Online Payslips and T4s

To access your Payslip and T4:

- Log onto your Employee Portal
  - my.brocku.ca
  - Enter your Username and Password
  - If you are a first-time user, you need to **Activate Your Account** (Faculty or Staff) by entering your Employee Number and DOB
- Click on the **My Work** tab
- Click on your **Brock DB-Menu**
- Go to your **Employee Access** folder and expand it
- Click on **Payslips** or **Tax-T4**
- Complete the requested information and a PDF document will open ready to print

Pay Dates
Pay dates are listed on the Human Resources website at www.brocku.ca/hr-ehs/payroll-2.

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).

Payroll Questions
Contact payroll@brocku.ca