

[Adding or Updating Withholding \(W-4\) Form \(Web\)](#)

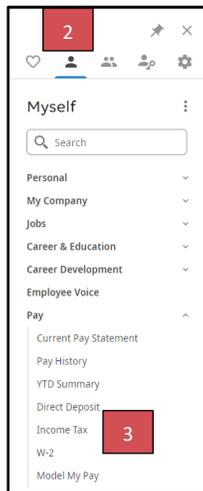
This document provides detailed step-by-step instructions for employees on how to add or update their withholding (W-4) form on the UKG Pro website. By following these guidelines, employees can easily manage their tax withholding preferences directly within the system, ensuring that their W-4 information is accurate and up to date. This process helps streamline tax-related tasks and ensures compliance with personal tax obligations.

Instructions:

Navigate to Income Tax

Upon logging in to UKG Pro, the UKG Dashboard will appear.

1. Navigate to **Menu** on left – side of the UKG dashboard.
2. From the menu, select **Myself**.
3. Select Pay > **Income Tax**.



Add or Update Withholding (W4) Form

1. On the right-hand side, there is a section called **Things I Can Do**.
2. Click on **Add/Change Withholdings Form (W-4)**.
3. Click on **Employee's Withholdings Certificate (W-4)**.
4. From there, you will be requested to fill out the form.

Things I Can Do For This Page Add/Change Withholding Form (W-4) 2 For This Tab Set Add Direct Deposit Change Pay Statement Preference Change W-2 Consent Form	Add/Change Withholding Form (W-4) <table border="1"><thead><tr><th>Description</th><th>Form</th></tr></thead><tbody><tr><td>Federal</td><td><ul style="list-style-type: none">• Employee's Withholding Certificate (W-4) 3• Certificado de Retenciones del Empleado (W-4(SP))</td></tr></tbody></table>	Description	Form	Federal	<ul style="list-style-type: none">• Employee's Withholding Certificate (W-4) 3• Certificado de Retenciones del Empleado (W-4(SP))
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