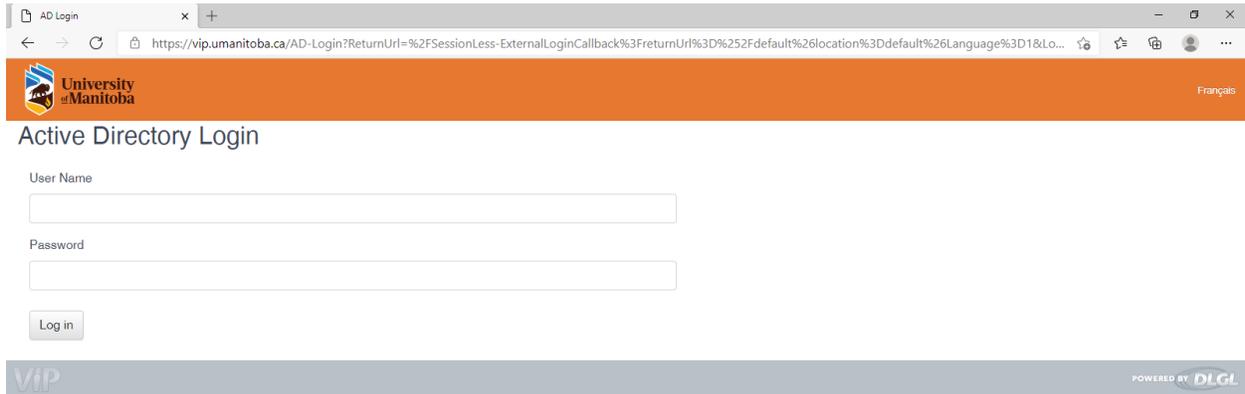


How to access your T4 through Employee Self Service

Step 1:

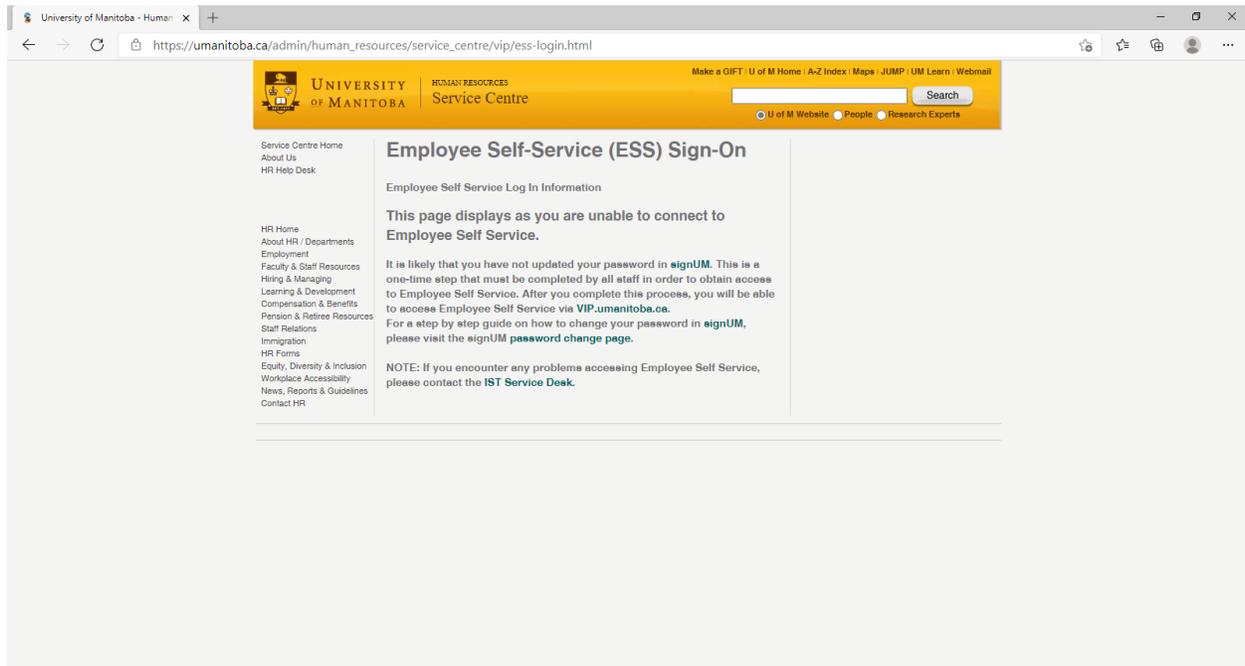
Begin by visiting <https://vip.umanitoba.ca/>

