

## Downloading W-2 Form (App)

As a Shearwater employee, you can conveniently access and download your W-2 wage and tax statement directly from the UKG Pro mobile app. This guide provides step-by-step instructions to help you:

- Access your W-2 form through the mobile app
- Download and save your annual tax information for quick reference
- Ensure timely availability of your W-2 for personal records, tax preparation, or financial planning

By following these instructions, employees can easily navigate the UKG Pro system and keep their annual tax documents readily available whenever 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 **download arrow** to select the method of downloading the W-2 form.

