

2016 T4 Information



Whom do I contact if I have a question?

For questions regarding your tax slips please contact Payroll and Benefit Services in Human Resource Services at payroll.operations@ualberta.ca.

Please provide your 7 digit Person ID number in order to reference your record.

What period of time is the T4 slip for?

The 2016 T4 includes earnings, deductions and taxes paid within the taxation year (January – December 31, 2016). Earnings, deductions and taxes for the last semi-monthly pay period (December 16-31, 2016) were paid on January 10, 2017 so will not be included on the 2016 T4.

What if I don't consent to receive an online tax slip in Bear Tracks?

Employees who have CCIDs must grant consent on Bear Tracks in order to receive their T4 or T4A. For instructions on how to grant consent refer to the Bear Tracks: Employee Self Service page on the HRS website at: www.hrs.ualberta.ca/MyEmployment/ESS.

What am I granting consent to with online tax slips?

When you grant consent you will be able to view and print your tax slips from Bear Tracks.

Are online tax slips accepted by Canada Revenue Agency?

If you file your taxes by mail, PeopleSoft generated online self-printed tax slips are approved by the Canada Revenue Agency.

Why did I receive two T4 slips?

If there have been changes to your employment in the year 2016, or you had more than one appointment at the same time, you may have been issued more than one T4 slip. Examples include a change in affiliation, a move from operating to trust, or a change in employment status. All slips must be added together when filing your 2016 tax return. (Refer to T4 information brochure)

I was given a scholarship in 2016 while working part time for the University. Why is this not listed on my T4?

Scholarship, bursary, and fellowships will be reported on a **T4A** slip which you should be receiving separately. (Refer to T4A information brochure)

Why does the Year to Date earnings total on my pay cheque/advice not match Box 14 (Employment Income) on my T4?

The Year to Date earnings total on your pay cheque/advice includes all employment income before deductions, **not including** the value of taxable benefits. Your T4 Box 14 includes all employment income before deductions **plus** the value of taxable benefits and any additional compensation that was paid during the year.

What are taxable benefits and how do I know what the total is?

Taxable benefits include all employer paid group life insurance premiums, critical illness premiums, employer paid parking premiums and personal spending account reimbursements. The total of these premiums can be found on the paycheque/advice in the Employer Year to Date deduction column. On the T4 slip, these benefits are reported in Box 40 (Other Information).

Where can I find Employee paid deduction totals on my T4?

- Box 16** (Employee's CPP Contributions) includes your Year to Date CPP deductions. The maximum contribution for 2016 was \$2544.30.
- Box 18** (Employee's EI Premiums) includes your Year to Date Employment Insurance premiums. The maximum contribution for 2016 was \$955.04.
- Box 20** (RPP Contributions) includes the total amount of pension contributions made to the UAPP or PSPP plan.
- Box 22** (Income tax deducted) includes the total income tax deducted from all taxable remuneration.
- Box 44** (Union Dues) includes all deductions taken for Union dues paid to AASUA or NASA.
- Box 46** (Charitable Donations) includes the total amount deducted from earnings for donations made to a registered charity (example: United Way, Fund Development).

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