UNIVERSITY OF ALBERTA

PeopleSoft HCM

Employee Payroll Information

Prepared by: HR Operations
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Employee Payroll Information

Overview

This section will provide an understanding of the payroll related features and functions available through PeopleSoft HCM Employee Self Service.

Objectives

Upon completion of this section you will have a general understanding of:

- How to View Your Paycheque
- How to View and Update Your Direct Deposit Information
- How to View Your T4/T4A Tax Slip
- How to Request an Electronic Version of Your T4/T4A Tax Slip

Related Reference Material


Reference Material may include Training Guides, Quick Reference Guides, and Other Documentation.

What Are Employee Self Service applications?

The PeopleSoft Employee Self Service section provides access to view your employee information as well as your personal information and works in tandem with Bear Tracks.

Your Employee Information is housed in PeopleSoft HCM and includes information such as your pay, vacation time, etc.

Your Personal Information is housed in PeopleSoft Campus Solutions, or more commonly known as Bear Tracks, and includes demographic type information such as Address, Date of Birth, Alberta Health Care number etc.

In some cases you will have access to change or update your personal information without having to submit a change form. This information includes the following:
Viewing Your Paycheck

In this topic you will learn how to view your online pay statement.

To Begin the Online Tutorial:

- Click the button located in the top left of the screen and follow the instructions provided.

Procedure

Navigation Path: Sign In to Bear Tracks
1. Once you have signed in to Bear Tracks, Click the **Employees** link.

2. Click the **Links to Employee Self Service** link.
3. Click the **Payroll Information** link.

Payroll Information
4. The Payroll Information link in Bear Tracks will open PeopleSoft HCM and take you directly to the Payroll and Compensation Page.

Click the View Paycheck link.

5. Click the Cheque Date link.

A PDF version of your Pay Statement will appear on your screen.

6. Note: You can also navigate to the View Paycheck page directly within PeopleSoft HCM as shown in the Breadcrumbs.

Navigation Path: Main Menu > Self Service > Payroll and Compensation > View Paycheck

7. Congratulations! You have completed the training on how to View your Paycheck.

End of Procedure.
Viewing and Updating Your Direct Deposit Information

In this topic you will learn how to view and update your Direct Deposit information.

To Begin the Online Tutorial:

- Click the button located in the top left of the screen and follow the instructions provided.

Procedure

Navigation Path: Sign in to Bear Tracks
1. Once you have signed in to Bear Tracks, click the **Employees** link.

2. Click the **Links to Employee Self Service** link.

3. Click the **Payroll Information** link.
4. The Payroll Information link in Bear Tracks will open PeopleSoft HCM and take you directly to the Payroll and Compensation Page.

Click the Direct Deposit link.
5. In the **Direct Deposit** page, Click the **Chequing** link.

6. **Note:** You can also navigate to the Direct Deposit page directly within PeopleSoft HCM as shown in the Breadcrumbs.

**Navigation Path:** **Main Menu > Self Service > Payroll and Compensation > Direct Deposit**
7. Within the **Direct Deposit Detail** page you can review and verify your Direct Deposit information.

Click the **Return to Direct Deposit** link.
8. To update your Direct Deposit information, Click the **Edit** button.
9. In the Change Direct Deposit page, make your changes and Click the Submit button.

10. Your submission will be confirmed.

   To finish the change process, Click the OK button.

11. Congratulations! You have completed the training on Viewing and Updating your Direct Deposit information.

   **End of Procedure.**

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**Viewing Your T4/T4A Tax Slips**

In this topic you will learn how to view your T4/T4A Tax Slips.

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**To Begin the Online Tutorial:**

- Click the Try It! button located in the top left of the screen and follow the instructions provided.

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**Procedure**

Navigation Path: **Sign In to Bear Tracks**
1. Once you have signed in to Bear Tracks, Click the **Employees** link.

   ![Employees Link](https://example.com)

2. Click the **Links to Employee Self Service** link.

   ![Links to Employee Self Service](https://example.com)

3. Click the **Payroll Information** link.

   ![Payroll Information](https://example.com)
4. The **Payroll Information** link in Bear Tracks will open PeopleSoft HCM and take you directly to the **Payroll and Compensation** Page.

Click the **View T4/T4A Slips** link.
5. In the View T4/T4A Slips page, Click the Year End Slip link.

6. To view your Tax Slip for a different year Click the View a Different Tax Year link.

7. **Note:** You can also navigate to the View T4/T4A Slips page directly within PeopleSoft HCM.

   Navigation Path: Main Menu > Self Service > Payroll and Compensation > View T4/T4A Slips

8. Congratulations! You have completed the training on Viewing your T4/T4A Tax Slips.

   **End of Procedure.**

### Requesting an Electronic Version of your T4/T4A Tax Slips
In this topic you will learn how to grant or withdraw your consent to receive an electronic version of your T4/T4A Tax Slips.

To Begin the Online Tutorial:

- Click the button located in the top left of the screen and follow the instructions provided.

Procedure

Navigation Path: Sign In to Bear Tracks

1. Once you have signed in to Bear Tracks, Click the Employees link.
2. Click the **Links to Employee Self Service** link.

3. Click the **Payroll Information** link.

4. The Payroll Information link in Bear Tracks will open PeopleSoft HCM and take you directly to the **Payroll and Compensation** Page.

   Click the **T4/T4A Consent** link.

5. **Note**: You can also navigate to the T4/T4A Consent page directly within PeopleSoft HCM.

   Navigation Path: **Main Menu > Self Service > Payroll and Compensation > T4/T4A Consent**
6. To receive an electronic version of your tax slips, click the **Grant Consent** button.

7. A message verifying your status change will be provided.

8. To withdraw your consent, click the **Withdraw Consent** button.

9. A message verifying your status change will be provided.

10. Click the **Return to Payroll and Compensation** link.

11. Congratulations! You have completed the training on Updating the T4/T4A Consent Page.

**End of Procedure.**