

ELECTRONIC T4

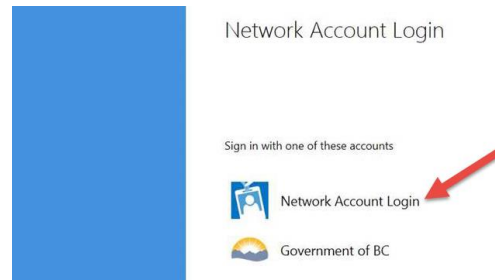
STEP-BY-STEP GUIDE



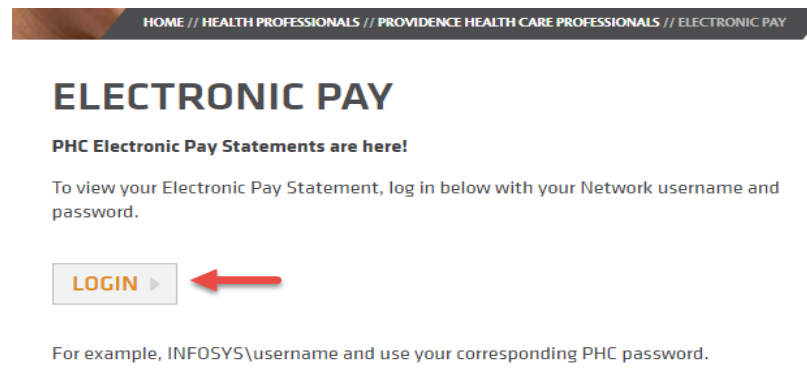
STEP 1: GO TO WEBSITE

To access your pay statement securely from anywhere in Canada, follow these steps:

1. Go to providencehealthcare.org/Electronicpay using Google Chrome, Internet Explorer 11 or higher web browser. If you are outside the network, you may be prompted to login with your network ID and password. Click 'Network Account Login' to do so.



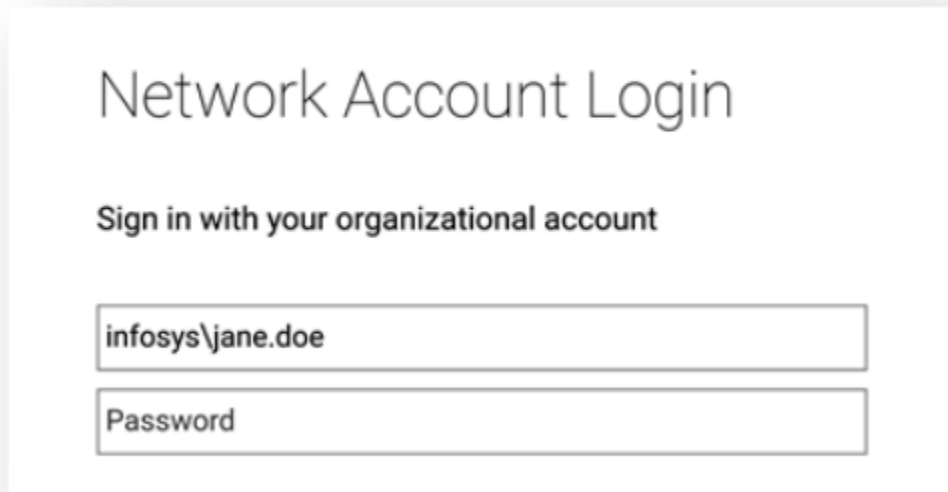
Click 'Login'



STEP 2: LOG IN

2. Log in with your Network ID and Password.

Enter: **INFOSYS\username** and your corresponding PHC **password** as below.



