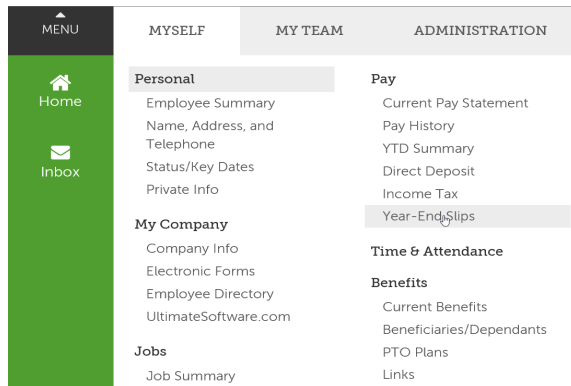


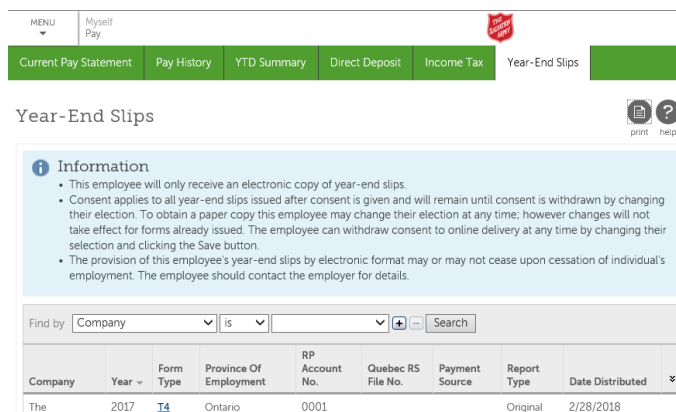
## Printing Year End Tax Slips

**Overview:** In February, year-end tax slips (T4, T4A, RL1 and RL2) become available in UltiPro to download or print.

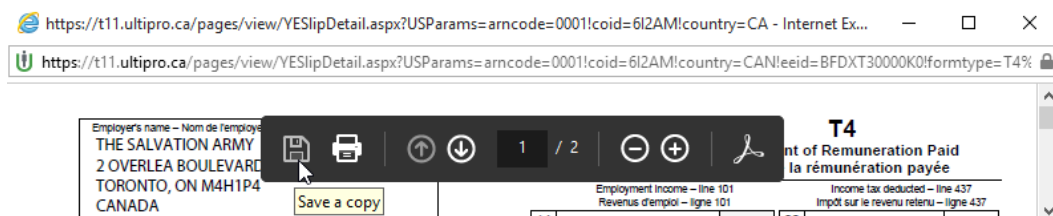
- To view year-end tax slips, click **Menu**, then select **Year-End Slips** from the **Pay** heading.



- To open a year-end slip, click the underlined entry under the **Form Type** heading.
  - If the form does not open, a pop-up blocker setting may be the issue. Refer to the *How to Turn Off Pop Up Blockers* job aid.
  - If only a blank window opens, refresh the window by pressing F5 on the keyboard or by closing and re-opening the page again.



- Move the cursor over the open document to enable the print or save options menu (this should appear towards the bottom of the page). Or to print using a keyboard command, simultaneously press **CTRL+P** on the keyboard.





## Common Questions:

### 1. I can't get into UltiPro. What do I do?

If you cannot log into MyArmy or UltiPro, please email the Service Desk ([Service\\_Desk@can.salvationarmy.org](mailto:Service_Desk@can.salvationarmy.org)) so a ticket can be opened.

### 2. What about my RRSP contributions?

If you make RRSP contributions directly through your pay statement, RRSP slips will be mailed out by Great West Life.

### 3. I have more than one job with The Salvation Army. Will I have more than one T4?

No. A single T4 will include all of your income from The Salvation Army.

### 4. I don't have access to a printer.

Ask your manager if you can access and print your T4 using a computer connected to a printer. Alternatively, your manager could open and print a copy for you. (Managers can open employee records and T4s by going to **Menu > My Team > My Employees** and searching by name.)