

# SENECA'S APPROACH TO T4/T4A SELF-SERVICE FOR STUDENTS

SESSION 5041  
NOVEMBER 7, 2017  
9:30AM – 10:30AM

**Seneca**

# PRESENTERS

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# AGENDA

Introduction – The Team

Strategic Objectives

The Technology Platform

Legacy Process

Challenges

Approach and Solution

Demonstration

Future

Q & A





# SENECA TEAM

## Technology Team

Project Manager

Lead Developer

Functional Analyst

## Business

Registrar's Office

Payroll



# OBJECTIVES & PLATFORM

# SENECA STRATEGIC OBJECTIVES

Great Student Experience – “Delivering great services that support our students needs, when and how they need them”

Services integrated and available on multiple platforms

Extension of HCM and integration with Campus Solutions

Secured

Sustainable

Extensible





# PEOPLESOFT PLATFORM

## **HCM**

- PeopleSoft 9.2
- Peopletools 8.55.10
- Oracle 11.2.0.4.0

## **Campus Solution**

- PeopleSoft 9.0
- Peopletools 8.55.02
- Oracle 11.2.0.4.0

# LEGACY PROCESS



# LEGACY PROCESS

T4A for 2014 and before

- They were served through our legacy system
- A link to the legacy system was made available on the student center.

## Seneca STUDENT

Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center

### Rubinder's Student Center

#### Academics

[Plan](#)  
[My Academics](#)



**You are not enrolled in classes.**

other academic... ▾ >>

#### Finances

##### My Account

[Account Inquiry](#)  
[Payment Profile](#)  
[Account Summary \(.PDF\)](#)

##### Financial Aid

[Apply for Financial Aid](#)  
[View My Student Awards](#)  
[Go to OSAP website](#)

##### Tax Information

[View T2202A](#)

[View T4A](#)

##### Account Summary

**You owe 500.00.**

- Due Now 500.00
- Future Due 0.00

**\*\* You have a past due balance of 500.00. \*\***

Currency used is Canadian Dollar.

[make a payment](#) ▶

#### Holds

No Holds.

#### To Do List

No To Do's.

#### Milestones

No Milestones

#### Advisor

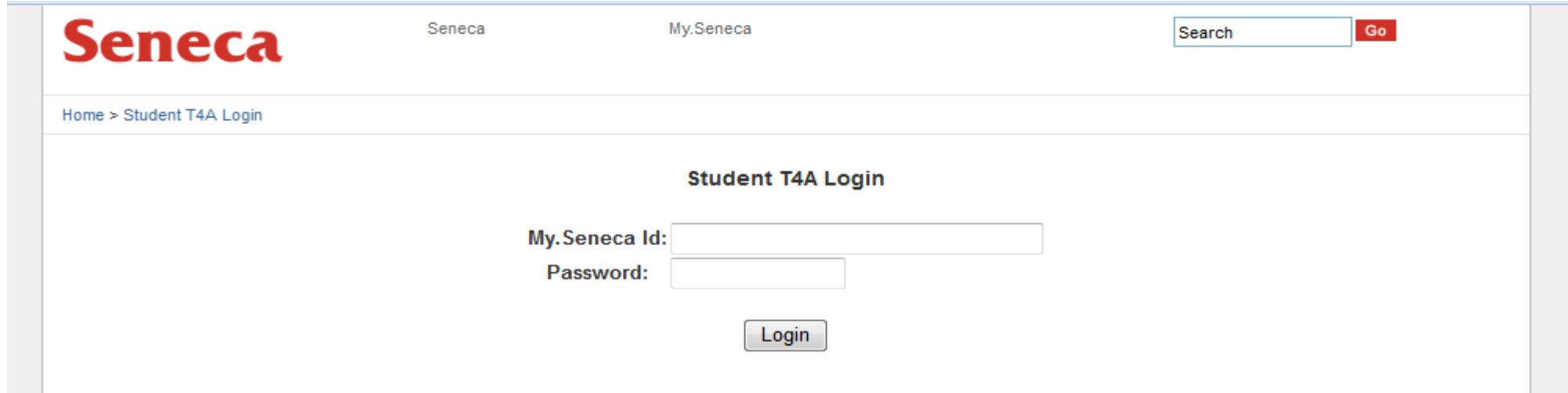
##### Program Advisor

None Assigned

#### Admissions

[OntarioColleges.ca](#)  
[Seneca Diploma to Degree](#)  
[Degree and Credit Transfer](#)

# LEGACY PROCESS



The screenshot shows the Seneca website's 'Student T4A Login' page. At the top, the Seneca logo is on the left, and 'Seneca' and 'My.Seneca' are in the center. A search bar with a 'Go' button is on the right. Below the header, a breadcrumb trail reads 'Home > Student T4A Login'. The main content area is titled 'Student T4A Login' and contains two input fields: 'My.Seneca Id:' and 'Password:'. A 'Login' button is positioned below these fields.

