

## Accessing T4 and T4A's

Sign on to the employee web portal

From the main page of the employee web portal click on T4 and T4A

Human Resources Employee Portal

Home

Employee Functions

- IME
- T4 And T4A

Documents

- Shared Documents

Announcements

Reporting Vacation Electronically <sup>new</sup> 2/16/2011 9:49 AM  
by Leticia Goddard  
Please note that the absence tab under IME has been temporarily removed while we finalize the vacation process. Thank you

Secondary Teachers Pay Schedule @ 2/16/2011 9:48 AM  
by Leticia Goddard

CUPE PD Day - Web Portal Presentation Question & Answer @ 2/7/2011 1:13 PM  
by Leticia Goddard  
Thank you for your time at the CUPE PD Day. Attached please find the answers to the questions you asked at the sessions.

Elementary Permanent Teachers Pay Schedule @ 12/22/2010 9:40 AM  
by Leticia Goddard

Secondary Occasional Teachers Pay Schedule @ 8/31/2010 4:32 PM  
by Leticia Goddard

(More Announcements...)

HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Web Links

- Ontario Ministry of Education and Training
- Ontario Public School Boards Association
- Ontario Secondary School Teachers' Federation (Teachers, ESL, PSSP, OCTU)
- Teachers Pension Plan
- OMERS
- Ontario College of Teachers
- Hamilton-Wentworth Elementary Teachers' Local
- Canadian Union of Public Employees, Local 4153
- Canadian Office and Professional Employees Union Local

If you have already provided us consent to have your T4 electronically, you will see the following:

Employee Self Service Portal > T4 And T4A

T4s and T4As delivered electronically via this website can be viewed, downloaded, printed and re-printed at your own convenience.

Click on a link below to access your T4 or T4A.

BN	Year	Document	Amended Date Time	Remarks (where applicable)
2	2010	T4		
2	2011	T4		

T4 and T4A documents are provided in PDF format. Please go to Adobe website and scroll down and look for the free version. Download the free Adobe Reader from [www.adobe.com](http://www.adobe.com)

For users who do not have an acrobat reader or any PDF plug-in in the browser or are having some issues opening the T4 or T4A file from the browser but wish to save the T4 or T4A file, please press this button below and then click the link (T4 or T4A) above to access the T4 or T4A

Alternative Access to T4/T4A

Click on "T4" beside the year you want to open and this will open it.

If you have no given us consent, you will see the following screen:

Human Resources Employee Portal > T4 And T4A

T4s and T4As delivered electronically via this website can be viewed, downloaded, printed and re-printed at your own convenience.

Before receiving your T4 or T4A electronically you must provide your consent by pressing the button below.

I consent to having my future T4s and T4As delivered via this web site.

I Consent

Note: If at the time you provide consent, your paper based T4 or T4A has already been printed or mailed, then you may not receive your T4 or T4A electronically until the following year.

If you decide you do want to receive and view your T4 and T4A electronically, please click on the I Consent button.

**IMPORTANT: Please note that by doing this, you irrevocably provide your consent to the Hamilton-Wentworth District School Board to provide your T4 in an electronic format for the duration of your employment with the Hamilton-Wentworth District School Board.**

This will immediately take you to the following screen:

Employee Self Service Portal > T4 And T4A

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