How to Obtain Your Pay Slips and T4/T4A Slip Online

Access to Your Online Pay Slips:

1. Go to SFU Home Page and type myinfo.sfu.ca
2. Log in with your “Staff Computing ID” and “Password”
   Note: If you have not activated your staff account, please contact IT Services at 778-782-3234.
3. Click “Payroll and Compensation Home”.
4. Click “View Paycheque” to view the latest Pay Slips.
5. View your current pay and click “View a Different Payment” for previous payslips or click “Email Printable Advice” to send to your email.
6. Be Sure to “Sign Out” (upper right) to close this session on your browser.

For more self-serve information, please click “Help”.

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Access to Your Online T4/T4A Slips:

Click “Payroll and Compensation Home”.

Note: If this is the first time you are viewing your online tax forms, please go to Step One to submit your T4/T4A Consent.

1. **Step One**: Click “T4/T4A Consent” to submit your consent to receive electronic T4 and T4A slips.

2. **Step Two**: Click “View T4/T4A Slips” to view your latest T4 or T4A slips or Slips for previous years.

Note: If the Tax Slip does not appear, you may need to temporarily turn off the “Pop-up Blocker” on your PC or MAC in order for the Slip to appear.

Below is a link to guide to turn off the “Pop-up Blocker”. If further assistance is needed please contact your local IT support person or payroll@sfu.ca

https://www.sfu.ca/itservices/administrative/hap/hap_technical_requirement.html

Individuals who have not Accepted online delivery of your Tax Slips will be mailed printed Tax slips by the end of February.

If you have any questions, please contact Payroll at 778-782-8486 or payroll@sfu.ca