Self Service Payroll
Guide for Users
Updated on 10 July 2019
Contents

Getting Help.......................................................................................................................... iii
Supported Browsers............................................................................................................... iii
Self Service - Payroll ........................................................................................................... 1
Set-up or change your direct deposit information ................................................................. 1
View your paycheck: non-union casual employee ................................................................. 9
View your paycheck: union/non-union full-time employee ................................................ 13
Consent to electronic T4/T4A slips.................................................................................... 17
Print or view your T4/T4A slips......................................................................................... 21
Submit your TD1/TD1ON using eTD1 ............................................................................. 24
View TD1 forms.................................................................................................................. 30
View income tax data.......................................................................................................... 34
Glossary............................................................................................................................... 36
Getting Help

**eHR Tutorials**
You will find a collection of tutorials and user guides for eHR systems at: [http://www.ryerson.ca/hr/learning-workshops/how-to-eHR/index.html](http://www.ryerson.ca/hr/learning-workshops/how-to-eHR/index.html). Check out the **Getting Started** topic before you start browsing the online content.

**HR Client Services**
Contact HR Client Services if you experience difficulties logging into eHR or online tutorials.

[phone icon] 416-979-5000 ext. 5075  
[envelope icon] hr@ryerson.ca

**Technical Help**
**Activate your my.ryerson username** first, before you access any Ryerson system. Contact the CCS Help Desk if you experience difficulties logging into eHR in the Ryerson portal using your Ryerson online identity.

[phone icon] 416-979-5000 ext. 6806  
[envelope icon] help@ryerson.ca

**Supported Browsers**

- **Firefox**  
  OSx + WIN 7/10  
  24.x, 35.x

- **Safari**  
  OSx  
  17.x, 24.x, 30.x

- **Chrome**  
  OSx +WIN 7/10  
  7.x

- **IE WIN 7/10**  
  11.x Compatibility Off

**Disclaimer**
This document is intended as a reference for employees of Ryerson University. Every effort has been made to ensure the content of this document is correct. If any conflict of information is found between this document and any official documents related to the content, the applicable policy/collective agreement information in the official documents will prevail. The information contained in this document can change without notice and is not guaranteed to be error-free. If you find any errors, contact HR Client Services at (416) 979-5075 or hr@ryerson.ca.
Self Service - Payroll

This content will assist you with using eHR to access your payroll information. eHR provides you with a secure and convenient way to access your pay advice, consent to T4 earning statements and keep your direct deposit information up to date. To update your banking and direct deposit information refer to topic 'Set-up or change your direct deposit information'.

Set-up or change your direct deposit information

Direct deposits are a safe, secure and easy way to receive payments, like having your pay cheque deposited directly into your bank account. As a new employee, if you didn't give your banking details to Human Resources at the start of your employment, you should add these to your eHR self service before the payroll deadline. For information about pay schedules and deadlines, visit your employee resources (http://ryerson.ca/hr/employee-resources/index.html) page.

You can change your banking information at any time using eHR self service. Any changes to your direct deposit information must be done before the pay deadline and you are limited to one direct deposit change per day.

Do not enter your Interac debit card or credit card as a direct deposit account. If you don't have a cheque or if you need help, contact your financial institution. Let them know you're signing up for direct deposits and they’ll give you the information you need.

You must provide the Branch ID, Bank ID and Account Number which can be found at the bottom of your cheque:

1. Branch ID: Your bank assigns each branch with a unique five-digit number.
2. Bank ID: Your bank is assigned a unique three-digit number.
3. Account Number: Your bank assigns each account a unique number.
Procedure

This topic demonstrates how to set-up and change your direct deposit information.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the employee self service home page, click the Payroll tile.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
2. | Click the **Direct Deposit** menu.
To enter new direct deposit information, click the **Add Account** button.

Enter a label for the account into the **Nickname** field. In this example, enter "**Cheque account**".

Click the **View Cheque Example** link to see a sample of a personal cheque if you are not sure about your bank account numbers.

Your bank information is always printed at the bottom of a cheque. **Do not enter your Interac debit card or credit card as a direct deposit account.**

Click the **Close (Esc)** button.

Enter the unique three-digit number into the **Bank ID** field. In this example, enter "**123**".

