
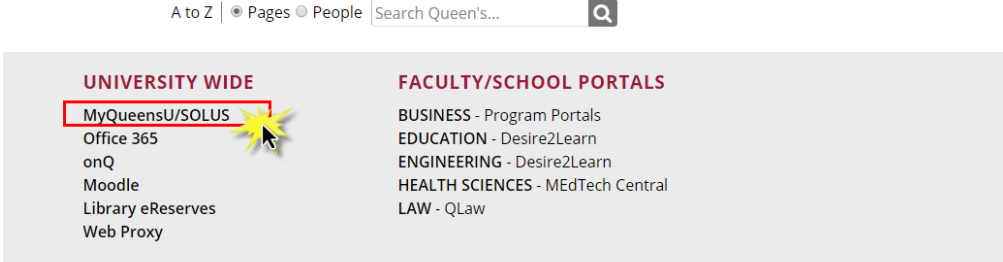
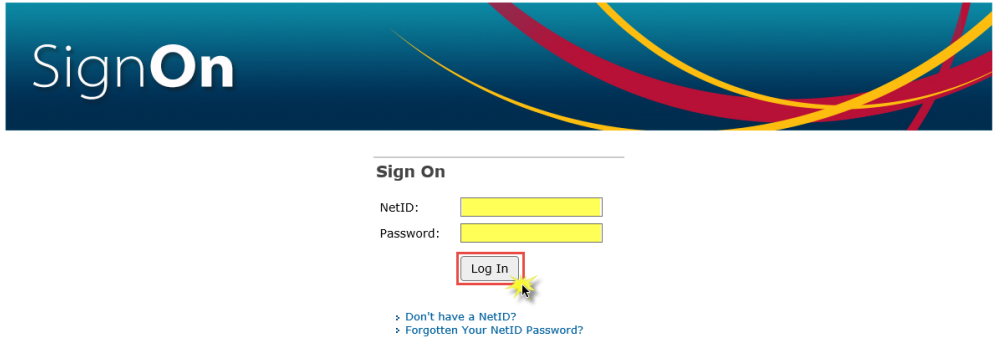

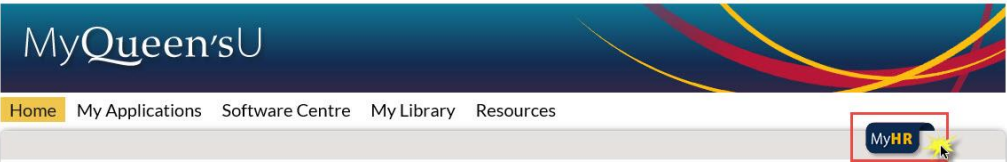
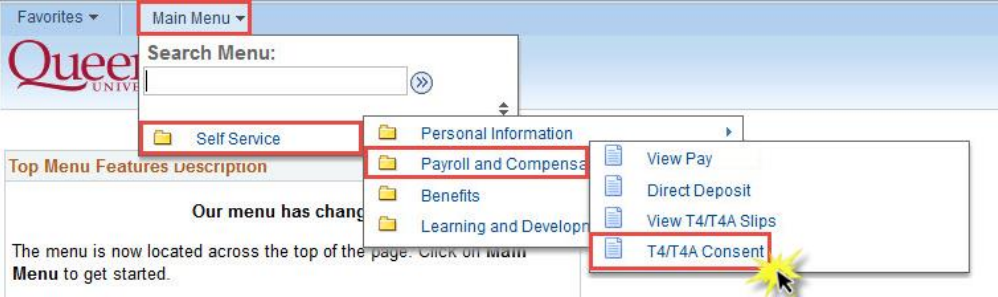
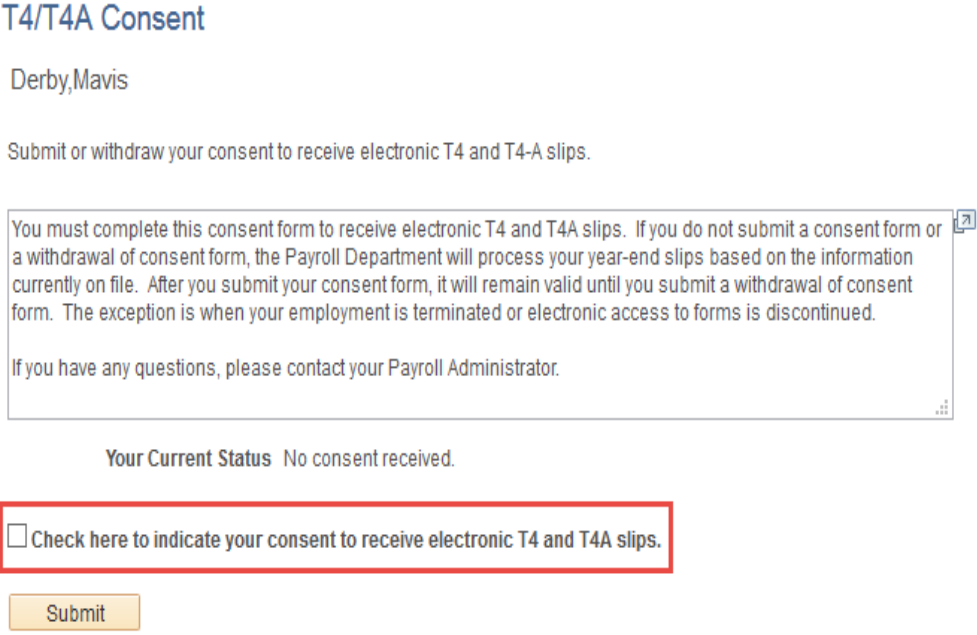
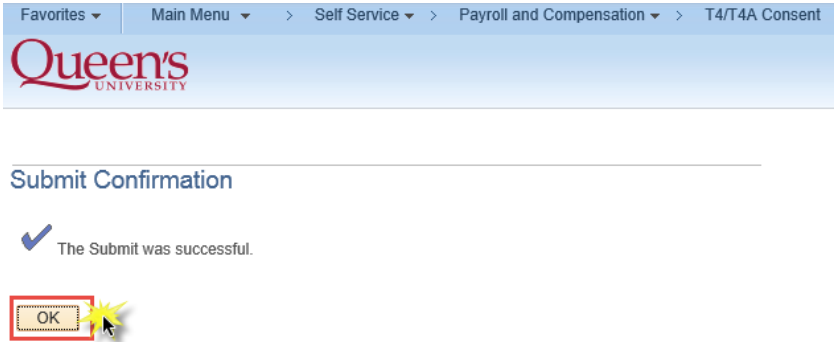


