Activating and Accessing Employee Portal

In order to view pay slips and T4s you must first have activated your staff/employee Campus ID. The following steps indicate how to activate your staff/employee Campus ID and access your pay slips and T4 form. If your Campus ID has already been activated proceed to step 5 below.

Activating your Staff/Employee Campus ID

1. Go to Brock University Home Page (www.brocku.ca)

2. From the Quick Links drop down menu (located at top right hand corner of screen) select “mybrocku.ca”

3. If you have not already activated your employee account, please do so first under “Activate your account”, select Faculty or Staff.
4. Key in your employee number (which is located on the top right hand corner of your contract) and your date of birth.

After step 4, you will be prompted to answer security questions. Once security questions are completed you will receive a summary sheet displaying your (Portal) Campus ID and your email address. At this point, you will be required to create a password for your log in.

Accessing Your Pay Slips and T4 Forms

5. Return to my.brocku.ca. Log onto your Portal using your Campus ID and your Password from Step 4.
6. Select My Work Tab, located near the top of the screen

7. From the left hand side of the screen, select Brock DB-Menu

8. From the left hand side of screen, select the Employee Access folder

9. Click on Tax - T4 or Pay Slips (whichever you need to access).
10. Select the Tax Year or Pay Slip Year. Key in your staff/employee number and your date of birth.

11. A PDF document will open with your T4 or pay slip to print.