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>To enter new direct deposit information, click the <strong>Add Account</strong> button.</td>
</tr>
<tr>
<td>4.</td>
<td>Enter a label for the account into the <strong>Nickname</strong> field. In this example, enter &quot;<strong>Cheque account</strong>&quot;.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>View Cheque Example</strong> link to see a sample of a personal cheque if you are not sure about your bank account numbers.</td>
</tr>
<tr>
<td>6.</td>
<td>Your bank information is always printed at the bottom of a cheque. <strong>Do not enter your Interac debit card or credit card as a direct deposit account.</strong></td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Close (Esc)</strong> button.</td>
</tr>
<tr>
<td>8.</td>
<td>Enter the unique three-digit number into the <strong>Bank ID</strong> field. In this example, enter &quot;<strong>123</strong>&quot;.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>9.</td>
<td>Enter the unique five-digit number into the <strong>Branch ID</strong> field. In this example, enter <em>&quot;12345&quot;</em>. <strong>&lt;br&gt;</strong>&lt;br&gt;<strong>Branch ID</strong> [ ]</td>
</tr>
<tr>
<td>10.</td>
<td>Enter your unique account number into the <strong>Account Number</strong> field. In this example, enter <em>&quot;1234567&quot;</em>. <strong>&lt;br&gt;</strong>&lt;br&gt;<strong>Account Number</strong> [ ]</td>
</tr>
<tr>
<td>11.</td>
<td>You will need to verify your account number. <strong>&lt;br&gt;</strong>&lt;br&gt;Re-enter the example number, enter <em>&quot;1234567&quot;</em> into the <strong>Retype Account Number</strong> field. <strong>&lt;br&gt;</strong>&lt;br&gt;<strong>Retype Account Number</strong> [ ]</td>
</tr>
<tr>
<td>12.</td>
<td>Select the account type. <strong>&lt;br&gt;</strong>&lt;br&gt;Click the <strong>Account Type</strong> list. <strong>&lt;br&gt;</strong>&lt;br&gt;<strong>Account Type</strong> [ ]</td>
</tr>
<tr>
<td>13.</td>
<td>Click the <strong>Checking</strong> list item. <strong>&lt;br&gt;</strong>&lt;br&gt;<strong>Checking</strong> [ ]</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>14.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
15. | To make changes to your direct deposit information, click the Active Account row. Changes to your direct deposit information must be done before the pay deadline, and you are limited to one direct deposit change per day.
16. | Click the Edit button.
## Step 17

Enter the new bank ID, branch ID, account number, and account type.

Click the **Save** button.

### Save

## Step 18

End of topic.

For more information, refer to the employee resources ([http://www.ryerson.ca/hr/employee-resources/index.html](http://www.ryerson.ca/hr/employee-resources/index.html)) page by clicking the link for your employee group.

**End of Procedure.**
View your paycheck: non-union casual employee

You can review your current and past pay advices online in eHR. Pay advices for your most recent pay are available on the same day that your pay occurs. These pay advices are available in Adobe PDF format and can be downloaded and printed at any time.

If you are a new employee at Ryerson and want to view/print a pay advice, you will need to activate your Ryerson ID. Refer to the How to Use eHR (http://ryerson.ca/hr/learning-workshops/how-to-eHR/index.html) page for instructions on how to do this.

Procedure

This topic demonstrates how to review a part-time employee's paycheck.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the employee self service home page, click the <strong>Payroll</strong> tile.</td>
</tr>
</tbody>
</table>
### Step 2
You can use the filter option to view a date range of specific paychecks.

Click the **Filter** button.

### Step 3
Set the **From** and **To** dates to your preference using the calendar buttons.

Click the **Done** button to exit.

### Step 4
By default, paychecks for the last 3 months display. These are sorted by date, with the most recent paycheck at the top of the list.

Click the **Sort Paychecks** button.

