printable, PDF format.

Privacy Notice Statement

The Simon Fraser University (SFU) has taken the necessary measures to protect the privacy and confidentiality of your personal information, and to ensure that your electronic transactions with us are secure. How we protect your information:

There are two main ways that we ensure the security of your transactions:




1. Encryption electronically scrambles the data stream between your computer and our server. This minimizes the risk that outside parties will alter or view information being transmitted. You must be using a browser with 128-bit encryption to access this site.
2. Firewalls are a combination of hardware and software designed to securely separate the outside world from our internal computer systems and database.

Security Warning

If you are using this service on a shared computer in a public area (i.e. public kiosk or library), please ensure that you do not leave the computer unattended while accessing this service. Before leaving the computer, it is also important that you fully log out of the application, clear your browser's cache and close down your browser. This will ensure that no one else can access any personal information you may have entered.

The **Tax Slip** page will appear

EmplID: 123456789

T4 Slip		
	Year	View Slip
1	2009	
2	2008	
3	2007	

Click on the Page icon  to View Slip for a T4/ T4A year.

## How to Access Your T4 / T4A Online

### ***Detailed Procedures:***

Go to the SFU Home Page <http://www.sfu.ca>

Log in to MySFU.ca

- In the drop down menu Click on mySFU
  - ☞ Log-in with your “Computing ID” and “Password
  - ☞ Click “View Pay Statement” in myinfo.sfu.ca
- At the SFU MyINFO Screen
  - ☞ Log-in with your “Computing ID” and “Password
- The Employee Self-Service Home page will appear,
  - ☞ Click Payroll and Compensation Home
  - ☞ Click: View T4 & T4A Slips

Thank you,

SFU Payroll Services