Enter your log in information (User Name is your UMNNetID) and click “Log in”



The screenshot shows a web browser window with the URL <https://vip.umanitoba.ca/AD-Login?ReturnUrl=%2FSessionLess-ExternalLoginCallback%3FreturnUrl%3D%252Fdefault%26location%3Ddefault%26Language%3D1&Lo...>. The page features the University of Manitoba logo and the text "Active Directory Login". Below this, there are two input fields: "User Name" and "Password". A "Log in" button is positioned below the password field. At the bottom of the page, there is a "VIP" logo on the left and "POWERED BY DLGL" on the right.

Note if you HAVE NOT set up your Employee Self Service log in, you will be redirected to this page: http://umanitoba.ca/admin/human_resources/employment/ess_login.html



The screenshot shows a web browser window with the URL https://umanitoba.ca/admin/human_resources/service_centre/vip/ess-login.html. The page has a yellow header with the University of Manitoba logo and the text "HUMAN RESOURCES Service Centre". Below the header, there is a search bar and a navigation menu. The main content area is titled "Employee Self-Service (ESS) Sign-On" and contains the following text:

Employee Self Service Log In Information

This page displays as you are unable to connect to Employee Self Service.

It is likely that you have not updated your password in **signUM**. This is a one-time step that must be completed by all staff in order to obtain access to Employee Self Service. After you complete this process, you will be able to access Employee Self Service via **VIP.umanitoba.ca**. For a step by step guide on how to change your password in **signUM**, please visit the **signUM password change page**.

NOTE: If you encounter any problems accessing Employee Self Service, please contact the **IST Service Desk**.

The page also includes a sidebar with links to various HR services such as "Service Centre Home", "About Us", "HR Help Desk", "HR Home", "About HR / Departments", "Employment", "Faculty & Staff Resources", "Hiring & Managing", "Learning & Development", "Compensation & Benefits", "Pension & Retiree Resources", "Staff Relations", "Immigration", "HR Forms", "Equity, Diversity & Inclusion", "Workplace Accessibility", "News, Reports & Guidelines", and "Contact HR".

Step 2:

Once you have logged in, click on the “My Pay” tab at the top of the screen

The screenshot shows the University of Manitoba VIP Portal. At the top, there is a navigation bar with three tabs: 'EMPLOYEE PORTAL', 'MANAGER PORTAL', and 'HIRING MANAGER'. Below these tabs are four icons: 'My File', 'My Pay', 'My Benefits', and 'UM Careers'. The 'My Pay' icon is circled in red, and a red arrow points to it from the left. The main content area is titled 'My File' and contains several panels: 'Personal Information', 'Address', 'Position History', 'Official Document', 'Emergency Contact', 'Employment Status', 'Employment Service Years', and 'Useful Links'. A welcome message is displayed at the top of the 'My File' section.

Step 3:

On the “My Pay” tab navigate to the “Federal Tax Slip” panel located on the left side. Click on the blue “T4” beside the tax year and a new tab will open with your T4 allowing for download/print.

The screenshot shows the University of Manitoba VIP Portal with the 'My Pay' tab selected. The main content area is titled 'My Pay' and contains several panels: 'Pay Stub', 'Entitlement Bank Summary', 'Other Links', 'Federal Tax Slip', and 'Consent or Agreement'. The 'Federal Tax Slip' panel is highlighted with a red circle, and a red arrow points to it from the left. The 'Federal Tax Slip' panel contains a table with columns for 'T4', 'T4A', 'T5', 'NR4', and 'NR'. The 'T4' column has a blue link for each year from 2015 to 2019. The 'Consent or Agreement' panel shows a green checkmark next to 'Electronic Tax slips only'.

Year	T4	T4A	T5	NR4	NR
2019	T4				
2018	T4				
2017	T4				
2016	T4				
2015	T4				

** Note: Should there be any discrepancies between your own records and the information contained in the T4, please contact:
Stephanie Coughlin
Tel: (204)- 474-9357
Stephanie.Coughlin@umanitoba.ca