### Step 5
You can sort by any field (shown in the grid) using this menu. For this example, we will sort by check date.

Click the **Check Date** list item.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>An <strong>up arrow</strong> beside your selection indicates that you are sorting by check date (from earliest to latest).&lt;br&gt;Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Paycheck</strong> row to view a sample of a paycheck.</td>
</tr>
<tr>
<td>8.</td>
<td>The header information displays your Pay Group, Pay Begin Date, Pay End Date, and Advice Date.&lt;br&gt;This information is specific to you as an individual, who is part of an employee group.</td>
</tr>
<tr>
<td>9.</td>
<td><strong>TAX DATA</strong> shows the Net Claim Amount used in the calculation of your federal and provincial income tax.&lt;br&gt;Addl. Amount shows additional tax deductions you have requested.</td>
</tr>
<tr>
<td>10.</td>
<td><strong>HOURS AND EARNINGS</strong> provides you with <strong>Current</strong> (this pay period) and <strong>YTD</strong> (year-to-date) hours and earnings.&lt;br&gt;If you have multiple jobs in different bargaining units, the hours and earnings will be listed as separate entries in this section.</td>
</tr>
<tr>
<td>11.</td>
<td><strong>TAXES</strong> provides details for the current and year-to-date taxes that have been deducted from your pay.&lt;br&gt;In most cases, this includes the following taxes:&lt;br&gt;<strong>CIT</strong> = Canadian Income Tax&lt;br&gt;<strong>CPP</strong> = Canadian Pension Plan&lt;br&gt;<strong>EI</strong> = Employment Insurance</td>
</tr>
<tr>
<td>12.</td>
<td><strong>BEFORE TAX DEDUCTIONS</strong> provides you with a break down of Ryerson Pension Plan, Union Dues and all allowable before-tax deductions that reduce your taxable income for the year.</td>
</tr>
<tr>
<td>13.</td>
<td><strong>AFTER TAX DEDUCTIONS</strong> provides you with a breakdown for all other types of after-tax deductions such as parking, RAC fees etc.</td>
</tr>
<tr>
<td>14.</td>
<td><strong>EMPLOYER PAID BENEFITS</strong> details the employer paid benefits that Ryerson pays on your behalf.</td>
</tr>
<tr>
<td>15.</td>
<td>Detailed summary of totals.</td>
</tr>
<tr>
<td>16.</td>
<td><strong>NET PAY DISTRIBUTION</strong> provides the type of account, and your direct deposit information.&lt;br&gt;If you wish to change your direct deposit information, refer to the <strong>Set-up or change your direct deposit information</strong> topic.</td>
</tr>
<tr>
<td>17.</td>
<td>The total pay amount deposited to your account.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>18.</td>
<td>End of topic. For more information, refer to the employee resources (<a href="http://www.ryerson.ca/hr/employee-resources/index.html">http://www.ryerson.ca/hr/employee-resources/index.html</a>) page by clicking the link for your employee group. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
View your paycheck: union/non-union full-time employee

You can review your current and past pay advices online in eHR. Pay advices for your most recent pay are available on the same day that your pay occurs. These pay advices are available in Adobe PDF format and can be downloaded and printed at any time.

If you are a new employee at Ryerson and want to view/print a pay advice, you will need to activate your Ryerson ID. Refer to the How to Use eHR (http://ryerson.ca/hr/learning-workshops/how-to-eHR/index.html) page for instructions on how to do this.

Procedure

This topic demonstrates how to review a full-time employee's paycheck.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the employee self service home page, click the <strong>Payroll</strong> tile.</td>
</tr>
</tbody>
</table>

**Payroll**

Last Pay Date: **03/23/2018**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2.   | You can use the filter option to view a date range of specific paychecks.  
      Click the **Filter** button. |
| 3.   | Set the **From** and **To** dates to your preference using the calendar buttons.  
      Click the **Done** button to exit. |
| 4.   | By default, paychecks for the last 3 months display. These are sorted by date, with the most recent paycheck at the top of the list.  
      Click the **Sort Paychecks** button. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 5.   | You can sort by any field (shown in the grid) using this menu. For this example, we will sort by check date.  
Click the **Check Date** list item. |
| 6.   | An **up arrow** beside your selection indicates that you are sorting by check date (from earliest to latest).  
Click the **Close** button. |
| 7.   | Click the **Paycheck** row to view a sample of a paycheck. |
| 8.   | The header information displays your Pay Group, Pay Begin Date, Pay End Date, and Advice Date.  
This information is specific to you as an individual, who is part of an employee group. |
| 9.   | **TAX DATA** shows the Net Claim Amount used in the calculation of your federal and provincial income tax.  
Addl. Amount shows additional tax deductions you have requested. |
| 10.  | **HOURS AND EARNINGS** provides you with **Current** (this pay period) and **YTD** (year-to-date) hours and earnings.  
If you have multiple jobs in different bargaining units, the hours and earnings will be listed as separate entries in this section. |
| 11.  | **TAXES** provides details for the current and year-to-date taxes that have been deducted from your pay.  
In most cases, this includes the following taxes:  

- **CIT** = Canadian Income Tax  
- **CPP** = Canadian Pension Plan  
- **EI** = Employment Insurance |
| 12.  | **BEFORE TAX DEDUCTIONS** provides you with a break down of Ryerson Pension Plan, Union Dues and all allowable before-tax deductions that reduce your taxable income for the year. |
| 13.  | **AFTER TAX DEDUCTIONS** provides you with a breakdown for all other types of after-tax deductions such as parking, RAC fees etc. |
| 14.  | **EMPLOYER PAID BENEFITS** details the employer paid benefits that Ryerson pays on your behalf. |
| 15.  | Detailed summary of totals. |
### Step 16
**Action**

NET PAY DISTRIBUTION provides the type of account, and your direct deposit information.

