

GABRIEL DUMONT INSTITUTE – IT DEPARTMENT
ONLINE PAYSLIPS (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

advice slip

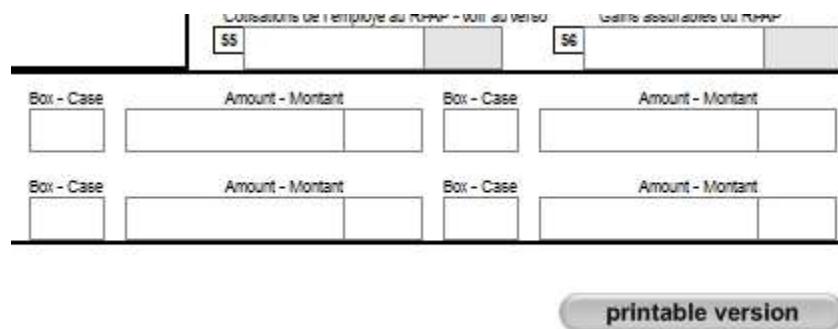
expense slip

employee T4

employee T4A

employee RL1

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



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

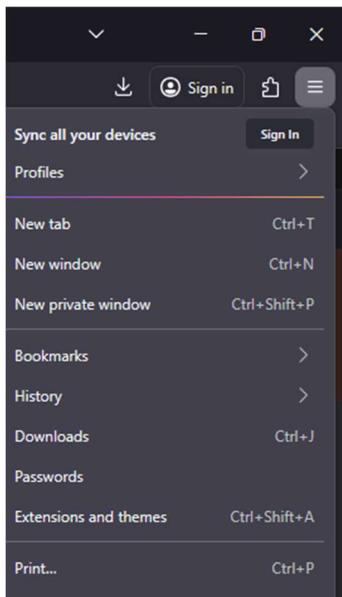
Safari, [Click here](#)

Firefox, [click here](#)

Chrome, [Click here](#)

Firefox on Windows

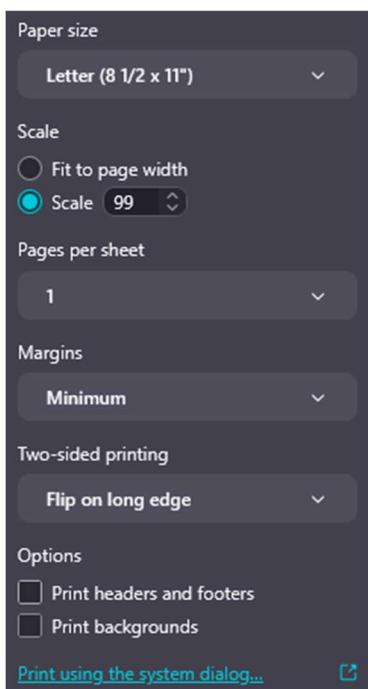
After pressing Printable Version, Select Settings, and print:



In Scale, enter 99

Change Margins to Minimum

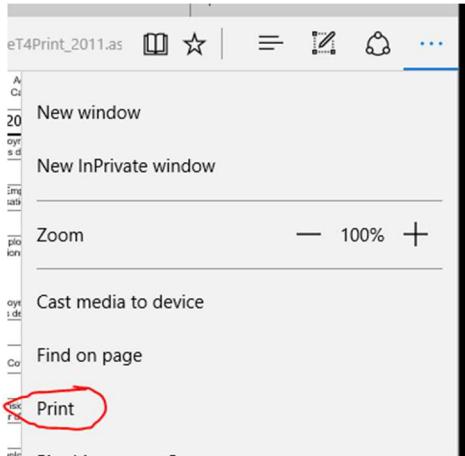
Uncheck Print Headers and Footers



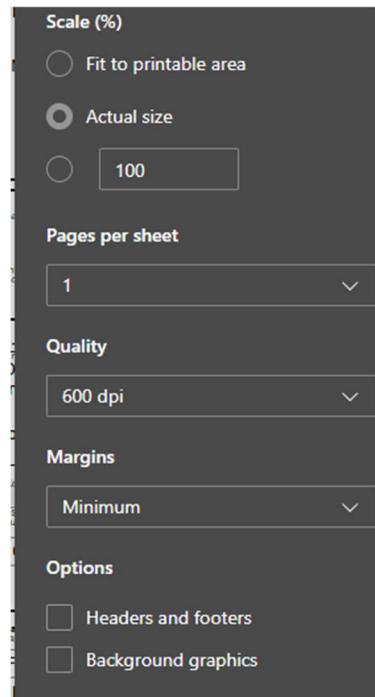
Form should now fit page properly after pressing the Print button on this page. Please note that different configurations of machines may cause these setting to be slightly off. You may need to adjust the scaling % or margins until it fits the page successfully

