## **\*\*IMPORTANT MESSAGE – PLEASE READ\*\***

## 2023 T4's are now available online!!

## Accessing your T4 on King's Employee Centre:

To access, click on the following link: <u>https://www.kings.uwo.ca/its/kings-employee-centre/</u> and click on *Go to App* under MYSPARKROCK:

## Welcome to the King's Employee Centre MYSPARKROCK SPARKROCK365 **FUND BALANCE** ALL EMPLOYEES ALL EMPLOYEES Submit expense reimbursements Approve expenses Check personal fund and research fund Review departmental budget. balances. Check your paystub Submit or approve timesheets and Go to App Help Go to App Help vacation requests. Access tax forms Go to App Help Under My Self Service click on Tax Forms mySparkrock MY SELF SERVICE MANAGER SELF SERVICE

Profile		
Pay Statements		
Attendance & Requests	CREATE	
Expenses & Claims	CREATE	
Tasks		
Timesheets		
Timesheet Admin		
Tax Forms		
Timesheet Admin Monthly		

Click on 'View' to open your T4.

If you have trouble viewing your T4, please check to see if you have a pop-up blocker stopping you from viewing. If you need help with disabling a pop-up blocker please contact the IT Dept.

If you continue to have issues accessing your T4 please contact the Payroll Department at <a href="mailto:payroll@kings.uwo.ca">payroll@kings.uwo.ca</a>