

Frequently Asked Questions:

Who do I contact if I have any questions regarding my T4 slip?

Contact your Payroll representative:

Last Name (A-E): Shirley Nagurny (329-2874)

Last Name (F-Le): Louise Miller (329-2073)

Last Name (Lf-R): Theone MacLennan (329-2275)

Last Name (S-Z): Susan Roth (317-2820)

Is an electronic T4 and T4A acceptable by CRA?

The electronic T4 and T4A that is accessed through The Bridge displays an approval number on the bottom right of the page. The approval number is issued by the CRA (Canada Revenue Agency) to indicate that the forms have been approved. The forms can be printed and submitted for tax purposes.

Will all University of Lethbridge employees receive their T4 and T4A slips via The Bridge?

All current and prior U of L employee's and students can access their T4 and T4A's via The Bridge. Hard copies will be mailed to individuals that are not employed or students in January of the following year.

What period of time is the T4 slip for?

The T4 includes earnings and deductions accrued within the taxation year (January 1st – December 31st).

Why does the Year to Date Earnings total on my pay voucher not match Box 14 (Employment Income) on my T4?

The Year to Date earnings total on your pay voucher includes all employment income before deductions, not including the value of taxable benefits. In comparison, Box 14 includes all employment income before deductions plus the value of taxable benefits and any additional compensation that was paid during the year.

What are taxable benefits?

Taxable benefits include all employer paid Alberta Health Care premiums and employer paid group life insurance premiums. These benefits are reported in Box 40 (Other Information) on the T4 slip.

What do the following Boxes mean?

Box 16: (Employee's CPP Contribution) includes your Year to Date CPP deductions.

Box 18 (Employee's EI Premiums) includes your Year to Date Employment Insurance premiums.

Box 20 (RPP Contributions) includes the total amount of pension contributions made to the UAPP or PSPP plan.

Box 22 (Income tax deducted) includes the total income tax deducted from all taxable remuneration.

Box 44 (Union Dues) includes all deductions taken for Union dues.

Box 46 (Charitable Donations) includes the total amount deducted from earnings for donations made to a registered charity (example: United Way).