How to Access T4 Through JUMP and VIP

Step 1:
Begin by visiting the www.umanitoba.ca home website
On the home page, in the top right hand corner, there is a link for JUMP. Click on the link.
Step 2:
You will be taken to this page: https://jump.umanitoba.ca/cp/login/
Enter your Log In information and click “Log In”

Step 3:
Once you have logged in, on your Jump Home page, click on the “Staff” tab from the row of tabs along the top:
Step 4:
Once you are on the HR page of your Jump, select “Employee Self Service” located on the left side of the page:

**If you have already set up your Employee Self Service Log In proceed to Step 6**
Step 5:
If you **HAVE NOT** set up your Employee Self Service log in, you will be redirected to this page:

Follow the instructions on this page to update your Iridium Log in and then proceed to Step 6
Step 6: After selecting the Employee Self Service link, a new page will open:
This page is the Human Resources Portal which will contain your personal information.
At the top of this page click on the “My Pay” tab
Step 7:
On the “My Pay” page, in the Tax Slip box located on the lower left side of the page, you will find a link to your T4 for the year 2012. You can click on the year and a PDF version of your T4 will open up to view and print off.

**Note: Should there be any discrepancies between your own records and the information contained in the T4, please contact:
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