

MEMO

DATE: February 25, 2021

TO: All Employees

FROM: James Pede, Manager, Operational Accounting

SUBJECT: 2020 T4 Slips Available in Workday as of February 25, 2021

The Payroll Department has completed the preparation of employees' 2020 T4 slips and they are now available for viewing in Workday. Detailed instructions on how to view and print your T4 in Workday are provided below.

Please note that some employees will receive more than one T4 slip from the College. This will occur for one of the two following reasons:

- 1) During 2020, you worked as both an hourly and a salaried employee. In this case, you will receive a T4 for your hourly employment earnings as well as a T4 for your salary employment earnings.
- 2) During 2020, two or more employee IDs were created for you and you received earnings under multiple employee IDs. In this case you will receive a T4 slip with the earnings from each employee ID.

Regardless of the reason why, if you receive more than one T4 slip from the College, you must report all T4 slips when preparing your 2020 tax return.

If you wish to access your T4 slip from off-campus, you will require Remote Access (VPN) to be able to connect to Workday. If you do not already have VPN access, please click the link below for self-serve setup instructions:

[VPN Setup Instructions](#)

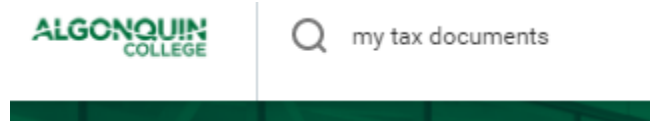
If you have any problems setting up your VPN, please call 1-866-921-5763 Monday to Friday within the hours of 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m.

Paper copies of 2020 T4 slips will be mailed to employees who, as of February 19, 2021 had been terminated, had a status of retired or are on leave.

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How to View and Print Your T4 Slip(s) in Workday

[Click here](#) to login to Workday. In the Search Bar at the top left of your Workday screen, type in “my tax documents” and then press enter

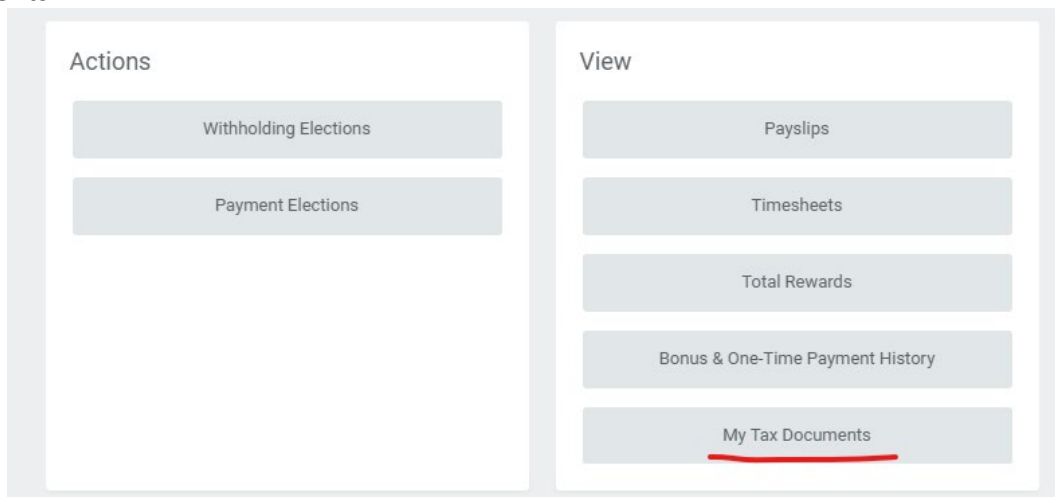


OR, from the Home page in Workday, click on the applet titled Pay.



Pay

This will bring you to the Pay screen. From the View menu on the right, click on My Tax Documents.



Either of these two methods will bring you to the My Tax Documents page.

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Your available tax slip(s) will appear at the bottom of the page. Tax slips will be available for 2020 and 2019 in Workday. If you require a copy of your T4 from 2018 or earlier, please email your request to payroll@algonquincollege.com.

My Tax Documents

2 items

Company	Current Year End Tax Document Printing Election	
ALGON The Algonquin College of Applied Arts and Technology	You are currently receiving both electronic and paper copies of your T4A, T4A-RCA, RL-2, and NR4 forms.	Edit
ALGON The Algonquin College of Applied Arts and Technology	You are currently receiving only electronic copies of your T4 and RL-1 forms.	Edit

Canada

1 item

Tax Year	Company Name	Province of Employment	Tax Form	Payroll Account Description	Form Type	Issued Date	Employee Copy
2019	The Algonquin College of Applied Arts and Technology	Ontario	T4	Administrative or Support	Original	21/02/2020	View/Print


To access your 2020 T4, click on the **View/Print** button to the right of your T4. After you click on the **View/Print** button, you may see the following prompt:

Your request is being processed

You can continue to wait or choose to be notified later.

[Notify Me Later](#)

You may wait for your tax slip to be generated or click on the **Notify Me Later** button. If you click on the **Notify Me Later** button, you will see the following popup in Workday, when your tax slip is ready.

 [T4_Form_2019__2020_02_21_10_57_55_-0800.pdf](#)
is now available in My Reports

When you see the popup, you may click on the blue link in the message (the PDF file name) which will provide you with the option to download, save or print your T4 slip.

If you have any questions, please email the Payroll Department at payroll@algonquincollege.com.

