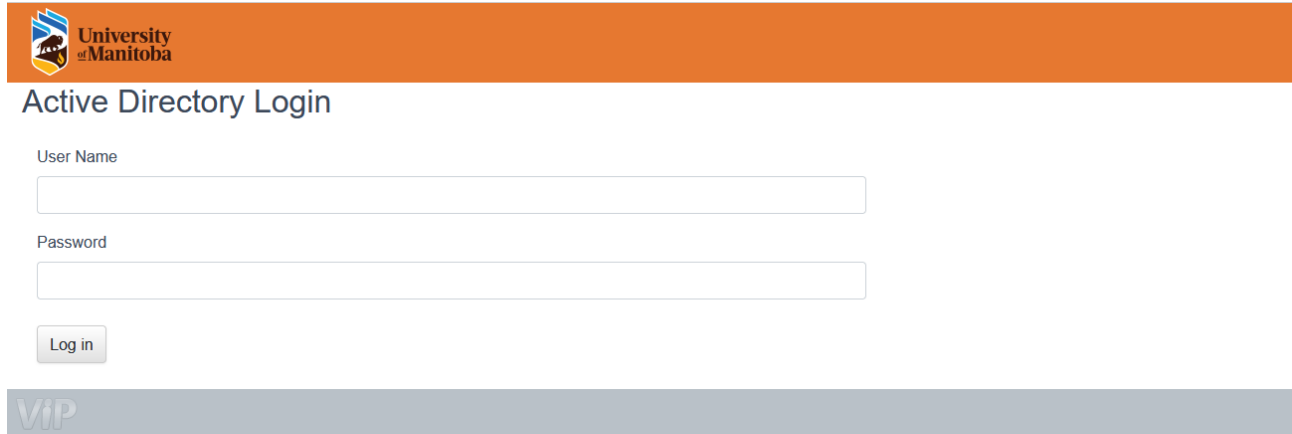


How to access your T4 through Employee Self Service

Step 1:

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

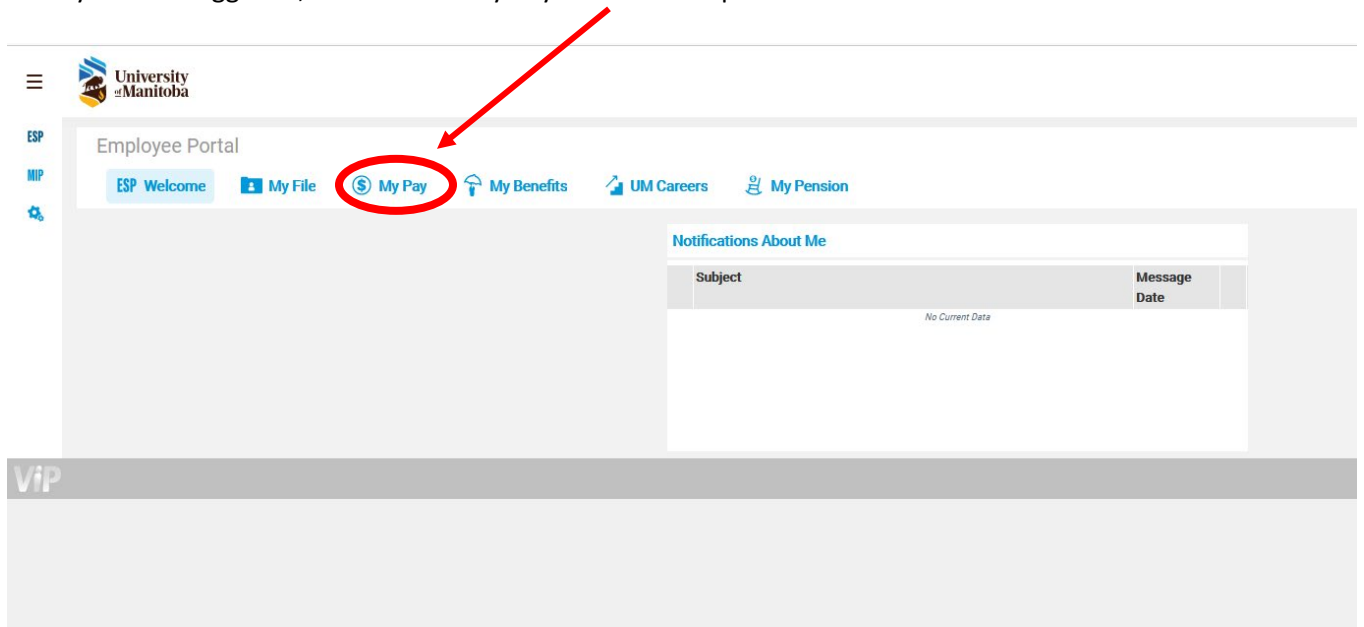
Enter your log in information (User Name is your UMNNetID) and click “Log in”



The screenshot shows the 'Active Directory Login' page. 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 of the page, 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 above. 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 of the page, 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 navigation menu at the top includes 'ESP Welcome', 'My File', 'My Pay', 'My Benefits', 'UM Careers', and 'My Pension'. Below this, the 'Main' and 'Year End' tabs are visible, with 'Year End' circled in red. A red arrow points from the 'Year End' tab to the 'My Pay' tab in the top navigation. The main content area is divided into three sections: 'Pay Stub', 'Entitlement Bank Summary', and 'Other Links'. The 'Pay Stub' section contains a table of payment records.

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	

The 'Entitlement Bank Summary' section shows a table with columns for 'Bank' and 'Balance in Hours'. The 'Other Links' section lists various resources like 'Attendance Profile', 'Contribution', and 'Salary History'.

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. The 'Federal Tax Slip' section is visible, containing a table with columns for 'T4', 'T4A', 'T5', 'NR4', and 'NR'. The 'T4' column has a red circle around the 'T4' link for the year 2021. A red arrow points from the 'T4' link to the 'My Pay' tab in the top navigation. The 'Form T2200 - Declaration of Conditions of Employment' section is also visible, showing a table with columns for 'T2200' and 'T2200S (COVID-19)'.

	T4	T4A	T5	NR4	NR
2021	T4				
2020	T4				
2019	T4				
2018	T4				
2017	T4				
2016	T4				
2015	T4				

The 'Form T2200 - Declaration of Conditions of Employment' section shows a table with columns for 'T2200' and 'T2200S (COVID-19)'. The 'T2200' column has a red circle around the 'T2200' link for the year 2021.

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

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