Adding or Updating Withholding (W-4) Form (App)

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 mobile app. 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 Taxes

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

- 1. Navigate to **Menu** in the bottom of the toolbar.
- 2. Select Pay > Taxes.
- 3. Select View All under the Withholding Forms section.
- 4. Navigate between Federal and State tabs. To update, click on Add/Update.

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Direct Deposits		Submitted Feb 6, 2023						Federal W-4 Submitted Feb 6, 2023			
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Giving		>	Su	onnited	a reb 3, 2023			Feder Subm	al Income Tax itted Feb 3, 2023		
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Company	~									4	
Time & Attendance	~	You can request to receive an electronic version of your W-2 form instead of a paper copy.									
Settings		1-2	GO	PAPER	LESS						
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