

## GABRIEL DUMONT INSTITUTE – IT DEPARTMENT

### ONLINE PAYSLEIPS (PENNY) - T4/T4A PRINTING

Due to browser updates and quirks, certain issues exist with printing T4/T4A forms in Penny (Online Payslips). This may cause the bottom of Page 1 to spill over onto Page 2, or in some cases cause text to overlap. Most browsers can be made to print in an acceptable way with some adjustments to the print settings. Attached are workarounds for popular browsers on both Windows and MacOS machines.

This document will also be placed on the services.gdins.org webpage. Please check for revisions

**Note:** all of these fixes start from the same screen in Penny, which is after pressing the Printable version button on the T4/T4A

- Go to Reports-Employee T4 (Or Employee T4A)



transactions	inquiry	reports
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Welcome GRI001 - GRIFFITHS, GARETH  
You are logged into the system as Employee.

- advice slip
- expense slip
- employee T4
- employee T4A
- employee RL1

- At the bottom of the screen, click Printable Version:

L'Université de l'employee du Penny - VUE du Verbu		L'adresse de l'employee du Penny	
\$5		\$6	
Box - Case	Amount - Montant	Box - Case	Amount - Montant
Box - Case	Amount - Montant	Box - Case	Amount - Montant

printable version

Instructions for the various popular OS/browser configurations can be found from the following links:

### **Windows**

Microsoft Edge, [Click Here](#)

Firefox, [Click Here](#)

Chrome, [Click Here](#)

### **Apple MacOS**

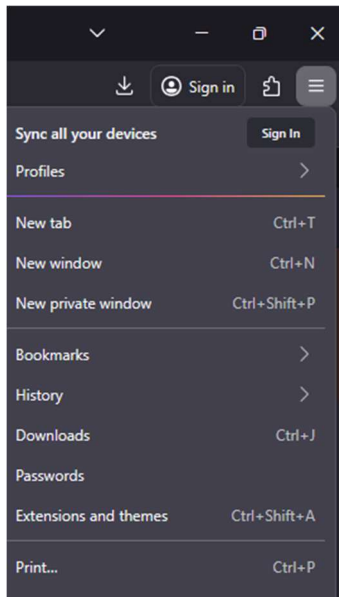
Safari, [Click here](#)

Firefox, [click here](#)

Chrome, [Click here](#)

## Firefox on Windows

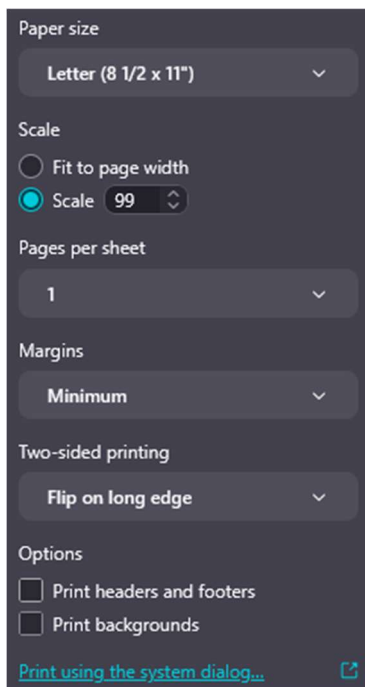
After pressing Printable Version, Select Settings, and print:



In Scale, enter 99

Change Margins to Minimum

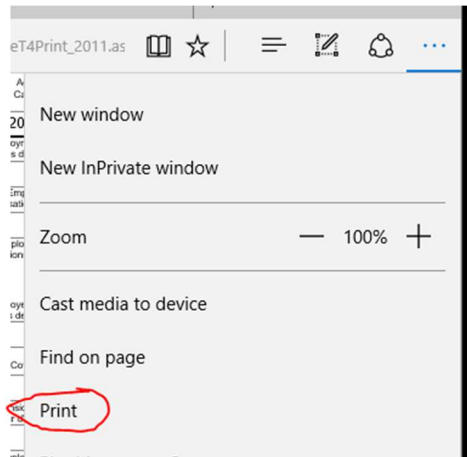
Uncheck Print Headers and Footers



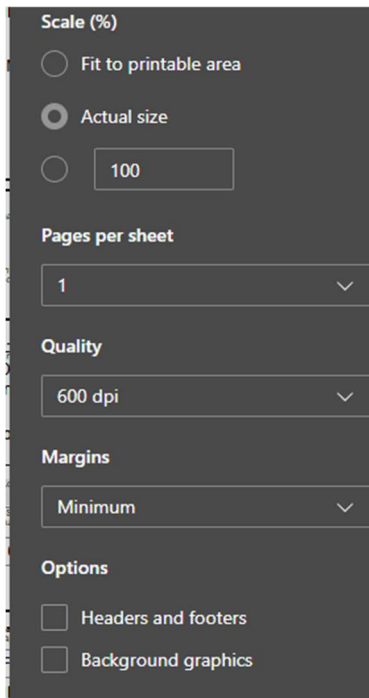
Form should now fit page properly after pressing the Print button on this page. Please note that different configurations of machines may cause these setting to be slightly off. You may need to adjust the scaling % or margins until it fits the page successfully

