

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.