For year 2015

- This was the first T4A run after Campus Solutions go-live in March 2015
- T4As were created through our new Campus system
- Payroll Manually printed T4A's and mailed out to students
- T4As were not available through self-service for students

# CHALLENGES, APPROACH AND SOLUTION



# CHALLENGES FOR THE 2015 T4A RUN

No Oracle delivered process available

Mailing T4As to all 10,000+ eligible students

Mailing address inconsistency

Adhere to CRA compliance

No integration of payroll data between HCM and CS

Two months of legacy data not captured in CS (prior to go-live)

# APPROACH

Minimum customization

Reduced manual processing

Reduced mailing out of T4As

Make T4As available as a self-service

Consideration of HCM module's unavailability in CS 9.2

To maintain HCM as a source of payroll data and CS being a source of student data

How can we fill the missing pieces?



# SOLUTION

Open T4A/T4 consent on Student Center

Creation of Job data and T4A data in CS 9.0

Sync Job/T4A data with HCM

Run the T4/T4A generation process in HCM

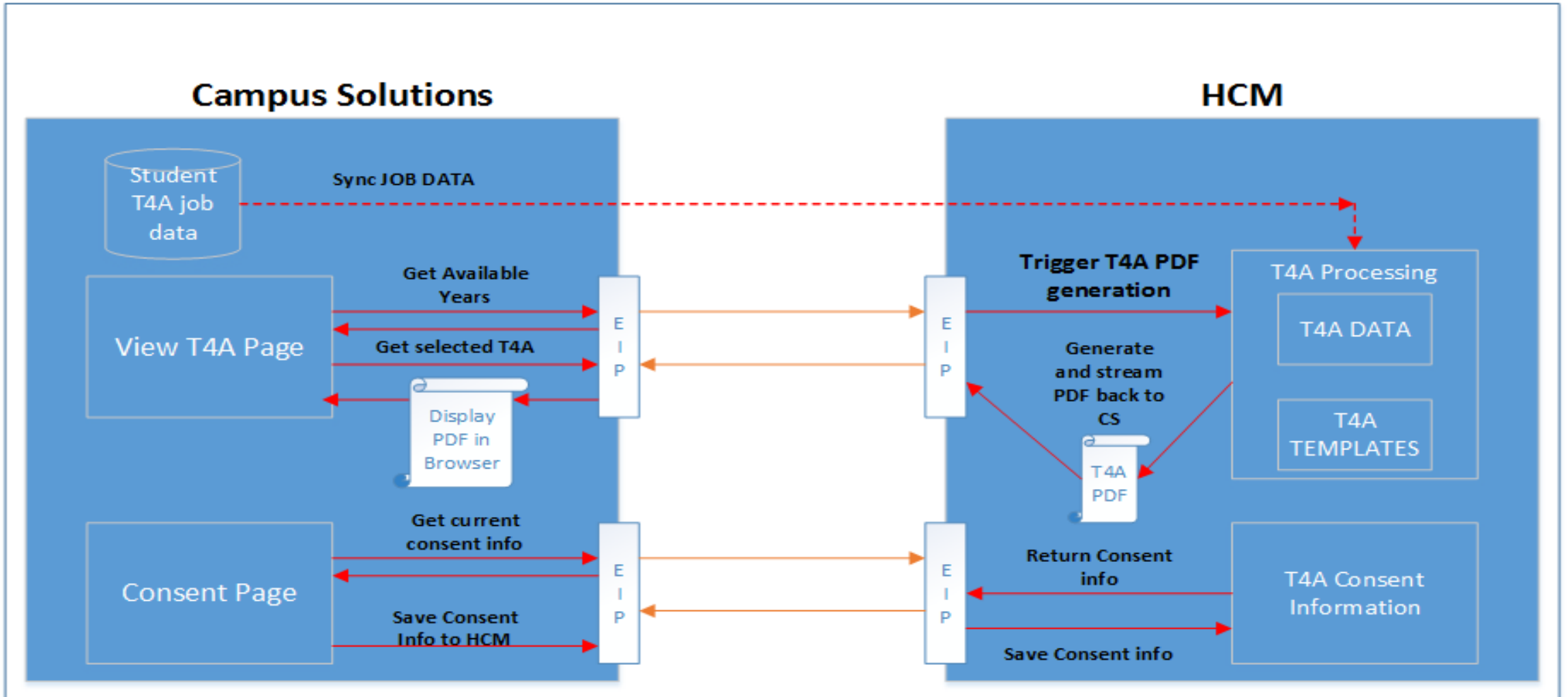
Create EIP end point on HCM to Trigger Template generation

Invoke the HCM EIP's through Student Center to display T4A's on CS





# T4A ARCHITECTURE



# STUDENT CENTER FUNCTIONALITY

# STUDENT CENTER - CONSENT

As per CRA Compliance , Need  
Students Consent to enable T4A Self-  
Service

Consent is controlled and monitored  
by Payroll

Need this data to be sourced on HCM

Created new integration between  
Campus Solution and HCM for the  
Consent Data.

