University of Manitoba will continue to provide T4 slips to all our **active employees** through electronic access to Employee Self Service (ESS) portal. You will be able to view/print your T4 slips in a convenient manner similar to the way you currently access your pay statements through secure log-in to ESS.

https://vip.umanitoba.ca

It is important to note that:

- For all **Active** U of M employees, no paper copies will be printed. Only an email notification will be sent to each employee, informing them that their tax slip is available on ESS.
  - Any Staff on Research/Study and Admin Leave (RSL) is considered an **Active** Employee.

- If you are an active U of M Employee and cannot access/print your T4 through the ESS then you have the option to request for printed paper T4 slip. A *request form* is available on Payroll website, please click [here](#) and follow the instructions to obtain the form.

  Please complete and submit the *original request form* to Payroll Services. All request forms must be received **by 4:30pm (CST) on Friday, 7th February 2020** Any requests received after 7th February will not be processed until after the third week of March.

- All former employees or anyone on extended leave will receive their T4 slip in paper format.
  - Anyone who has been on leave status for more than 20 days is considered to be on extended leave.

- For those individuals who will be receiving paper T4 slips, please note that paper slips will be distributed by the last working day of February. It is also important to ensure that your home address is up-to-date in our system. Address update can be made via ESS directly or by contacting HR help desk.

If you require additional information please contact:

<table>
<thead>
<tr>
<th>Inquiries related to…</th>
<th>Department to contact…</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information on the T-slips</td>
<td>Payroll Services</td>
<td><a href="#">Link</a></td>
<td>(204) 474-6632</td>
</tr>
<tr>
<td>Logged into JUMP but cannot access ESS</td>
<td>HR Help Desk</td>
<td><a href="#">Link</a></td>
<td>(204) 474-9400</td>
</tr>
<tr>
<td>Cannot log into JUMP</td>
<td>IT Help Desk</td>
<td><a href="#">Link</a></td>
<td>(204) 474-8600</td>
</tr>
<tr>
<td>Instructions on how to obtain T-slips on ESS</td>
<td>Payroll Services</td>
<td><a href="#">Link</a></td>
<td>(204) 474-6632</td>
</tr>
</tbody>
</table>

Thank you

University of Manitoba Payroll services