


ePay Statements and eT4 Slips

How to access your electronic Pay Statement or Tax slips

For additional information see <https://intra.lhsc.on.ca/hr/employee-services>

Log-In to myHR

- Access myHR using one of the following methods:
 - ❖ On the LHSC Intranet page, select **Staff Central > ePay** or **eT4**
 - ❖ On the Human Resources web page, select **My HR > Employee Services > ePay Statements** or **eT4- Electronic T4 Slips > Select the Launch Button**
 - ❖ Type <https://hr.lhsc.on.ca> into your web browser
 - ❖ Select **Launch myHR (eCareers, ePay, eT4 etc)** on the **For Our Employee** page within the LHSC Public website
- Enter your Corporate ID and Password; click **Sign In**.



myHR

Welcome to LHSC's PeopleSoft sign-in page. Your user ID and password are the same as your Corporate ID and Password. If you are having trouble logging in, please call the Help Desk at 4-HELP (44357)

User ID

Password

Select a Language
 English

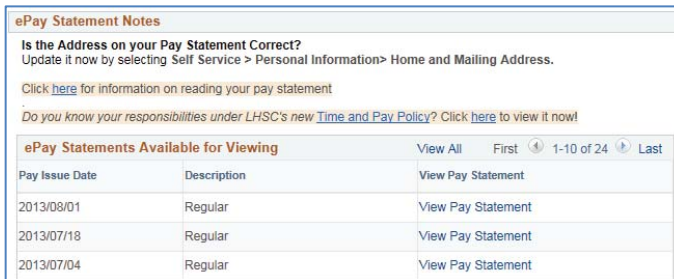
☐ Enable Accessibility Mode

Sign In

If you have recently received a temporary network password from the Help Desk, click [here](#) to set your own permanent password.

View ePay Statements

- Select **Main Menu > Self Service > View ePay Statements** or Select **ePay** in Self Service Quick Links
- To view, print or save your pay Statement, select **View Pay Statements** for the required tax year.



ePay Statement Notes


Is the Address on your Pay Statement Correct?
Update it now by selecting Self Service > Personal Information> Home and Mailing Address.
Click [here](#) for information on reading your pay statement

Do you know your responsibilities under LHSC's new Time and Pay Policy? Click [here](#) to view it now!

| ePay Statements Available for Viewing | | View All | First | 1-10 of 24 | Last |
|---------------------------------------|-------------|--------------------|-------|------------|------|
| Pay Issue Date | Description | View Pay Statement | | | |
| 2013/08/01 | Regular | View Pay Statement | | | |
| 2013/07/18 | Regular | View Pay Statement | | | |
| 2013/07/04 | Regular | View Pay Statement | | | |

View eT4 Slips

- Select **Main Menu > Self Service > View eT4 Slips** or Select **eT4** in Self Service Quick Links
- To view, print or save your T4 slip, select **View T4 Slip** for the required tax year.




eT4 Statement Notes

Welcome to eT4
2015 electronic T4 Statements will be ready by mid-February. Your T4 will be ready to access electronically, from work or outside LHSC, when you are ready to use it!

Consent is given to receive Tax Forms in electronic format only: ☒

If you have questions regarding electronic T4s, click [here](#).

| eT4 Slips Available for Viewing | | View All | First | 1 of 1 | Last |
|---------------------------------|---------------|----------|-------|--------|------|
| Year | View T4 Slips | | | | |
| 2014 | View T4 Slips | | | | |

Important - when you are finished viewing your ePay Statement or eT4 Slip, click the  on the tab. Otherwise, it will remain active on the screen, even after you've logged out of the system.

Signing out after viewing your eT4 is critical for protecting the confidentiality of your information.
Click **Sign out** at the top right of the screen and ensure you've closed all browser tabs and eT4 windows.