Give or Withdraw T4 / T4A Consent

- All employees that receive a Queen's T4 and/or T4A form will now have the ability to receive an electronic form rather than a mailed printed form.
- Employees must consent to receive electronic T4 and T4A forms and will have the ability to revoke consent.
- Employees will have the ability to view and reprint current and previous year T4 and T4A forms from the 2015 tax year forward.

Processing Steps	Screenshots
<p>Step 1:</p> <p>Navigate to http://www.queensu.ca/</p> <p>Click the Search and Sign In button.</p>	
<p>Step 2:</p> <p>Select MyQueensU/SOLUS from the list of University Wide links.</p>	
<p>Step 3:</p> <p>Enter your NetID and Password into the respective fields.</p> <p>Click the Log In button.</p>	

Processing Steps	Screenshots
<p>Step 4:</p> <p>Click on the MyHR portal link.</p> 	
<p>Step 5:</p> <p>Click Main Menu, and follow the navigation:</p> <p>Self Service > Payroll and Compensation > T4/T4A Consent</p>	
<p>Step 6:</p> <p>As of go-live, all Queen's staff do not have this 'consent' box checked, meaning no one is receiving their T4 and/or T4A online.</p>	 <p>T4/T4A Consent</p> <p>Derby, Mavis</p> <p>Submit or withdraw your consent to receive electronic T4 and T4-A slips.</p> <p>You must complete this consent form to receive electronic T4 and T4A slips. If you do not submit a consent form or a withdrawal of consent form, the Payroll Department will process your year-end slips based on the information currently on file. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued.</p> <p>If you have any questions, please contact your Payroll Administrator.</p> <p>Your Current Status No consent received.</p> <p><input type="checkbox"/> Check here to indicate your consent to receive electronic T4 and T4A slips.</p> <p>Submit</p>

Processing Steps	Screenshots
<p>Step 7:</p> <p>To receive an electronic T4 and/or T4A slip (view and print it online) the box must be checked.</p> <p>Click the check-box to indicate your consent, and click the Submit button.</p>	<p>T4/T4A Consent</p> <p>Derby, Mavis</p> <p>Submit or withdraw your consent to receive electronic T4 and T4-A slips.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>You must complete this consent form to receive electronic T4 and T4A slips. If you do not submit a consent form or a withdrawal of consent form, the Payroll Department will process your year-end slips based on the information currently on file. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued.</p> <p>If you have any questions, please contact your Payroll Administrator.</p> </div> <p>Your Current Status No consent received.</p> <div style="border: 2px solid red; padding: 2px;"> <input checked="" type="checkbox"/> Check here to indicate your consent to receive electronic T4 and T4A slips. </div> <p style="text-align: center;"><input type="button" value="Submit"/></p>
<p>Step 8:</p> <p>A Submit Confirmation page will appear if the submission was successful.</p> <p>Click OK.</p>	
<p>Step 9:</p> <p>Click the check-box to withdraw your consent, and then click the Submit button.</p> <p>Note: A Submit Confirmation page will appear if submission was successful.</p>	