

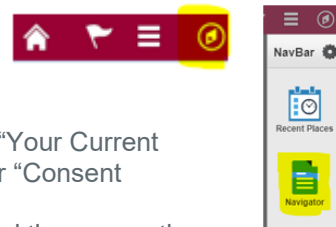
Guide to Viewing and Printing Your Online T4 or T4A Tax Slip Issued by Human Resources in Mosaic

T4 tax slips for 2018 and subsequent years will be provided to McMaster University employees by electronic delivery through Mosaic. Electronic delivery is fast, secure, and allows employees to print tax slips at their convenience or to download a digital copy of their slip. Recent amendments to the Income Tax Act now allow employers to use electronic distribution of T4 tax slips and the Canada Revenue Agency recognizes electronic delivery as a valid means of providing tax slips to individuals. T4A tax slips can be viewed online in Mosaic, only if you are consented for electronic delivery (see info box below for details).

The slips will be available on or before the last day of February in accordance with the annual deadline set by the Canada Revenue Agency.

Viewing T4A tax slips Online – How to Update and Review Consent Status:

- In order to view T4A tax slips online in Mosaic, you must have your consent status set in Mosaic to electronic delivery. To review or update your T4A consent status in Mosaic use the NavBar Navigator to the following path:
 - Human Resources > Self Service > Payroll and Compensation > T4/T4A Consent
 - On the T4A Consent page, review the line that states “Your Current Status:” to see whether it shows “Consent received” or “Consent withdrawn” for electronic delivery.
 - To change your consent status, click the checkbox, and then press the “Submit” button. You will need to re-enter your MacID password to confirm the change.
- *Note: T4 tax slips are viewable online in Mosaic regardless of the T4A consent status setting.*



To view and print your T4 or T4A slip online, follow these easy steps:

- Using your desktop, laptop, or mobile device, open your web browser (i.e. Internet Explorer, Firefox, Google Chrome, Safari, etc.)
- Type in mosaic.mcmaster.ca in the web browser to open Mosaic



- Once you have opened the Mosaic login page, type in your MACID and password

Mosaic

MAC ID

Password

Enable Accessibility Mode

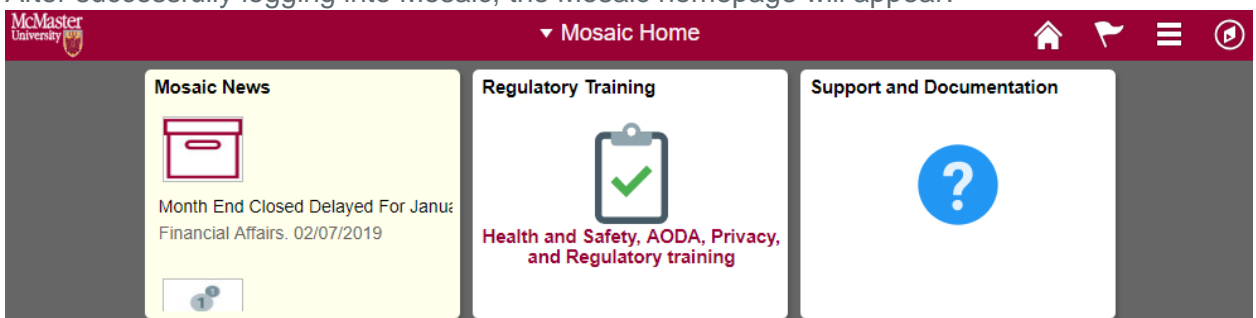
Mac ID Support:

- If you are experiencing issues with your MACID, have forgotten your MACID, or need your MACID activated, please type in <https://www.mcmaster.ca/uts/macid/> in your web browser to open the UTS page for assistance.

