

T4 FAQs

How do I access my T4?

Your T4 is available on the Employee Dashboard and can be viewed and printed as often as you like. Please refer to the document on the Payroll SharePoint site called “How to Access Your T4” for more information.

What is reported in Box 14 Employment Income?

Box 14 includes all of your taxable income, benefits and allowances paid to you with a pay date that falls within the specified calendar year. There are 2 important concepts to know here:

- Box 14 is based on when amounts were paid and not when earned
- Box 14 includes more than just the wages/salary you were paid, it includes taxable benefits

When paid, not earned

Box 14 is based on when amounts were paid and not when they were earned. The most common examples of this are the first and last pays of the year but please note there may be other scenarios.

For example, pay period 1 for 2020 has a pay period start date of December 15, 2019, a pay period end date of December 28, 2019 and a pay date of January 3, 2020.

Although all of this money was earned in 2019, it was paid in 2020 and therefore is reported on the 2020 T4.

Amounts that are reported in Box 14

The amount reported in Box 14 is the sum of all taxable income, allowances and benefits paid or provided to you for the taxation year. Please note that it is more than just your wages. Box 14 also includes taxable benefits that are reported in other boxes on your T4.

Taxable benefits represent the employer cost of certain benefits provided to employees and is required and defined by the *Income Tax Act* and its regulations. Please note that the taxable benefit represents the amount paid by KPU and does not include any portion you have paid as a deduction.

Amounts that are reported in Box 40

Taxable benefits are reported in Box 40. The most common taxable benefits are Life insurance and AD&D premiums and they are reported in the Box 40 and Box 14.

What is new?

New T4 reporting requirements

For the 2020 tax year, the CRA introduced additional reporting for the T4 slip to help them validate payments made under 3 major COVID-19 support programs:

- The Emergency Wage Subsidy (CEWS)
- The Canada Emergency Response Benefit (CERB)
- The Canada Emergency Student Benefit (CESB)

For the 2020 tax year only, all Canadian employers are required to report employment and retroactive payments on T4 slips in 4 specific periods, using the following new information codes:

- Code 57: Employment income – March 15 to May 9
- Code 58: Employment income – May 10 to July 4
- Code 59: Employment income – July 5 to August 29
- Code 60: Employment income – August 30 to September 26

Please note, the amounts in Code 57, 58, 59 and 60 are included in Box 14 of your T4.

Employer-Provided Benefits and Allowances

In light of the COVID-19 pandemic, the Canada Revenue Agency (CRA) recognizes that for many employers and employees, there have been changes in the way that work is conducted so employees are not unduly exposed to the COVID-19 virus while performing their duties. Under these extraordinary circumstances, CRA adopted certain positions pertaining to commuting, parking costs, and home office costs, effective from March 15, 2020 to December 31, 2020. As such, certain benefits that would normally be taxable were not included in your T4 as a taxable benefit. Full information regarding the positions adopted by CRA [can be found here](#).

Home office expenses for employees

On November 30, 2020, the Federal Government announced that employees working from home in 2020 due to COVID-19 can claim up to \$400, based on the amount of time working from home, without the need to track detailed expenses, and will not request that people provide a signed form from their employers. Employees will have the option of using this “Temporary Flat Rate Method” or the “Detailed Method” which requires employees to track allowable expenses based on defined use criteria and the employer to provide a T2200 Short Form. Full information regarding the two options [can be found here](#).

While the Temporary Flat Rate Method will be welcome news for most of our employees given its ease of use and deduction level, we do understand that there may still be situations where the Detailed Method is necessary. In those cases, KPU is prepared to issue T2200S forms upon request to employees who may have had to incur expenses while working from home in compliance with PHO orders and guidance during the COVID-19 pandemic. Requests for T2200S forms should be made via email to T2200s@kpu.ca.