

## [Downloading Your W-2 Form \(Web\)](#)

As a Shearwater employee, you have the convenience of downloading your W-2 form directly from the UKG Pro website. This document offers step-by-step instructions to guide you through the process of accessing and downloading your W-2 form, ensuring you have your annual tax information readily available when needed.

### Instructions

Downloading the W-2 form

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

1. Navigate to **Menu** on the left – side of the UKG dashboard.
2. From the menu, select **Myself**.
3. Select **Pay > W-2**.
4. Select the year you want to download.
5. Click on the **Print** icon.
6. Select **Print** in the top right-hand corner.
7. Select **Save as PDF** from the **Destination** field.
8. Click on **Save**.

The screenshot shows the UKG Pro dashboard interface. On the left is a navigation menu with a search bar and various categories. The 'Pay' category is expanded, showing 'W-2' with a red box labeled '3'. The main content area displays the 'Form W-2 Wage and Tax Statement' page. At the top of this page is a search bar with 'Tax Year' selected and a 'Search' button. Below the search bar is a table with columns for 'Year', 'Form', and 'Company'. The table contains one row: '2023', 'W-2', and 'Shearwater Health Inc'. A red box labeled '4' is placed over the '2023' value in the 'Year' column. The top right of the page has icons for 'edit labels', 'print', and 'help'.

Year	Form	Company
2023	W-2	Shearwater Health Inc