

Your 2011 T4 Is now available online

To access T4 slips:

- Log onto your Portal
 - * my.brocku.ca
 - * Enter your Username and Password or your Employee Number and DOB for first-time users
- Click on the **My Work** tab
- Click on your **Brock DB-Menu**
- Go to your **Employee Access** folder and expand it
- Click on **Tax-T4**
- Select the Tax year and a PDF document will open with your T4 ready to print



Portal Assistance

For assistance logging into your Portal or retrieving your password, please refer to www.brocku.ca/information-technology/passwords/portal-login-information or contact the ITS Help Desk (ext. 4357) or visit MC F315.

T4 Questions

For questions regarding your T4 please contact Louisa DiFrancesco (Full Time Faculty and Staff) ext. 4611 (ldifrancesco@brocku.ca) , Allison Douma (CUPE 1295) ext. 4937 (adouma@brocku.ca) or Sue Vail (Part Time Contracts and Timesheets) ext. 5622 (svail@brocku.ca)

Please be assured that Human Resources and Information Technology Services have worked hard to ensure the security of information. Accessing T4 Slips requires your confidential individual portal name and password.

