Electronic W-2 Form Enrollment (App)

The W-2 form reports wages, tips, compensation, and taxes withheld. To ensure faster and more secure access, employees can enroll in electronic delivery of their W-2 statements through the UKG Pro mobile app.

This document provides step-by-step instructions for completing the enrollment process quickly and conveniently.

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 **Go Paperless** under the **Electronic W-2 Consent** section.
4. Select **Submit** to consent to the change.