Allows you to access your past T4 and pay slips at anytime in the year you leave the organization up to April 30 of the following year.

To register you will need:

- Your former Employee
 Number
- Your Date of Birth
- Your Social Insurance Number
- Your email address



Did You Know?

You will have access to this site the year you terminate up to the end of April the following year so you can access your tax slip for the year you terminated.

T4 (Tax slips) and Pay Statement (Pay slips)

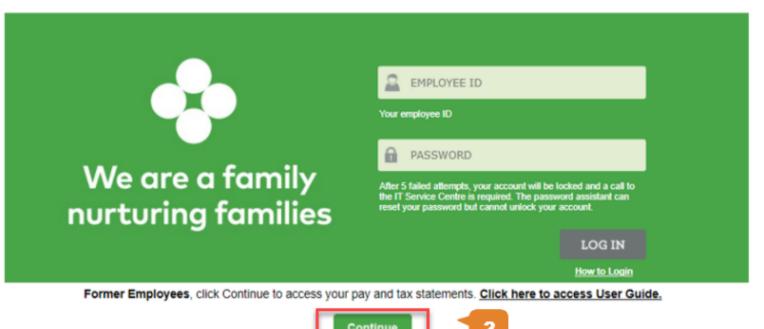
User Guide for Former Employees



To Access your Tax and Pay slips

- 1. Go to or Navigate to www.peopleportal.sobeys.com
- 2. Click on Continue to access your tax and pay slips





Forgot password? / Mot de passe oublié!

Allows you to access your past T4 and pay slips at anytime in the year you leave the organization up to April 30 of the following year.

T4 (Tax slips) and Pay Statement (Pay slips)



User Guide for Former Employees

To Register as a User

1. If you are a first time user, on the Log On page, click the **Register** button.

- 2. Fill in the fields **First Name**, **Last Name**, **E-Mail** (by providing a personal e-mail).
- 3. Provide a strong **Password** by following the rules on the screen and retype it under Re-Enter Password.
- 4. Checkbox on the privacy statement.
- 5. Click the **Register** button.

Jobey/ 🎝 Tax and Pay Slips - Relevés d'impôt et bulletins de paie	Log On E-Mail or User Name E-Mail or User Name Password Password Remember me Log On Register Forgot password?
√obey/ ❖	



"Required

You will receive an email confirmation to complete your Registration.

Please check your email and click the link provided.

Allows you to access your past T4 and pay slips at anytime in the year you leave the organization up to April 30 of the following year.



Did You Know?

There is a maximum of 5 attempts to submit the correct information, after which you will be permanently blocked. If this happens, you can sign out and register a new user with another personal e-mail or reach out to the **HR Service Centre** for further assistance.



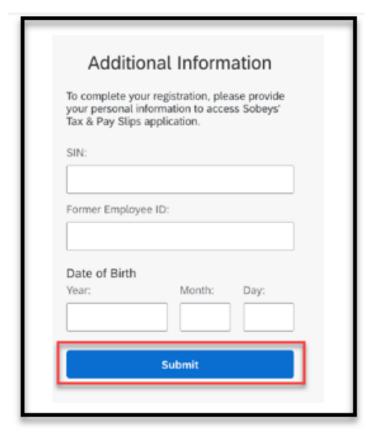
1-800-295-3348

T4 (Tax slips) and Pay Statement (Pay slips)

User Guide for Former Employees

Complete your Registration

- 1. Under SIN, fill in your Social Insurance Number (9 digits).
- 2. Under Former Employee ID, (your Employee Number) provide your employee ID. This is the same ID previously used to log in to Sobeys People Portal. If you don't remember your Employee ID, please contact the HR Service Centre at 1-800-295-3348.
- 3. Under **Date of Birth**, provide your date of birth using the fields **Year** (4 digits), **Month** (2 digits, from 01 to 12), and **Day** (2 digits, from 01 to 31). Ex: 1968 06 27
- 4. If the information is correct, click **Submit**.





Sobey, *

Allows you to access your past T4 and pay slips at anytime in the year you leave the organization up to April 30 of the following year.

T4 (Tax slips) and Pay Statement (Pay slips)

User Guide for Former Employees



To log in as a former employee (if you have already registered)

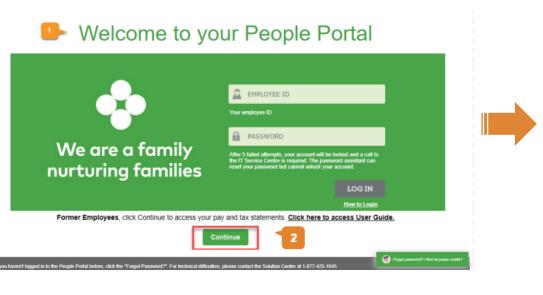
- 1. Navigate to www.peopleportal.sobeys.com
- 2. Click on Continue to access your tax and pay slips

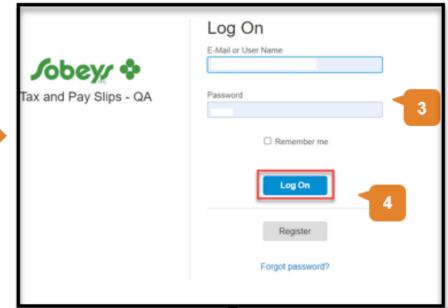
- 3. Provide your previously registered E-Mail and Password.
- 4. Click Log On.



Did You Know?

If you don't remember your password, you can reset it. Go to the **page 8** of the Guide to learn more about it.