## Microsoft Edge

After pressing Printable Version, Go to Settings (...) & Print

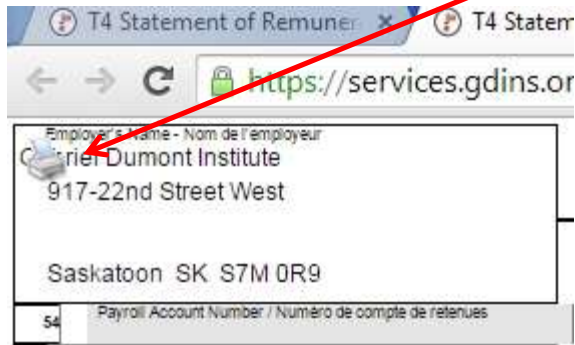


In the side menu, click more settings, uncheck Headers and Footers and set Margins to Minimum

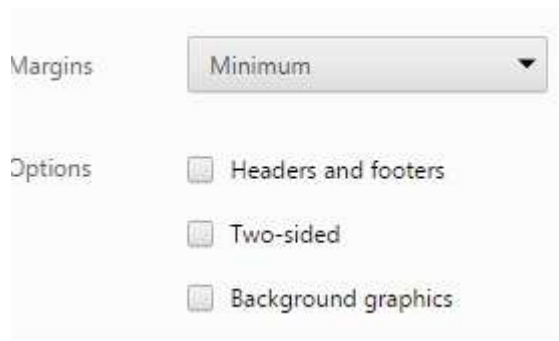
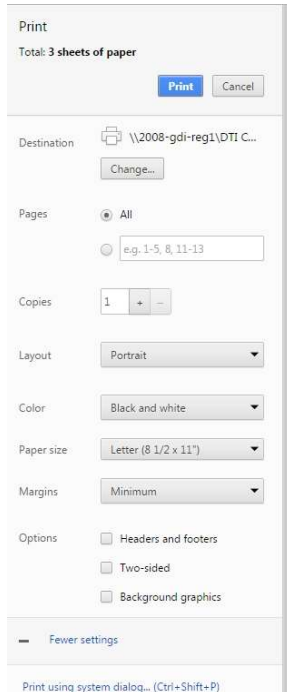


## Chrome on Windows

After pressing Printable Version, press the Print icon



In the side menu, click more settings, uncheck Headers and Footers and set Margins to Minimum



Form should now fit page properly after pressing the Print button on this page. Please note that different configurations of machines may cause these setting to be slightly off. You may need to adjust the scaling % or margins until it fits the page successfully

## MacOS – Safari

After pressing Printable version, Click on the printer icon

The image shows a T4 tax form from the Canada Revenue Agency. A red circle highlights the 'Printable version' link in the top left corner of the form. The form includes fields for Employer's Name, Address, and Social Insurance Number, as well as various tax-related fields.

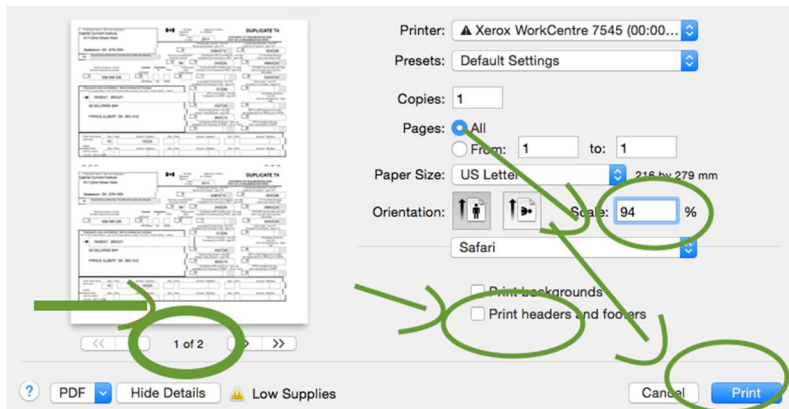
Click “Show Details”

The image shows the Safari print dialog. A red circle highlights the 'Show Details' button. The dialog includes fields for Printer, Copies, and Pages, and a preview of the document.

Uncheck “Headers and Footers” and change the scale until the document is only 2 pages and printing the correct area. Should be approximately 94%

The image shows the Safari print dialog with 'Show Details' expanded. Red circles highlight the 'Scale' field (set to 100%) and the 'Print headers and footers' checkbox (checked). The dialog also shows the 'Print backgrounds' checkbox (unchecked) and the 'Low Supplies' warning.

Confirm the proper area is set to print and click print



Form should now fit page properly after pressing the Print button on this page. Please note that different configurations of machines may cause these setting to be slightly off. You may need to adjust the scaling % or margins until it fits the page successfully

## Firefox on MacOS

After pressing Printable version, Click on the printer icon

The image shows a T4/T4A tax form (DUPLICATE T4) from the Canada Revenue Agency. A red circle is drawn around the printer icon in the top left corner of the form. The form includes fields for Employer Name (Crimmont Institute), Address (917-2nd Street West), and Social Insurance Number (Saskatoon, SK S7M 0R9). It also contains sections for Employment Income, Deductions, and Other Information.

Click “Show Details”

The image shows the Print dialog box in Firefox. The printer selected is 'Xerox WorkCentre 7545'. The number of copies is set to 1, and the pages are set to 'All'. A red circle is drawn around the 'Show Details' button, which is highlighted in blue.

Change all headers to “Blank” and then click print

The image shows the Print dialog box with the 'Show Details' section expanded. The 'Page Headers' and 'Page Footers' are set to 'Blank' for Left, Center, and Right positions. A red circle is drawn around the 'Page Headers' and 'Page Footers' section. The 'Print' button is highlighted in blue.