

STATEMENT SELF SERVICE

**THIS SERVICE HAS BEEN GIVEN SECURITY ENDORSEMENT BY
THE UNIVERSITY OF WINNIPEG TECHNOLOGY SOLUTIONS CENTRE**

Statement Self-Service is a convenient service option that offers an efficient, secure, and cost-effective alternative to the manual handling and delivery of pay statements and tax forms (T4s). With it, employees can view and print their pay statements and tax forms over the Internet using a secure Internet infrastructure.

Specifically, Statement Self-Service offers the following benefits:

- Eliminates physical delivery of pay statements and/or tax forms to those employees who subscribe to the self-service feature
- Online pay statements and tax forms (T4s) are always available, never lost, never mis-delivered, and never have to be re-printed and re-delivered
- Employees can view and print historical pay statements and tax forms anytime from their home or office computer
- Information is accessible for one year
- Pay statements are accessible 48 hours prior to pay date

Statement Self Service registration can occur only after receipt of your first pay statement.

Please send me information for Statement Self Service signup

(Please Print)

(Name)

(Department)

(E-mail address)

(Signature)

(Date)

Return form to Human Resources/Payroll Office.