Microsoft Edge

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

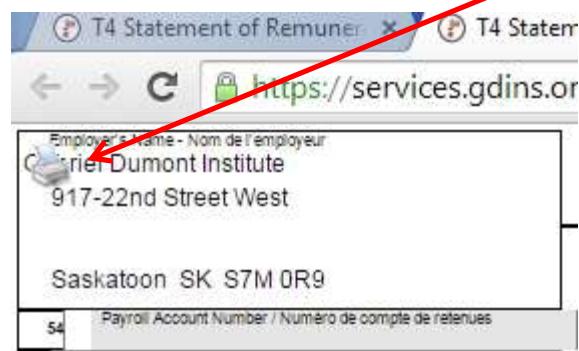


In the side menu, click more settings, uncheck Headers and Footers and set Margins to Minimum

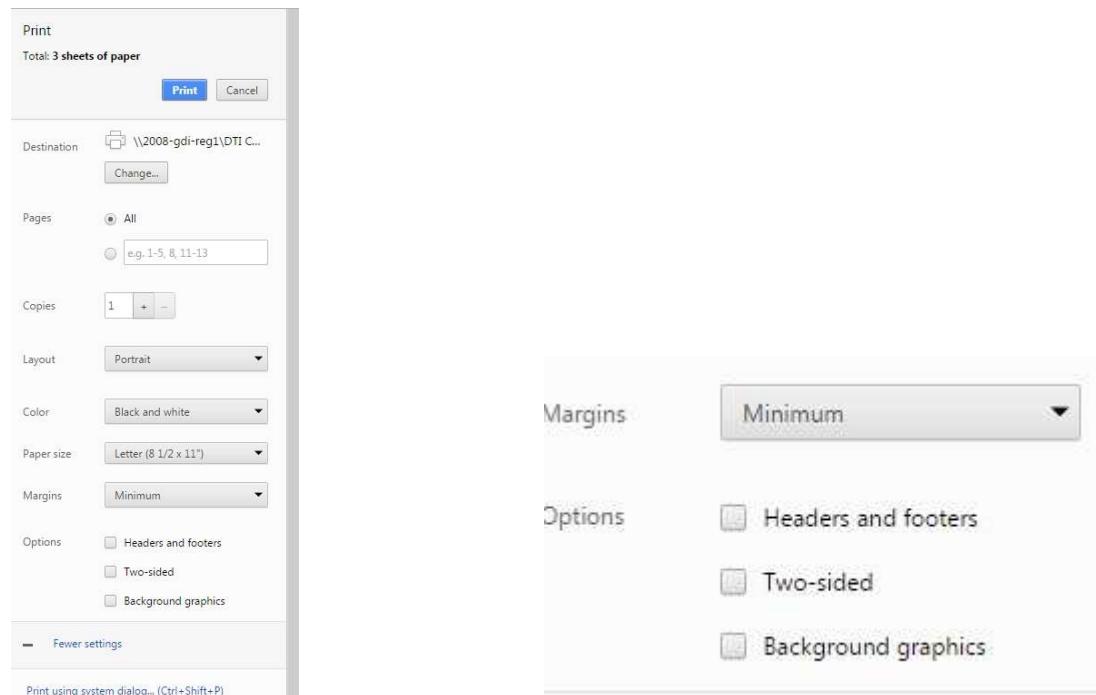


Chrome on Windows

After pressing Printable Version, press the Print icon



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



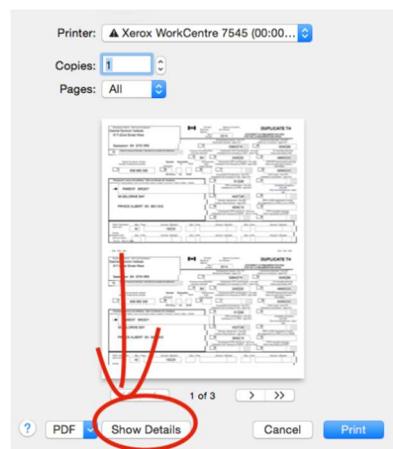
Form should now fit page properly after pressing the Print button on this page. Please note that different configurations of machines may cause these setting to be slightly off. You may need to adjust the scaling % or margins until it fits the page successfully

MacOS – Safari

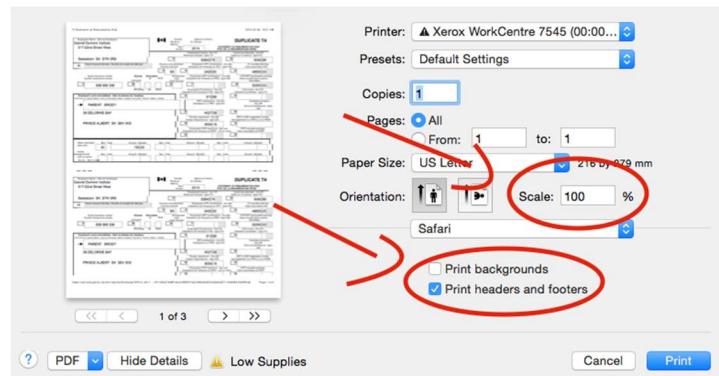
After pressing **Printable version**, Click on the printer icon