If you wish to change your direct deposit information, refer to the **Set-up or change your direct deposit information** topic.

### Step 17
The total pay amount deposited to your account.

### Step 18
End of topic.

For more information, refer to the employee resources ([http://www.ryerson.ca/hr/employee-resources/index.html](http://www.ryerson.ca/hr/employee-resources/index.html)) page by clicking the link for your employee group.

**End of Procedure.**
Consent to electronic T4/T4A slips

Your T4/T4A statements are stored in eHR as part of your payroll and compensation information while employed at Ryerson.

You can choose to receive these statements electronically by providing consent in self-service. You will be able to provide consent after receiving your first pay. By consenting to receive these statements electronically, you also agree to view/print your statements through self-service for each tax year.

Your consent is valid for all the subsequent tax years until you withdraw your consent. If you leave Ryerson and did not provide consent, the T4/T4A statements will be mailed to the last address you provided in eHR. If you provided consent and leave Ryerson, you will still have access as a former employee and be able to open eHR for self-service. Please contact HR Client Services (416) 979-5075 for more information.

Procedure

This topic demonstrates how to provide consent to receive electronic T4/T4A statements.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the employee self service home page, click the <strong>Payroll</strong> tile.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Payroll tile" /></td>
</tr>
<tr>
<td></td>
<td>Last Pay Date <strong>03/23/2018</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>T4/T4A</strong> menu.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="T4/T4A menu" /></td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>T4/T4A Consent</strong> menu.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="T4/T4A Consent" /></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4.</td>
<td>You will be able to provide consent after receiving your first pay. Click the <strong>Consent</strong> → <strong>No consent</strong> option.</td>
</tr>
</tbody>
</table>
| 5.   | Click the **Submit** button.  

![Submit Button]

| 6.   | Enter your **my.ryerson password** to verify your identity (this is the password you use to login into my.ryerson).  

In this example, enter "**test**" into the **Password** field.  

![Password Field]

| 7.   | Click the **Continue** button.  

![Continue Button]

| 8.   | Your consent is updated. Consent does not have to be done each year; it remains in effect until you withdraw.  

If you would like to **withdraw** your consent, check the option (shown here), and click the 'Submit' button to withdraw your consent.  

![Withdraw Option]
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>

For more information, refer to the employee resources (http://www.ryerson.ca/hr/employee-resources/) page by clicking the link for your employee group.  
**End of Procedure.**
Print or view your T4/T4A slips

eHR provides you with a convenient option to print and re-print your T4/T4A slips wherever and whenever you like. These slips become available in February of each year. Whether you choose to receive your T4/T4A slips by paper or electronically (PDF), you should always ensure your personal information is up-to-date.

For instructions on how to update your address, refer to the How to Use eHR (http://ryerson.ca/hr/learning-workshops/how-to-eHR/index.html) page.

Procedure

This topic demonstrates how to print or view your T4/T4A statements.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the employee self service home page, click the Payroll tile.</td>
</tr>
</tbody>
</table>

![Employee Self Service Home Page](image)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click the <strong>T4/T4A</strong> menu.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>View T4/T4A Slips</strong> menu.</td>
</tr>
<tr>
<td>4.</td>
<td>The <strong>View T4/T4A Slips</strong> page displays your most current T4 slip. If you did not earn income in that tax year, you will not be issued a T4 slip.</td>
</tr>
</tbody>
</table>

If you have any **T4A slips**, they will be accessible under the T4 slip row.
5. Use the **View a Different Tax Year** link to view prior years' T4 slips. For this example, click the **View Slip** button to view the current tax year.

**Tip:** Turn off your browser's pop-up blocker ([http://www.ryerson.ca/hrelearning/gs/index.html?Guid=a0873034-0d80-4d8f-a705-79310b4cc164](http://www.ryerson.ca/hrelearning/gs/index.html?Guid=a0873034-0d80-4d8f-a705-79310b4cc164)) to allow the T4 to display.

![View Slip button](image)

6. Shown here is an example of a T4 slip.

To print this out, right-click on the page and select **Print**.

