


## How to access your T4 through Employee Self Service

### Step 1:

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

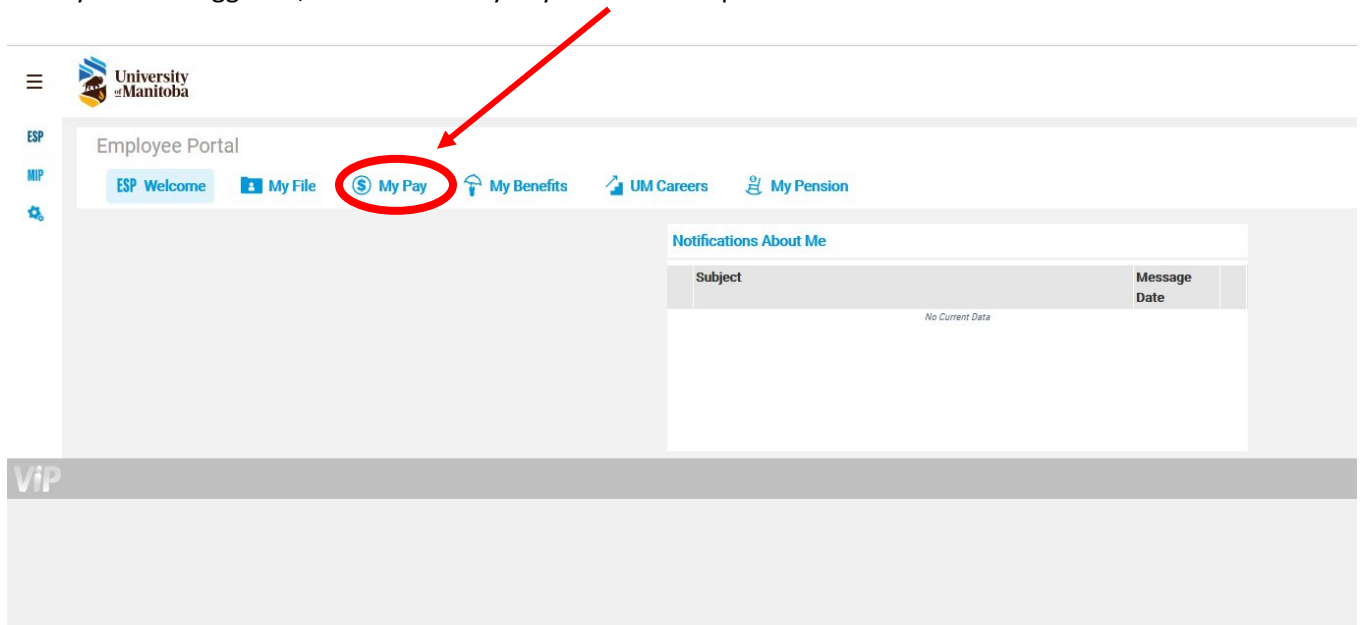
Enter your log in information (User Name is your UMNNetID) and click “Log in”



The screenshot shows the 'Active Directory Login' page of the University of Manitoba's VIP system. At the top left is the University of Manitoba logo. Below it, the text 'Active Directory Login' is displayed. There are two input fields: 'User Name' and 'Password'. Below the password field is a 'Log in' button. At the bottom left, the 'ViP' logo is visible.

