Electronic W-2 Form Enrollment (Web)

The W-2 form reports wages, tips, and other compensation paid to an employee, along with income tax, Social Security taxes withheld and earned income credit (EIC) payments. Employees can choose to receive their W-2 electronically through the UKG Pro website, ensuring faster and more secure access to this important tax document.

This guide provides step-by-step instructions to help employees:

- Log in securely to the UKG Pro website
- Navigate to the W-2 electronic delivery enrollment section
- Opt in for electronic delivery of W-2 statements
- Confirm enrollment to ensure timely and secure access to annual tax information
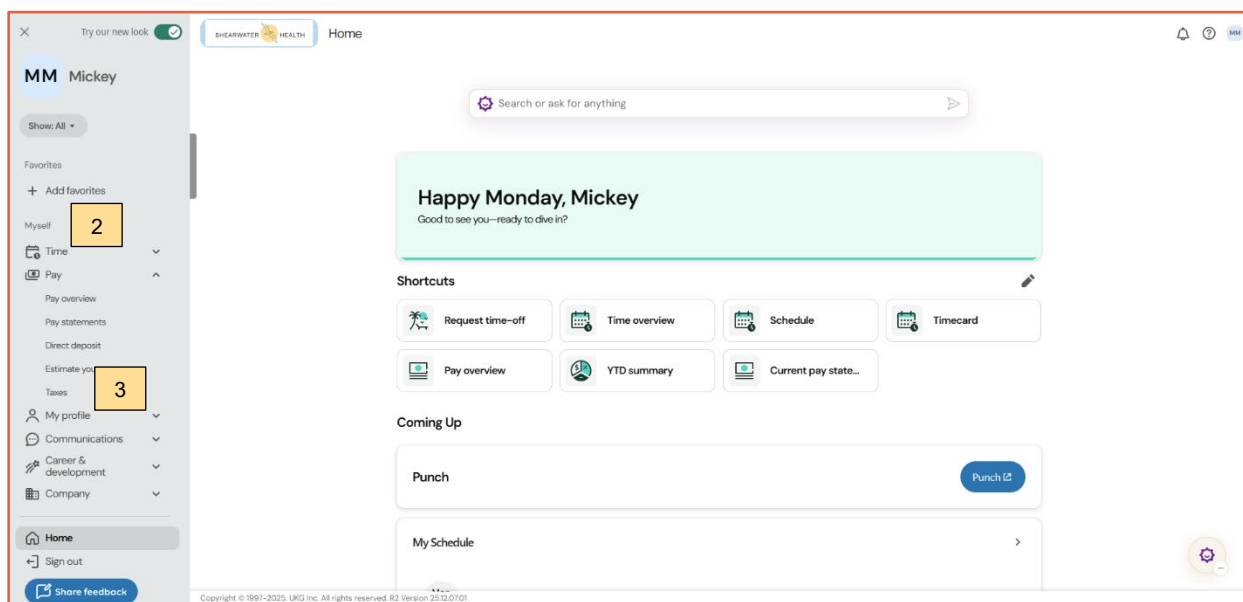
By following these instructions, employees can streamline access to their W-2 forms, reduce reliance on paper copies, and ensure their tax information is available quickly and securely.

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, scroll down **Myself**.
3. Select Pay > **Taxes**.

Enroll in W-2 Form electronically

4. Click **US Wage & Tax Statements**.
5. In the warning box, click **Go paperless**.
6. Click the toggle on.
7. Click **Save**.