7. End of topic.

For more information, refer to the employee resources ([http://www.ryerson.ca/hr/employee-resources/](http://www.ryerson.ca/hr/employee-resources/)) page by clicking the link for your employee group.

*End of Procedure.*
Submit your TD1/TD1ON using eTD1

eTD1 is a self service option for you to submit your TD1 and TD1ON deductions and claims online and replaces the need to submit the paper forms to Human Resources. A TD1 form is the federal personal tax credits return. The TD1ON is the Provincial personal tax credits return. Both of these forms are required in order for Payroll to determine the appropriate rate of tax withholding. Employees who want to make claims different from the net basic personal amounts for federal and provincial taxes need to submit their TD1/TD1ON self service form each year.

Additional federal and provincial information about each tax form can be found at:

- **TD1ON**: http://www.cra-arc.gc.ca/E/pbg/tf/td1on-ws/README.html

Procedure

This topic demonstrates how to submit your TD1/TD1ON online.
### Step 1
On the employee self service home page, click the **Payroll** tile.

![Payroll tile](image)

Last Pay Date: **03/23/2018**

### Step 2
Click the **TD1** menu.

![TD1 menu](image)

### Step 3
Click the **Submit TD1/TD1ON Info** menu.

Submit TD1/TD1ON Info
### Step 4
**Decision:** Please make a selection from the options listed below.
- Submit Claim with Basic Amount
  - Go to step 5
- Submit Tax Adjustment
  - Go to step 19

### Step 5
To add or update your TD1 and TD1ON tax information, complete the necessary fields for each category of claim.

For more information that explains which claims can be submitted and allowable claim amounts for each category, click the View button.

### Step 6
Each Claim option provides detailed information of each claim category. Click the active links to read more.

### Step 7
If you do need to submit claim amounts, ensure the correct amounts are entered in each field.

### Step 8
Click the Calculate button to update the TOTAL CLAIM AMOUNT in the TD1 form if you have entered information.

### Step 9
Click the Continue button.
Step | Action
--- | ---
10. | This page is the **TD1ON** claim form. If needed, enter additional claim amounts that will be deducted every pay period. Click the **Calculate** button to update the TOTAL CLAIM AMOUNT field.

11. | Click the **Continue** button.
### Step 12.
Check off both options to acknowledge each statement and finalize your TD1/TD1ON submission.

Click the **I have reviewed the forms being submitted.** option.

- [ ] I have reviewed the forms being submitted.

### Step 13.
Click the **I certify that the information in this return is, to the best of my knowledge, correct and complete.** option.

- [ ] I certify that the information in this return is, to the best of my knowledge, correct and complete.

### Step 14.
Click the **Submit** button.

password: **test**

### Step 15.
To ensure information privacy and protection, the system will prompt you to verify your eHR credentials.

Enter "**test**" into the **Password** field.

### Step 16.
Click the **Continue** button.

### Step 17.
A message confirms your successful submission. Once the system has processed your updates, you will receive an email acknowledgement within 24 hours of submission.

**Note:** If more than one TD1 request is submitted on the same day, only the last request submitted will be processed.
### Step 18
End of topic.

For more information, refer to the employee resources ([http://www.ryerson.ca/hr/employee-resources/](http://www.ryerson.ca/hr/employee-resources/)) page by clicking the link for your employee group. **End of Procedure. Remaining steps apply to other paths.**

### Step 19
It is not required that the **TD1** or **TD1ON** forms are completed each year, unless your **Total Net Claims** amounts are different from the 'Basic Net Claim' amounts.

### Step 20
Enter the additional tax to be deducted into **Dollar Amount** field. In this example, enter "150".

The additional tax amount will be deducted each pay period of the year for this TD1.

Please see the CRA web site ([http://www.cra-arc.gc.ca/menu-eng.html](http://www.cra-arc.gc.ca/menu-eng.html)) for more information.

| Additional tax to be deducted | 0.00 |

### Step 21
Click the **Calculate** button.
View TD1 forms

You can view your eTD1s to determine the processing status for the latest TD1 form you have submitted online.

Procedure

This topic demonstrates how to view eTD1 forms.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td>Click the <strong>Continue</strong> button. Go to step 10</td>
</tr>
<tr>
<td>1.</td>
<td>On the employee self service home page, click the <strong>Payroll</strong> tile.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>TD1</strong> menu.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="TD1 menu" /></td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>View TD1/TD1ON</strong> menu.</td>
</tr>
<tr>
<td></td>
<td>View TD1/TD1ON Info</td>
</tr>
<tr>
<td>4.</td>
<td>The TD1/TD1ON Info page provides you with a summary of details for all your submitted online forms. Depending on how many TD1 forms you have submitted over time, you may see different <strong>Process Status</strong> to indicate:</td>
</tr>
</tbody>
</table>

- **Pending**: Your latest tax credit submission have not been processed.
- **Processed**: Your latest tax credit submission has been completed.
- **Cancelled**: The submission has been cancelled by the system.
Step | Action
--- | ---
5. | To access any TD1 form, click the **View** link.