### Step 2:

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

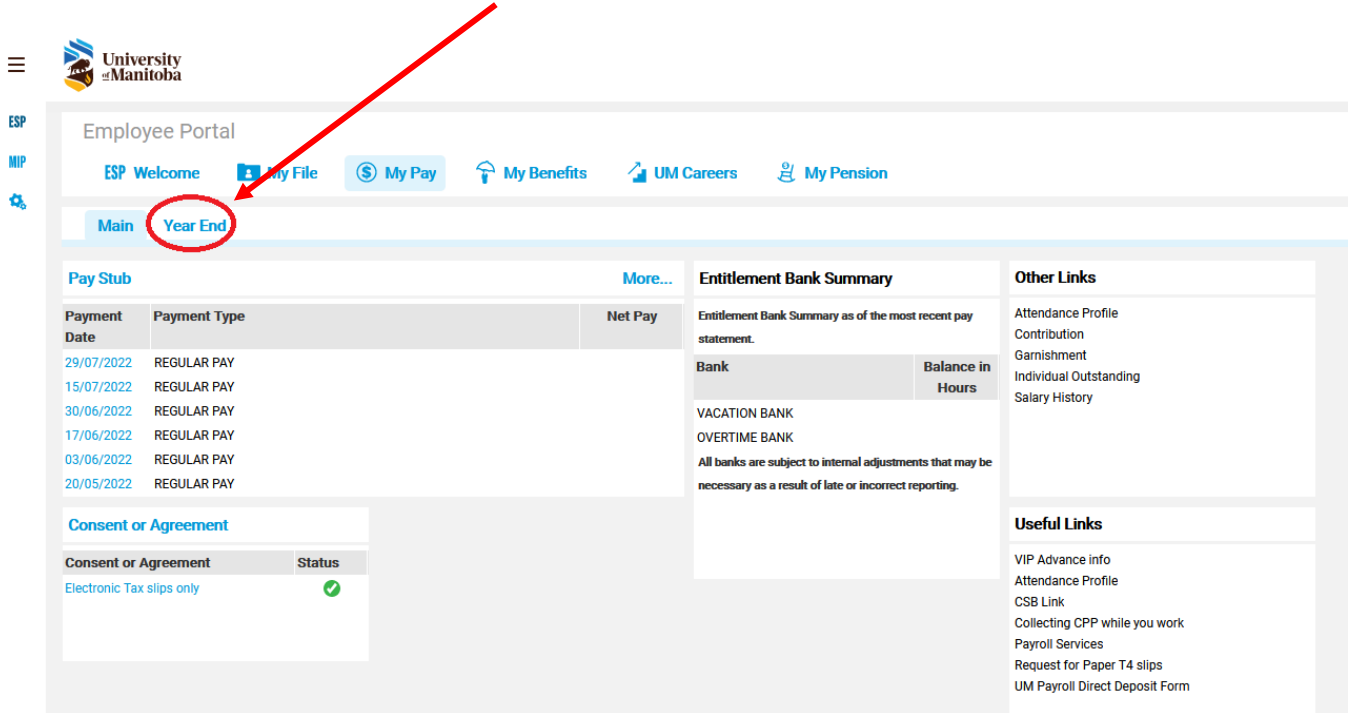


The screenshot shows the 'Employee Portal' interface. At the top left is the University of Manitoba logo. Below it, the text 'Employee Portal' is displayed. There are several tabs: 'ESP Welcome', 'My File', 'My Pay', 'My Benefits', 'UM Careers', and 'My Pension'. The 'My Pay' tab is circled in red, and a red arrow points to it from the text 'Step 2:'. Below the tabs, there is a 'Notifications About Me' section with a table. The table has two columns: 'Subject' and 'Message Date'. The table is currently empty, with the text 'No Current Data' displayed below it. At the bottom left, the 'ViP' logo is visible.

Subject	Message Date
No Current Data	

### Step 3:

On the “My Pay” tab navigate to the “Year End” tab



The screenshot shows the University of Manitoba Employee Portal. The 'Year End' tab is selected and circled in red. A red arrow points from the 'Year End' tab to the 'My Pay' tab. The portal displays a 'Pay Stub' table with columns for Payment Date, Payment Type, and Net Pay. The 'Entitlement Bank Summary' section shows VACATION BANK and OVERTIME BANK. The 'Consent or Agreement' section shows 'Electronic Tax slips only' with a green checkmark. The 'Other Links' section includes Attendance Profile, Contribution, Garnishment, Individual Outstanding, and Salary History. The 'Useful Links' section includes VIP Advance Info, Attendance Profile, CSB Link, Collecting CPP while you work, Payroll Services, Request for Paper T4 slips, and UM Payroll Direct Deposit Form.

