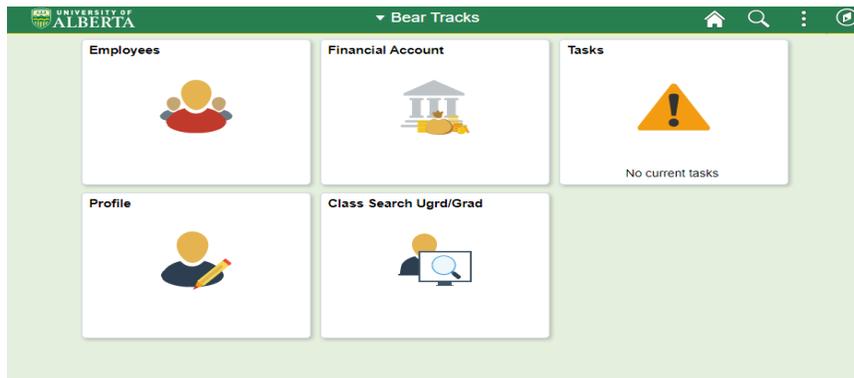


# Tax Slips – Accessing & Printing

## Shared Services

1. Sign in to Bear Tracks and select **Bear Tracks** from the top bar



2. Click on **Employees**



3. Click on **Employee Self-Service (HCM)**



4. Under **Payroll and Compensation** click **View T4/T4A Slips** from the menu items.

5. Click the **Year End Slip** link to view the most recent tax slip. If you have more than one tax slip, make sure you view and print each one

Review your available electronic **T4** and **T4A** slips online.

If you have **more than one tax slip**, please make sure that you **view** and **print** each one, since they will only be displayed one at a time.

Tax slips are issued on an annual basis no later than the last working day in February each year. HRS will post communication on its website and in the Employee Digest when the current year tax slips are available for viewing and printing.

**Current Status:** [View a Different Tax Year](#)

Tax Year	Company	Province	Wage Loss Plan	Tax Form ID	Sequence	Slip Sequence Number	Year End Slip	Filing Instructions
2017	UOA	AB	ERR	T4 Slip	0	0	<a href="#">Year End Slip</a>	<a href="#">Filing Instructions</a>

6. Click **View a Different Tax Year** to access your tax slip from a prior year.

7. Your Tax Slip will open as a PDF in your browser. Please note you browser will likely notify you that the pop-up blocker has prevented the document from opening. Click this notification to view the document. To print the file, click on the **Print** icon . Once you have reviewed your printing options and properties, click **OK** and your selected tax slip will be sent to the printer.

If you experience problems accessing Bear Tracks, please direct questions to IST Helpdesk at 780-492-9400 or [ist@ualberta.ca](mailto:ist@ualberta.ca).

For questions regarding the information reported on your tax slips(s) please contact the [Staff Service Centre](#)