Network Account Login

Sign in with your organizational account

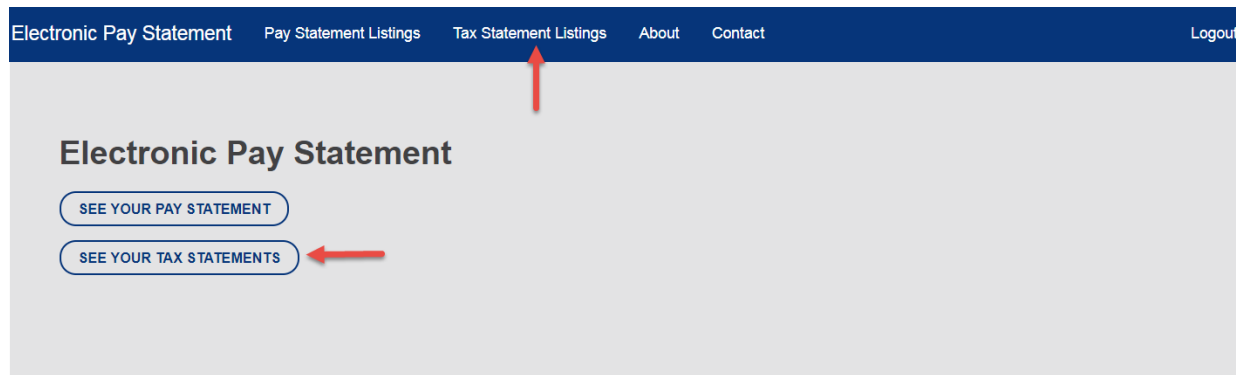
infosys\jane.doe

Password

The image shows a screenshot of a login window titled "Network Account Login". Below the title is the instruction "Sign in with your organizational account". There are two input fields: the first contains the text "infosys\jane.doe" and the second is labeled "Password".

STEP 3: VIEW YOUR TAX STATEMENT

3. Click on **'See Your Tax Statements'** to view your T4s. You can also view T4 statements by clicking on **'Tax Statement Listings'** from the home page.



[Saving Your Pay Statement or T4](#)
[Printing Your Pay Statement or T4](#)
[Understanding Your Pay Statement](#)
[Electronic Pay Statement FAQ](#)
[Electronic T4 FAQ](#)

Payroll Support:
Email: payrollphc@phsa.ca
Phone: 604-297-8683 (Option 2)/1-866-875-5306 (Option 2)
Fax: 604-297-9311

Technical Support:
Service Desk: 604-806-9333



STEP 4: VERIFY YOUR 6 DIGIT EMPLOYEE ID AND CLICK “VALIDATE”

[Electronic Pay Statement](#)

[Pay Statement Listings](#)

[Tax Statement Listings](#)

[About](#)

[Contact](#)

Security Question

Please enter your six digit employee number:



Disclaimer: The content requested contains personal information; therefore, please ensure appropriate measures are taken if you are accessing, saving or printing your T4 slip from a public/shared work device. For best practices, read [here](#) before proceeding.

[Back](#)

Validate



STEP 5: SELECT A T4 BY CLICKING “VIEW”

After successfully validating your employee ID, your T4s will be displayed as shown below.

Slip	Year	Slip Type	Company	
T4	2020	Original	Providence Health Care Society	View
T4	2019	Original	Providence Health Care Society	View



STEP 6: YOUR T4 OPENS IN A NEW TAB AS A PDF

T4_2020 1 / 2

Employer's name – Nom de l'employeur
PROVIDENCE HEALTH CARE SOCIETY
 1081 BURRARD ST.
 VANCOUVER, BC
 CAN V6Z1Y6