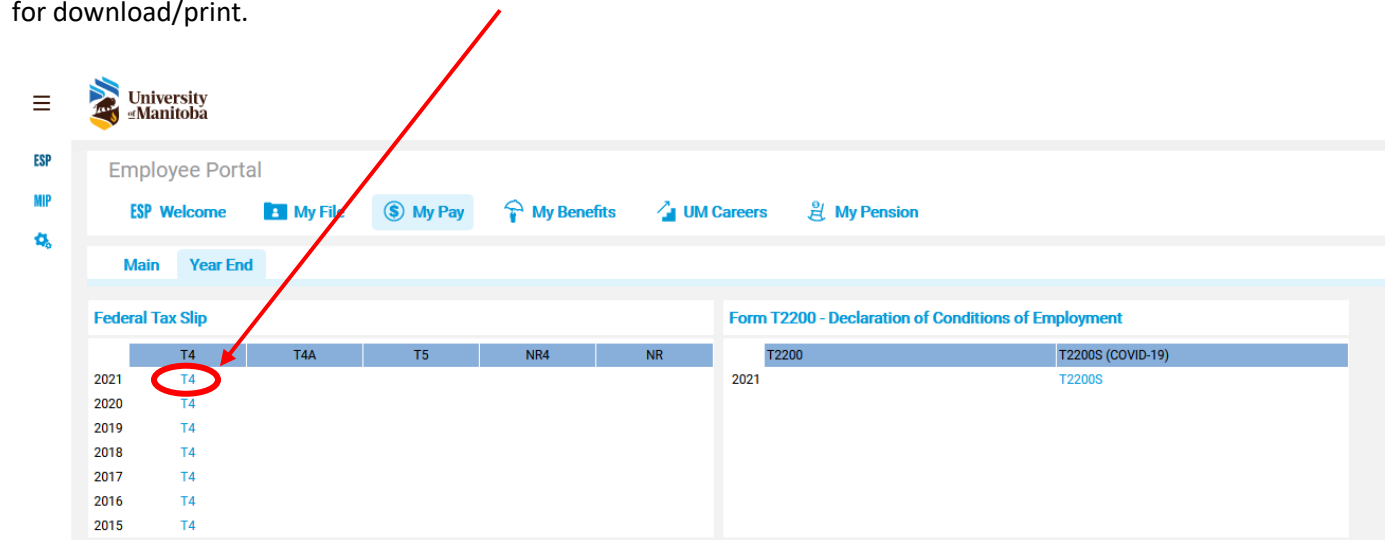
Payment Date	Payment Type	Net Pay
29/07/2022	REGULAR PAY	
15/07/2022	REGULAR PAY	
30/06/2022	REGULAR PAY	
17/06/2022	REGULAR PAY	
03/06/2022	REGULAR PAY	
20/05/2022	REGULAR PAY	

Bank	Balance in Hours
VACATION BANK	
OVERTIME BANK	

Consent or Agreement	Status
Electronic Tax slips only	✓

### Step 4:

On the “Year End” click on the blue “T4” beside the tax year and your T4 will open in a new tab allowing for download/print.



The screenshot shows the University of Manitoba Employee Portal with the 'Year End' tab selected. A red arrow points from the 'T4' link in the 'Federal Tax Slip' table to the 'T4' link. The 'Federal Tax Slip' table has columns for T4, T4A, T5, NR4, and NR. The 'Form T2200 - Declaration of Conditions of Employment' section shows T2200 and T2200S (COVID-19) for the year 2021.

	T4	T4A	T5	NR4	NR
2021	<a href="#">T4</a>				
2020	<a href="#">T4</a>				
2019	<a href="#">T4</a>				
2018	<a href="#">T4</a>				
2017	<a href="#">T4</a>				
2016	<a href="#">T4</a>				
2015	<a href="#">T4</a>				

	T2200	T2200S (COVID-19)
2021		<a href="#">T2200S</a>

Note: Should there be any discrepancies between your own records and the information contained in the T4, please contact:  
payroll@umanitoba.ca