View
### Step 6

Your TD1 form provides details of each claim amount submitted on the TD1 form.

To view your TD1ON form, click the **TD1ON** link.

**TD1ON**

### Step 7

Your TD1ON form provides details of each claim amount submitted on the TD1 form.

To go back, click the **Return to Summary** link.

**Return to Summary**

### Step 8

End of topic.

For more information, refer to the employee resources ([http://www.ryerson.ca/hr/employee-resources/](http://www.ryerson.ca/hr/employee-resources/)) page by clicking the link for your employee group.

**End of Procedure.**
View income tax data

Procedure

This topic demonstrates how to view the income tax data provided on your TD1/TD1ON forms.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the employee self service home page, click the <strong>Payroll</strong> tile. Payroll</td>
</tr>
</tbody>
</table>

Last Pay Date: 03/23/2018
Step | Action
--- | ---
2. | Click the **TD1** menu.

   ![TD1](http://www.ryerson.ca/hr/employee-resources/)

3. | Click the **View Income Tax Data** menu.

   **View Income Tax Data**

4. | The system will display your tax information since the last processing date.

5. | End of topic.

For more information, refer to the employee resources (http://www.ryerson.ca/hr/employee-resources/) page by clicking the link for your employee group.

**End of Procedure.**
Glossary

Addl. Amount

**Addl. Amount**: identifies any additional tax deductions that you requested when the most recent TD1 form was completed.


Advice Date

**Advice Date**: the date on which you are being paid. Your money will be directly deposited into your account on this date.

After-Tax Deductions

**After-tax deductions** are taken after tax has been calculated for your earnings. These are typically voluntary deductions and include Ryerson Athletic Fees, Parking fees, Ryerson Charitable donations, United Way charitable donations and Ryerson child care facility fees.

Before-Tax Deductions

**Before-tax deductions** are deductions that are taken from your total earnings before taxes are calculated. These reduce the amount of tax that Ryerson is obligated to deduct from your pay. Examples include contributions to the Ryerson Pension Plan, contributions to a registered retirement pension plan and union dues.

CIT

**Canadian Income Tax (CIT)**: this is a mandatory federal and provincial deduction. For more information, please refer to http://www.cra-arc.gc.ca/menu-e.html (http://www.cra-arc.gc.ca/menu-e.html).


CPP

**Canada Pension Plan (CPP)**: this is a mandatory, federal pension deduction up to a yearly maximum.

EI

**Employment Insurance Premiums (EI):** this is a mandatory, federal deduction up to a yearly maximum.


Employer Paid Benefits

**Employer Paid Benefits:** this identifies some of the benefit contributions Ryerson is making on your behalf. The benefits included will differ by employee group.

Hours and Earnings

**Current:** shows the earnings you're receiving on the current pay.

**YTD:** shows the earnings you've received since January 1st of the current year.

Net Claim Amount

The **Net Claim Amount** includes the basic exemptions outlined by the Canadian Revenue Agency and any additional exemptions authorized by your TD1 and TD1ON form.

Net Pay Distribution

**Net Pay Distribution:** included here is the account to which your pay is being directly deposited, including the account type and part of the account number, and the amount deposited.

Pay Begin Date

**Pay Begin Date:** this is the first day of the pay period for which you are being paid.

Pay End Date

**Pay End Date:** this is the last day of the pay period for which you are being paid.

Pay Group

**Pay Group:** this is the employee group to which you belong. The terms and conditions of your employment and pay are determined by this group.
Ryerson Pension Plan

Ryerson Pension Plan: this is your contribution to Ryerson’s pension plan. For more information on the pension plan, please refer to employee resources (http://www.ryerson.ca/hr/employee-resources/) by clicking the link for your employee group.

Summary

Summary: contains a summary of your current and year-to-date pay.

Tax Data

The Net Claim Amount used in the calculation of your Federal income tax and Provincial income tax.


Union Dues

Union Dues: if your position is represented by a bargaining unit, this deduction identifies the union dues deducted from your pay for that bargaining unit.