The screenshot displays the SENECA's Student Center interface. The main content area is divided into two primary sections: Academics and Finances. The Academics section includes links for Search, Plan, Enroll, My Academics, and My CE Program, along with an enrollment shopping cart. The Finances section includes links for My Account (Account Inquiry, Payment Profile, Account Summary), Financial Aid (View Financial Aid, Accept/Decline Awards, Report Other Financial Aid, Apply for Financial Aid, View My Student Awards, Go to OSAP website), and Tax Information (View T2202A, View T4A (2014 and before), View T4/T4A (2015 and after), T4/T4A Consent). A message indicates that the user is not enrolled in classes and has no outstanding charges. The right sidebar contains a 'SHARE MY INFORMATION' button and sections for Holds, To Do List, Milestones, Advisor, Admissions, and Financial Aid.

**SENECA's Student Center**

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)  
[My CE Program](#)

**You are not enrolled in classes.**

[enrollment shopping cart](#)

other academic... >>

**Finances**

**My Account**  
[Account Inquiry](#)  
[Payment Profile](#)  
[Account Summary \(.PDF\)](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[Report Other Financial Aid](#)  
[Apply for Financial Aid](#)  
[View My Student Awards](#)  
[Go to OSAP website](#)

**Tax Information**  
[View T2202A](#)  
[View T4A \(2014 and before\)](#)  
[View T4/T4A \(2015 and after\)](#)  
[T4/T4A Consent](#)

**You have no outstanding charges at this time.**

[make a payment](#)

other financial... >>

**SHARE MY INFORMATION**

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Milestones**  
No Milestones

**Advisor**  
**Program Advisor**  
None Assigned

**Admissions**  
[OntarioColleges.ca](#)  
[Seneca Diploma to Degree](#)  
[Degree and Credit Transfer](#)

**Financial Aid**  
[ON Student Assistance Program](#)

# T4/T4A CONSENT

This is a custom Consent Page developed on CS

A student can also be an employee and so he can consent from either HCM or CS.

The data is sourced out of HCM , it will be in Sync with the Consent information entered on CS.

Custom Integration created to sync this data real-time.

Payroll owns and maintains the content and will update the information every year on HCM.

## Seneca STUDENT

Favorites▼ Main Menu▼ > Self Service▼ > Student Center

### T4/T4A Consent

Empl ID 123456789

Rubinder Singh

Submit or withdraw your consent to receive electronic T4 and T4-A slips.

To view your T4 and/or T4A slips online, the Canada Revenue Agency requires you to provide your consent. Select the check box below followed by the Submit button. A confirmation email will automatically be sent to your Seneca email address.

You can provide consent from Monday, Jan. 9 to Thursday, Feb. 16. Your selection will remain valid until you submit a withdrawal of consent. The exception is when your employment is terminated or electronic access to forms is discontinued.

If you have any questions, please email the Payroll Department at [payroll.department@senecacollege.ca](mailto:payroll.department@senecacollege.ca)

#### Your Current Status

☐ Check here to indicate your consent to receive electronic T4 and T4A slips.

Submit

# T4/T4A CONSENT

## HCM

Favorites ▾ Main Menu ▾ > Self Service ▾ > Payroll and Compensation ▾ > T4/T4A Consent

ORACLE® All ▾ Search >> Advanced Search

### T4/T4A Consent

Rubinder Singh

Submit or withdraw your consent to receive electronic T4 and T4-A slips.

To withdraw your online consent for T4 and/or T4A slips and to have them sent to you by mail, select the check box below followed by the Submit button.

Please ensure your mailing address is up-to-date and complete. A withdrawal confirmation email will automatically be sent to your Seneca email address.

You can withdraw consent for the 2016 tax slips from Monday, Jan. 9 to Thursday, Feb. 16.

**Your Current Status** Consent received.

☐ Check here to withdraw your consent to receive electronic T4 and T4A slips.

