



You must sign in to JDE before you can print your T4.

Please refer to the **JDE Portal: How to Sign In & Sign Out** job aid for instructions.

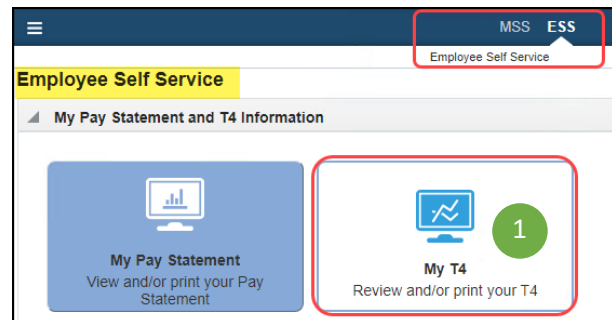
## Print your T4

1. From the Employee Self Service page, click My T4.

→ The Canadian Year End T4 Forms window opens.



Only the current year and prior year are available to print from this screen. Please email [Payroll@vaughan.ca](mailto:Payroll@vaughan.ca) if you require a T4 from years prior.



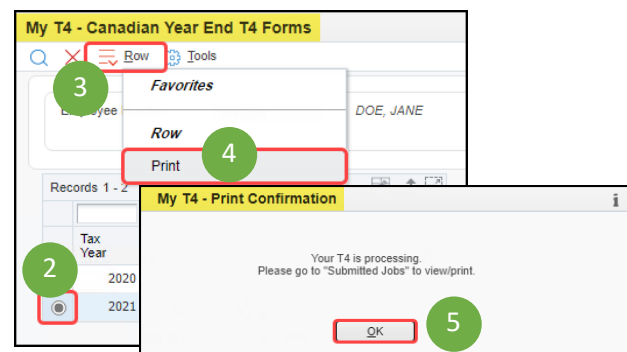
2. Click the radio button next to the year you want to print.

3. Click Row.

4. Click Print.

→ A Print Confirmation box opens.

5. Click OK.



6. At the top of your screen, click Recent Reports

7. Click View Job Status.

→ The Submitted Job Search window opens.

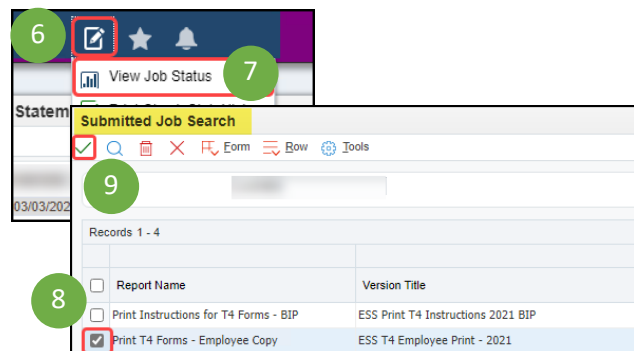


Two reports are generated:

- \* Print Instructions for T4 Forms
- \* Print T4 Forms – Employee Copy

8. Click in the left most column next to the Print T4 Forms – Employee Copy to select the line.

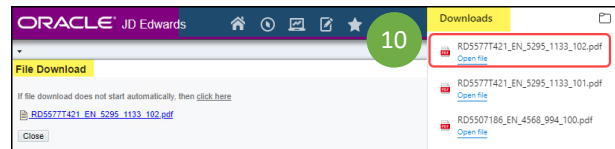
9. Click Select



If you are using Edge:

- ➔ The File Download window opens.
- ➔ Your recent downloads display at the top right of your screen.

10. Click Open File on the top one.



If you are using Chrome:

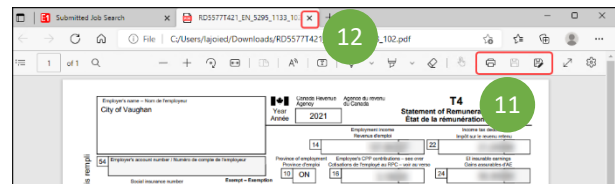
- ➔ The File Download window opens.
- ➔ Your recent download displays at the bottom left of your screen.

10. Click the up arrow ^, then select File Open.



➔ Your T4 opens as a PDF.

11. Use the icons at the top right of the screen to print or save your T4.
12. Use the X on the second tab of your browser to close your T4.



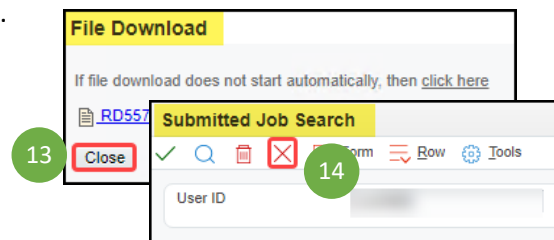
➔ The File Download window in JDE re-displays.

13. Click Close.

➔ The Submitted Job Search window re-displays.

14. Click Close X.

➔ The Employee Self-Service page re-displays.



Always Sign Out of JDE when you are finished.

Always Log Off the computer if you are using a kiosk or shared workspace.