

2010 T4/T4A Information

Frequently Asked Questions

The 2010 T4 and / or T4A statements are expected to be made available by February 7, 2011 via the Faculty and Staff Self Service. In an attempt to address some of the common questions the Payroll Department receives, the following questions and answers have been prepared.

1. HOW DO I ACCESS THE FACULTY AND STAFF SELF SERVICE?

You will need a CWL ID to gain access the Faculty and Staff Self Service system. If you currently do not have a CWL ID, or are unfamiliar with it, we encourage you to visit <http://www.it.ubc.ca/cwl> to find out more and sign-up as soon as possible.

We encourage all employees to log-on to the Faculty and Staff Self Service system and verify that their personal information is up to date.

If you have utilized the Self Service system to receive your T4/T4A(s) in the past, or choose to utilize this method of receiving your T4/T4A slip(s) upon your initial log in to Self Service, you will no longer receive paper tax slips.

If an employee chooses not to accept the agreement that their T4/T4A slip will be received via Self Service, and are an active employee with UBC, the slip(s) will be mailed to their departmental administrator via campus mail by February 21. The departmental administrator will distribute slips to the individuals by February 28, 2011.

If the individual is not an active employee with UBC or on unpaid leave, the slip(s) will be mailed to the last address on record.

2. I HAVE MORE THAN ONE CWL ID – WHICH ONE DO I USE TO ACCESS THIS APPLICATION?

For those who have multiple CWL IDs, you will be given the option to designate one CWL account when you first access the self-service application. You will be required to use this designated CWL account for all subsequent visits to this service.

3. WILL I BE ABLE TO ACCESS THE SELF SERVICE APPLICATION OFF-CAMPUS?

Any computer that has access to the campus network (Vancouver campus, Okanagan campus) can access the self-service features. If you are using a computer from another location (home, non-campus work location, etc.), you will need to first install Virtual Private Network (VPN) software to connect you to UBC.

If you do not have VPN, please visit:

http://www.it.ubc.ca/service_catalogue/information_security/security/VPN.html for information and step-by-step instructions on how to configure your computer settings.

ITServices offers free Virtual Private Network (VPN) services to protect data as it travels between your computer and the VPN server at UBC. Using VPN increases security and ITServices requires that all faculty and staff use the VPN service when connecting to the UBC network from a non-campus site.

For direct assistance troubleshooting VPN, contact:

IT Service Centre Help Desk
Hours: 8:00am to 4:30pm, Monday to Friday
Phone: 250-807-9611
Email form: <http://web.it.ubc.ca/forms/isf/js/>

4. HOW TO DOWNLOAD YOUR T4 OR T4A STATEMENT:

- Log-in to the [Faculty and Staff Self-Service portal](#), using your [Campus-Wide ID Login \(CWL\)](#).
- In the *My Pay* column of the screen, select *Year End Slips* to see the content agreement to receive your Statement electronically for the current and subsequent years.

5. TIPS FOR PRINTING YOUR TAX SLIP(S):

- Make sure pop-up blocking is disabled for your web browser
- Under "View Slip", click on the document icon for the slip to be pulled up

6. INDIVIDUALS NO LONGER EMPLOYED AT UBC:

Individuals will be able to access the self-service features for 18 months following resignation or retirement if they had set up their access to the Faculty and Staff Self Service while they were actively employed. For example, if an individual retires in July, they will continue to have access to self-service features until Dec 31 of the following year. If the individual did not set up their access while employed, they will be unable to set up their account after the fact. In these instances, tax slips will be mailed to the last address on record by February 28, 2011.

7. WHY DO I HAVE TWO T4 Slips?

If you receive more than one T4, you had a minimum of two jobs at the University that fall into different Employment Insurance ("EI") categories. Each EI category requires a separate T4. If you have more than one tax slip for a given year, you will need to include **all** of the slips for that year when completing your tax return.

8. WHAT IS BOX 40 ON MY T4?

Box 40 on your T4 is the amount of taxable benefits that you have received. Taxable benefits are those benefits that have been paid by UBC on your behalf. Examples of taxable benefits include Basic Group Life and Tuition Waivers. Taxable benefits are marked on your pay statements with an asterisk (*). If you total the asterisked items on your pay statements you should arrive at the total in Box 40. If the total is not the same as Box 40 please contact Payroll.

9. WHY DOES MY INCOME IN BOX 14 ON MY T4 SEEM HIGH?

Box 14 includes your gross salary as well as all applicable taxable benefits that are shown in Box 40. The amount shown in Box 40 should be added to your gross Year to Date salary from your final December pay stub. The total should equal the amount shown in Box 14. If this is not the case please contact Payroll.

10. WHY DOES MY INCOME IN BOX 14 ON MY T4 SEEM LOW?

You may have received two or more T4's (see #7 above) The amount shown in Box 14 in each T4 should be totalled and equal to your final December pay stub Year to Date earnings, plus the total of taxable benefits recorded in Box 40 of each T4. If this is not the case please contact Payroll.

11. WHERE IS MY TUITION RECEIPT (T2202A)?

The T2202A certificate is available on-line via the [Student Service Centre](#).

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