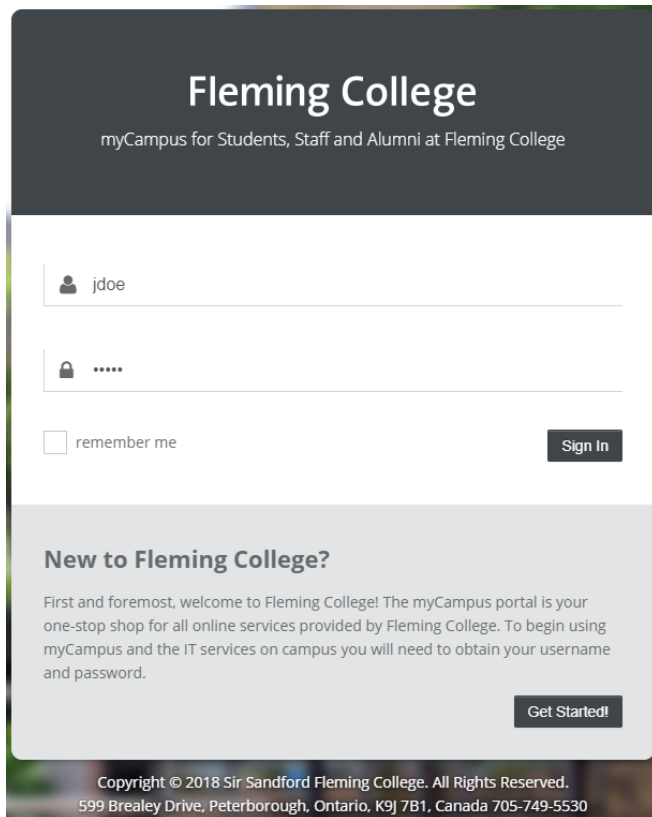


## Viewing Tax Slips

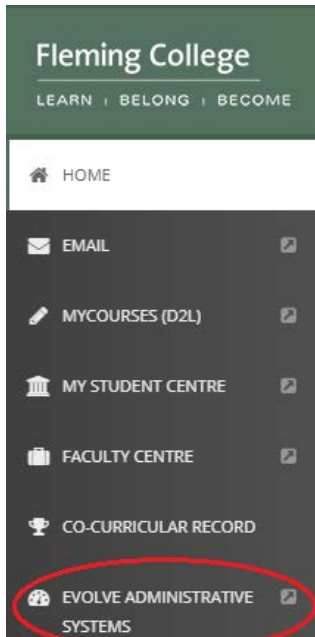
To view your T4 or T4a tax slips follow the steps below:

- 1) Open a web browser and navigate to [mycampus.flemingcollege.ca](http://mycampus.flemingcollege.ca)
- 2) Sign in using your regular Fleming username/password

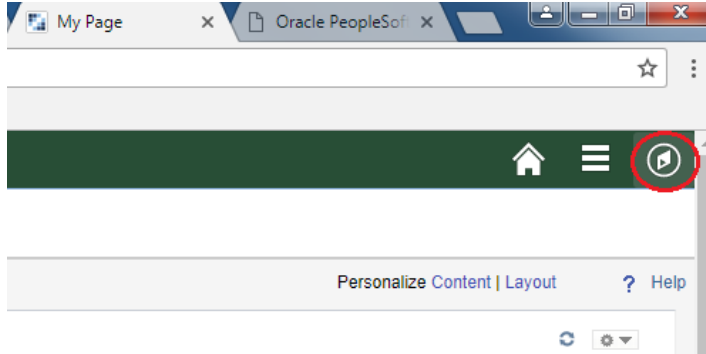


The screenshot shows the login page for Fleming College's myCampus portal. At the top, it says "Fleming College" and "myCampus for Students, Staff and Alumni at Fleming College". Below this is a login form with a username field containing "jdoe", a password field with masked characters, a "remember me" checkbox, and a "Sign In" button. A "New to Fleming College?" section provides a welcome message and a "Get Started!" button. At the bottom, there is a copyright notice: "Copyright © 2018 Sir Sandford Fleming College. All Rights Reserved. 599 Brealey Drive, Peterborough, Ontario, K9J 7B1, Canada 705-749-5530".

- 3) On the left hand side of the Portal, click on 'Evolve Administrative Systems'



4) In Evolve, click on the navigator icon in the top right hand corner of the page



5) In the navigator select the following: My Self Service > Payroll and Compensation > View T4/T4A Slips

6) In the 'Select Year End Form' table, click the 'Year End Slip' hyperlink in the appropriate row to view the front of the slip. The back of the slip can be found by clicking the 'Filing Instructions' hyperlink.

## View Tax Slips



Review your available T4 and T4A slips. Select the year end slip that you would like to review.

Select Year End Form							Personalize	Find	View All	First	1-5 of 7	Last
Tax Year	Company	Province	Wage Loss Plan	Tax Form ID	Sequence	Slip Sequence Number	Year End Slip	Filing Instructions				
2016	FLC	ON	F1	T4 Slip	0	0	Year End Slip	Filing Instructions				

The links in step 6 will open a new tab in your web browser which may be blocked by a popup blocker. Generally, you will be notified either at the bottom of the window or in the URL bar. For detailed steps to disable your popup blocker follow the links below:

[Safari](#)

[Chrome](#)

[Firefox](#)

[Edge \(Windows 10\)](#)

[Internet Explorer](#)

**Note that if you disable the pop-up blocker for all sites it is highly recommended you reverse the steps taken once you've retrieved your tax form.**