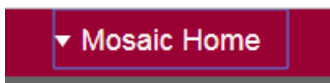
Obtaining and Activating Your MAC ID

- All employees and students have been provided with a MAC ID.
- Faculty, Staff and Students must activate their MAC ID to establish a password and provide challenge questions and answers. Your MACID can be activated at the [MAC ID activation tool](#)
- You must have your employee/student # and your corresponding barcode in order to activate your MAC ID.
- Your barcode can be found on the back of your McMaster employee ID photo card, by reviewing the original hire documentation provided by your manager, or by contacting your [Human Resources Representative](#).

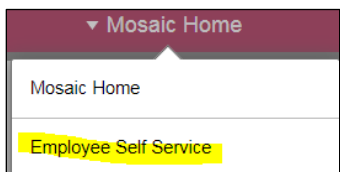
- After successfully logging into Mosaic, the Mosaic homepage will appear:



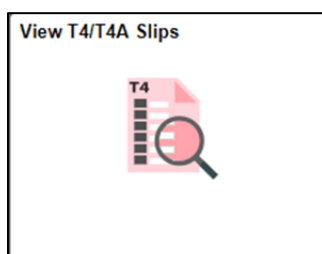
- With your cursor, navigate to and click on the 'Mosaic Home' dropdown at the top of the page



- A dropdown list of selections will appear, please select and click on 'Employee Self Service'



- A new page with icons will appear. Navigate with your cursor to the 'View T4/T4A Slips' tile and click on it



- Select the applicable year that you wish to view and print your T4 or T4A slip by clicking on the 'Year End Slip' hyperlink as shown below

Select Year End Form								Personalize ?	1
Tax Year	Company	Province	Wage Loss Plan	Tax Form ID	Sequence	Slip Sequence Number	Year End Slip	Filing Instructions	
2017	MAC	ON	RD2	T4 Slip	0		0 Year End Slip	Filing Instructions	

- Your T4 or T4A slip should now appear in a new window in your web browser.

Troubleshooting Web Browser Pop-up Blocker Issues:

- If your tax slip does not open, it may be because your web browser is blocking pop-ups. In order to view the tax slip documents, pop-ups must be allowed from the Mosaic website (<https://eprd.mcmaster.ca>). Depending on the web browser you are using the steps to allow pop-ups from Mosaic will vary, refer to this UTS webpage for additional support on managing pop-up blocker settings:
https://www.mcmaster.ca/uts/selfservice/documents/pop-up_exceptions.pdf

- To print your tax slip, hover with your cursor to the printer icon at the top of the page (note: printer icons may vary by web browser).



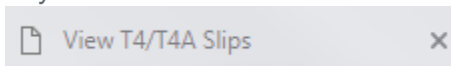
- Next, select 'Print'

Print

Total: 1 sheet of paper



- You can download and save a copy of your tax slip (in Adobe PDF format), by clicking the download or save icon located near the print icon (varies by web browser).
- To navigate back to the T4/T4A slip page, click on the 'View T4/T4A Slips' tab at the top of your screen



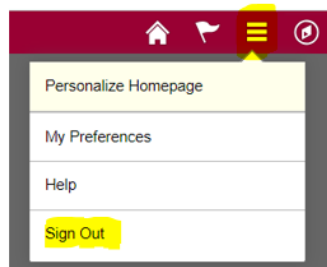
- If you wish to view a different tax year, click on the 'View a Different Tax Year' hyperlink and follow the above steps to print the T4 or T4A slip

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

[View a Different Tax Year](#)

Select Year End Form								Personalize ?
Tax Year	Company	Province	Wage Loss Plan	Tax Form ID	Sequence	Slip Sequence Number	Year End Slip	Filing Instructions
2017	MAC	ON	RD2	T4 Slip	0		0 Year End Slip	Filing Instructions

- Once you have finished using Mosaic to print, view or save a copy of your tax slip, it is recommended to sign-out of Mosaic and close your web browser.



If replacement slips are required for any reason or you have any questions, please contact your [Human Resources Representative](#) or alternatively dial 222-HR (22247).