Canada Revenue Agency / Agence du revenu du Canada
 Year / Année: 2020

T4 Statement of Remuneration Paid / État de la rémunération payée

ORIGINAL

14 Employment income – line 10100 / Revenus d'emploi – ligne 10100

22 Income tax deducted – line 43700 / Impôt sur le revenu retenu – ligne 43700

54 Employer's account number / Numéro de compte de l'employeur

12 Social insurance number / Numéro d'assurance sociale

28 Exempt – Exemption / CPP/QPP EI PPIP / RPC/RRQ AE RPAP

10 BC Province of employment / Province d'emploi

29 Employment code / Code d'emploi

16 Employee's CPP contributions – see over / Cotisations de l'employé au RPC – voir au verso

17 Employee's QPP contributions – see over / Cotisations de l'employé au RRQ – voir au verso

18 Employee's EI premiums – line 31200 / Cotisations de l'employé à l'AE – ligne 31200

20 RPP contributions – line 20700 / Cotisations à un RPA – ligne 20700

24 EI insurable earnings / Gains assurables d'AE

26 CPP/QPP pensionable earnings / Gains ouvrant droit à pension – RPC/RRQ

44 Union dues – line 21200 / Cotisations syndicales – ligne 21200

46 Charitable donations – line 34900 / Dons de bienfaisance – ligne 34900

50 RPP or DPSP registration number / N° d'agrément d'un RPA ou d'un RPDB

When completed / Protégé B une fois rempli

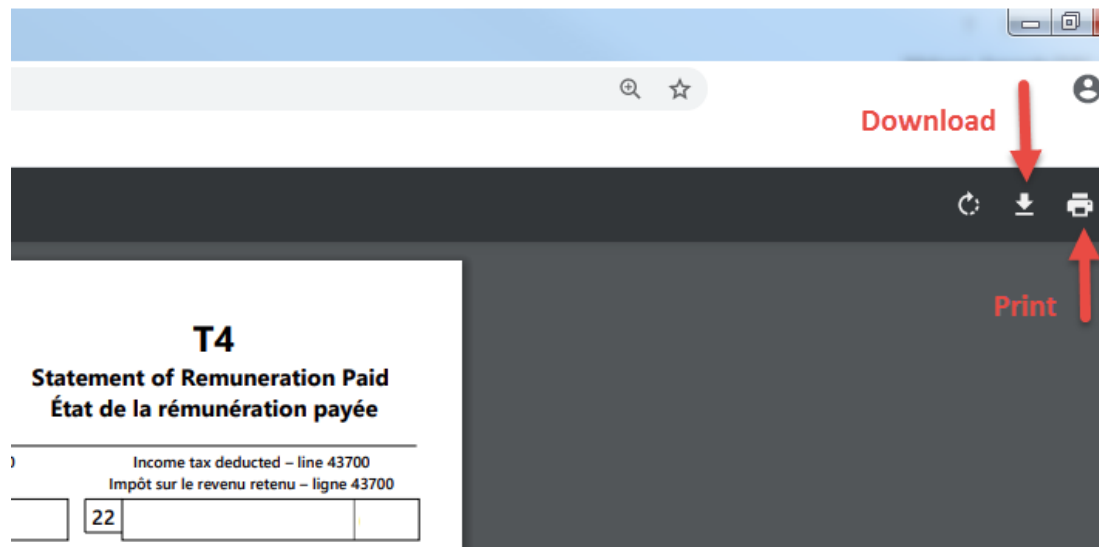
Employee's name and address – Nom et adresse de l'employé

Last name (in capital letters) – Nom de famille (en lettres moulées) First name – Prénom Initial Initialie



STEP 7: SAVE OR PRINT YOUR STATEMENT

Click 'Print/Save' and a PDF version of your statement will pop-up. Select either the 'download' icon to save to a secure folder or the 'print' icon to print to a secure printer.



STEP 8: LOGOUT

On the left-hand corner, select “Logout” and close the web browser completely.



YOU'RE DONE!

Technical issues or questions?

General T4 and Payroll Inquiries

Payroll Services:

Phone: 604-297-8683 (Option 2)/1-866-875-5306
(Option 2)

Email: PayrollPHC@phsa.ca

Electronic Pay Statement Site Support:

Service Desk

Phone: 604-806-9333

Email: vchServiceDesk@phsa.ca