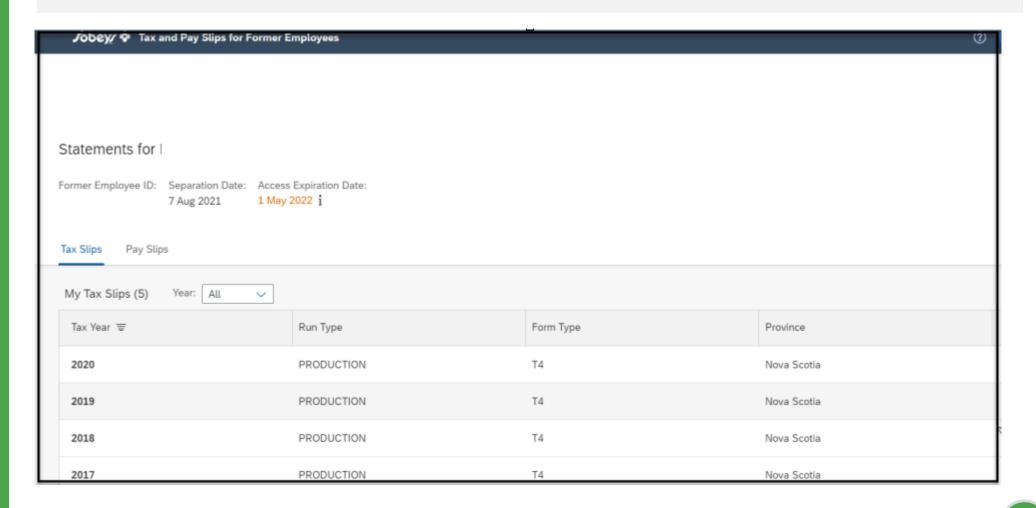
Allows you to access your past T4 and pay slips at anytime in the year you leave the organization up to April 30 of the following year.

T4 (Tax slips) and Pay Statement (Pay slips)



User Guide for Former Employees

Once you log in, you will be routed to the main page.



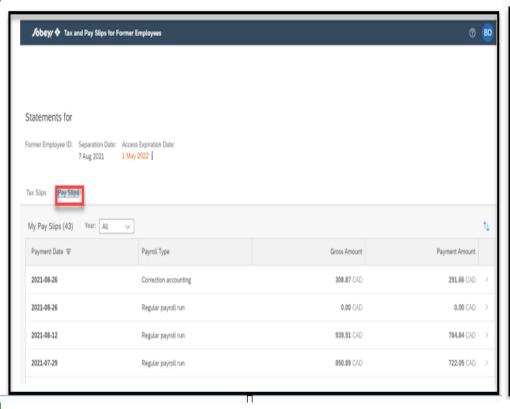
Allows you to access your past T4 and pay slips at anytime in the year you leave the organization up to April 30 of the following year.

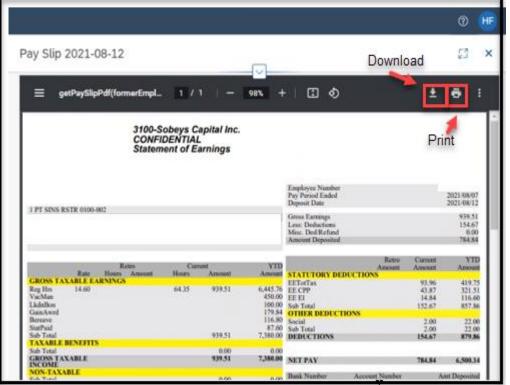
T4 (Tax slips) and Pay Statement (Pay slips)



User Guide for Former Employees

Pay slips view – On the homepage, select "Pay Slips" and then under "Payment Date", select the pay slip you wish to view. Click on the statement you wish to view, print or download a slip.





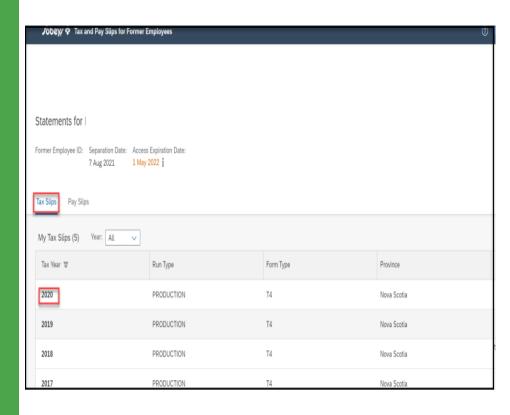
Allows you to access your past T4 and pay slips at anytime in the year you leave the organization up to April 30 of the following year.

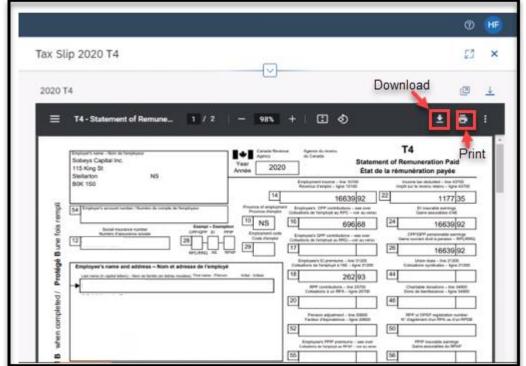
T4 (Tax slips) and Pay Statement (Pay slips)



User Guide for Former Employees

Tax slips view – Click on "Tax Slips" and select the desired tax year. Under "Form Type" you will see Rel1 and T4 forms to print. Click on the slips to view, print or download it.





Allows you to access your past T4 and pay slips at anytime in the year you leave the organization up to April 30 of the following year.

T4 (Tax slips) and Pay Statement (Pay slips)



User Guide for Former Employees

Resetting Your Password

- 1. Click the Forgot password? on Log On screen.
- 2. Provide the previously registered **E-Mail**.
- 3. Click Send.
- 4. Check the provided e-mail inbox.
- 5. Click the Password Reset button or link displayed in the e-mail.