Legal Name - Nom de l'employeur Bell Aliant Institute 917-2721 Street West Saskatoon SK S7M 0R9		 Canada Revenue Agency Year 2014	Agence du revenu du Canada STATEMENT OF REMUNERATION PAID STATEMENT DE LA RÉMUNÉRATION PAYÉE
SA Payment account number/Numéro de compte de redevance		Employment Income Form 151 Revenue Agency Form 151 Year 2014	
Social insurance number Numéro d'assurance sociale 12		Province of employment Province d'emploi SK Collo Employment Code of employment Code d'emploi 20	
CP2020 RP2020 AC RP20		Exempt Exemption Type Code 16 Enrol Collations 18 20 Ref Réf 52 En Collections de l'employeur au RMAP - voir au verso 55 Claims assurables du RMAP	
Employee's name and address - Nom et adresse de l'employé John 1		Box - Case Amount - Montant 40 150.00	
Other information (voir au verso) Autres renseignements (voir au verso)		Box - Case Amount - Montant Box - Case Amount - Montant Box - Case Amount - Montant Box - Case Amount - Montant	

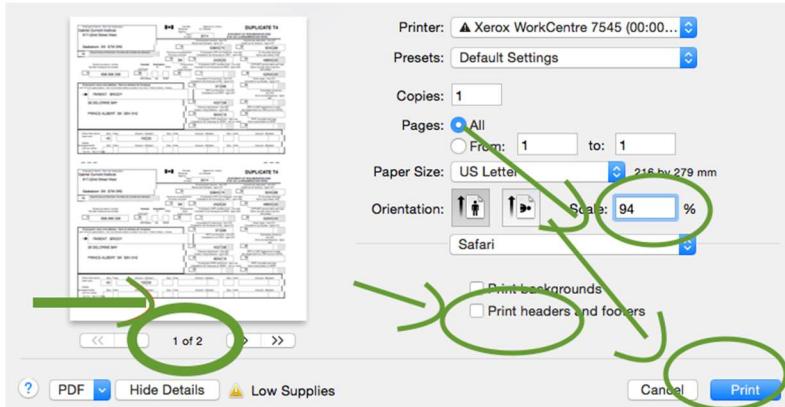
Click “Show Details”



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



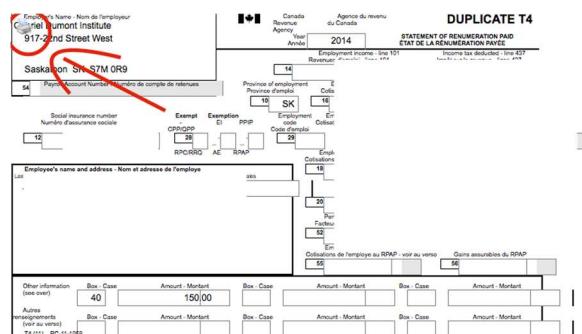
Confirm the proper area is set to print and click print



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 Mac OS

After pressing Printable version, Click on the printer icon



Employee Name - Nom de l'employeur
Bell Canada Institute
917-2nd Street West
Saskatoon SK S7M 0R9

Employer's Payroll Number - Numéro de l'emploi de l'employeur
54

Social insurance number - Numéro d'assurance sociale
12

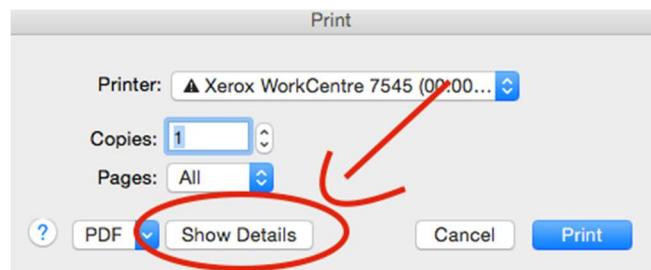
Employer's name and address - Nom et adresse de l'employeur
Bell Canada Institute
917-2nd Street West
Saskatoon SK S7M 0R9

DUPLICATE T4
Canada Revenue Agency
Agence du revenu du Canada
Year / Année 2014
Statement of Remuneration Paid
ÉTAT DE LA RÉMUNÉRATION PAYÉE
Revenue / Revenu
Income Tax Deduction / Réduction d'impôt
T4

14 Province of Employment
Province d'emploi
Province / État
10 SK
Employment Type
Type d'emploi
29 Employment Status
Statut d'emploi
18 Credit
Collation
20
15 Calculations of the employee to T4P - voir au verso
Quins assinables du T4P

Other Information (see over)
Autres renseignements (voir au verso)
T4 (1) RC-11-1088

Click "Show Details"



Change all headers to "Blank" and then click print

