



anthology

Anthology Payroll for Microsoft
Dynamics 365 Finance

Anthology Payroll D365
Canadian Localization
Employee Self-Service Guide

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1 Introduction

This document details the payroll-related functions and features that are available to a Dynamics 365 user through the **Employee self-service** (ESS) workspace. This document is specific to the CA localization of Anthology Payroll.

2 Employee Self-Service Functions

Employees have access the following payroll-related functions from the **Employee self-service** workspace:

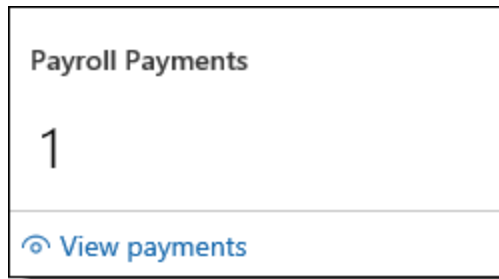
- viewing and printing your own payslips and pay statements
- viewing and printing your T4 or T4A slips

2.1 View and Print My Pay Statements

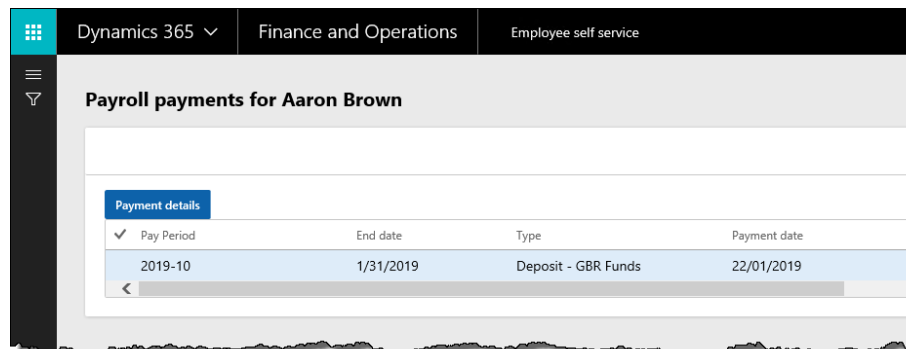
As a Dynamics 365 user, you can view your own pay statements produced from Anthology Payroll from the ESS workspace. These can be viewed and printed.

To view or print your pay statements:

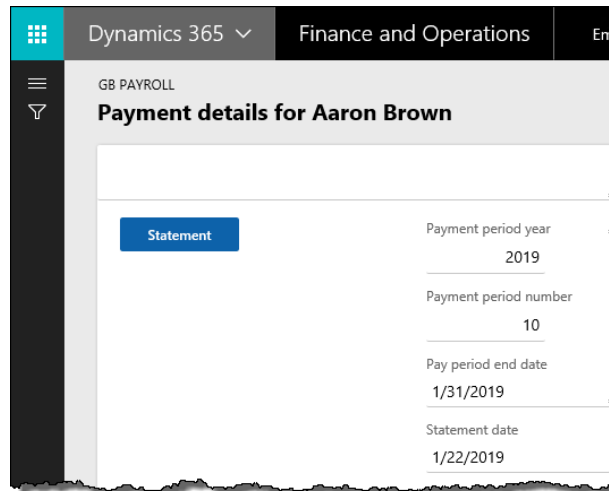
1. In the navigation pane, click **Workspaces > Employee self service** to open the **Employee self service** workspace.
2. On the **My career information** dashboard, locate the **Payroll Payments** widget. It displays the number of pay statements you currently can view.



3. Click **View payments** to view a summary list of your payments.



4. Select a payment and click **Payment details** to view more details about that payment.



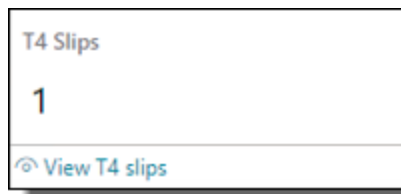
5. On the **Payment details** page, click **Statement** to open a print window. Select your print destination and print as desired.

2.2 View and Print My T4 and T4A Slips

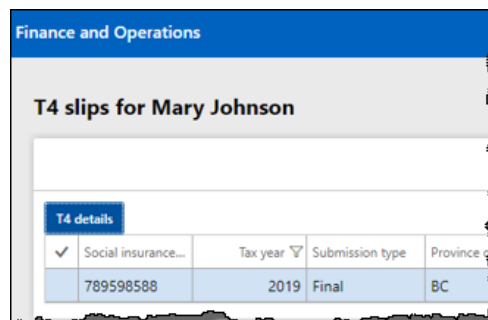
You can view and print your T4s and T4As from the ESS workspace. This functionality must be explicitly enabled by your payroll administrator in Anthology Payroll. You can only view reports up to a tax year specified by your payroll administrator.

To view and print your T4s or T4As:

1. In the navigation pane, click **Workspaces > Employee self service** to open the **Employee self service** workspace.
2. On the **My career information** dashboard, locate the **T4 Slips** or **T4A Slips** widget. It displays the number of slips you can view.



3. Click **View T4 slips** (or **View T4A slips**) to view a summary list of your slips.



4. Select a T4 or T4A slip and click **T4 details** or **T4A details** to view more details about that slip.

Finance and Operations

T4 details for Mary Johnson

IDENTIFICATION	INCOME AND DEDUCTION AMOUNTS	OTHER CODES AND AMOUNTS	WORKING
Tax year 2019	Employment income 72,692.34	Other code	Str 15
Payroll account number 123456789R...	Income tax deducted 17,223.67	Other amount 0.00	City VI
Last name JOHNSON	CPP contributions 2,564.10	Other code	Pres B5
First name	CPP contributions	Other amount	Bo

5. On the **T4 details** (or **T4A details**) page, click **Print T4 slip** (or **Print T4A slip**) to open a print window. Select your print destination and print as desired.