

Enrolling for Electric Delivery of Your W-2 Form (Web)

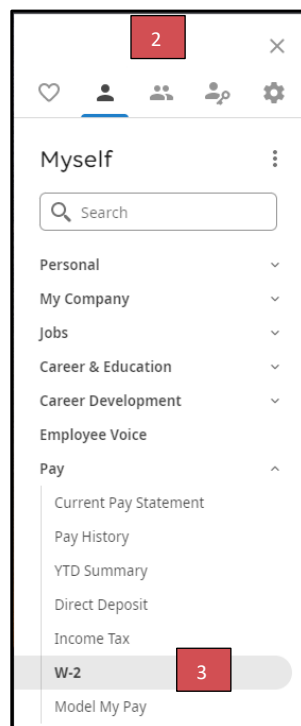
The W-2 form reports wages, tips, and other compensation paid to an employee, as well as the employee's income tax, Social Security taxes withheld, and earned income credit (EIC) payments. This document offers step-by-step instructions for employees on how to enroll in electronic delivery of their W-2 statements on the UKG Pro website. By following these instructions, employees can opt to receive their W-2s electronically, ensuring faster and more secure access to this important tax document.

Instructions

Navigate to W-2

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**.



Enroll in Wage and Tax Statement (W2) Form electronically

1. Select **Change W-2 Consent Form** under the **Things I Can Do** section.
2. Select **Go Paperless! I consent to receive my Form W-2 electronically**.
3. Click on **Save**.