Submit

## Campus Solutions

Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center

### T4/T4A Consent

Empl ID 123456789

Rubinder Singh

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You can withdraw consent for the 2016 tax slips from Monday, Jan. 9 to Thursday, Feb. 16.

If you have any questions, please email the Payroll Department at payroll.department@senecacollege.ca

**Your Current Status** Consent received

☐ Check here to withdraw your consent to receive electronic T4 and T4A slips.

Submit

# STUDENT CENTER – VIEW T4/T4A'S

We have links to view the T4A that are still available in Legacy system and also links to show T4A's from 2015

▼ Finances

My Account

[Account Inquiry](#)  
[Payment Profile](#)  
[Account Summary \(.PDF\)](#)

Financial Aid

[Apply for Financial Aid](#)  
[View My Student Awards](#)  
[Go to OSAP website](#)

Tax Information

[View T2202A](#)  
[View T4A \(2014 and before\)](#)  
[View T4/T4A \(2015 and after\)](#)  
[T4/T4A Consent](#)

other financial... >>

Account Summary

**You owe 500.00.**

■ Due Now	500.00
■ Future Due	0.00

**\*\* You have a past due balance of 500.00. \*\***

Currency used is Canadian Dollar.

[make a payment](#) ►

▼ Milestones

No Milestones

▼ Advisor

Program Advisor

None Assigned

▼ Admissions

[OntarioColleges.ca](#)  
[Seneca Diploma to Degree](#)  
[Degree and Credit Transfer](#)

▼ Financial Aid



# STUDENT CENTER – VIEW T4/T4A’S

If no Consent given on HCM or CS , student cannot view T4A’s through Student Center.

This is similar to how delivered process works on the HCM side.



## Seneca STUDENT

Favorites ▾ | Main Menu ▾ > Self Service ▾ > Student Center

### View T4/T4A Slips

Empl ID 123456789

Rubinder Singh

Select Year End Form						Personalize	Find	View All			First	1 of 1	Last
Year	Company	State	Wage Loss Plan	Tax Form ID	Sequence	Slip Sequence Number	Year End Slip	Filing Instructions					
					0	0	Year End Slip	Filing Instructions					

Our records indicate that you have not consented to access T4/T4A slips via Self-Service.

# VIEW T4/T4A'S

## Campus





**Seneca** STUDENT

Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center

### View T4/T4A Slips

Empl ID 123456789

Rubinder Singh

Select Year End Form						Personalize   Find   View All      		First  1-4 of 4  Last
Year	Company	State	Wage Loss Plan	Tax Form ID	Sequence	Slip Sequence Number	Year End Slip	Filing Instructions
2016	SEN	ON	FTS	T4A Slip	0	0	<a href="#">Year End Slip</a>	<a href="#">Filing Instructions</a>
2016	SEN	ON	FTS	T4 Slip	0	0	<a href="#">Year End Slip</a>	<a href="#">Filing Instructions</a>
2015	SEN	ON	PTP	T4A Slip	0	0	<a href="#">Year End Slip</a>	<a href="#">Filing Instructions</a>
2014	SEN	ON	FTS	T4 Slip	0	0	<a href="#">Year End Slip</a>	<a href="#">Filing Instructions</a>

# VIEW T4/T4A'S


## HCM

### View T4/T4A Slips

Rubinder Singh

If you have given consent to access your T4 and T4A slips through self service, review your available slips. Select the year end slip that you would like to review.

[View a Different Tax Year](#)

Select Year End Form								Personalize 	1-2 of 2
Tax Year	Company	Province	Wage Loss Plan	Tax Form ID	Sequence	Slip Sequence Number	Year End Slip	Filing Instructions	
2016	SEN	ON	FTS	T4 Slip	0	0	Year End Slip	Filing Instructions	
2016	SEN	ON	FTS	T4A Slip	0	0	Year End Slip	Filing Instructions	

# FUTURE

With CS 9.2 , oracle no longer supports the HCM modules(Payroll for North America and Workforce Administration)

With our current solution, all the integration that we developed can be retained with CS 9.2 upgrade

The T4A Consent Page and T4A view page on Campus are already custom and requires no change.

Currently the job that generates T4A job data and T4A tax data, loads the Campus tables, we then Sync those data from CS to HCM using the EIP's

Per Oracle, the T4A job data generation and T4A tax data generation should be outside CS 9.2 system.

As part of CS upgrade, these jobs will need to be retrofitted to load the data directly on HCM tables.

# QUESTIONS?

# PRESENTERS

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**ALL ALLIANCE PRESENTATIONS WILL BE AVAILABLE FOR  
DOWNLOAD FROM THE CONFERENCE SITE**





**Seneca**

THANK YOU!

