Downloading Your W-2 Form (App)

As a Shearwater employee, you have the convenience of downloading your W-2 form directly from the UKG Pro mobile app. 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 W-2 form

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. Click on the **W-2** under the **Filing Forms** section.
- 4. In the top − right hand corner, click the more icon (<) to select the method of downloading the W-2 form.

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Profile			Shearwater Health Inc 3
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Pay Summary			Withholding Forms
Pay Statements			Federal Income Tax Submitted Mar 7, 2023
Direct Deposits			
Taxes			VIEW ALL
Giving		1-2	Electronic W 2 Concept
Benefits	~		
Development & Feedback	~	>	You can request to receive a paper copy of your W-2 form instead of an electronic version.
Company	~		
Time & Attendance	~	>	TURN OFF PAPERLESS
Settings			Turbotax
Help			
Share feedback		Q	G) L Q ≡ Home Inbox Search Menu