

Downloading W-2 Form (Web)

As a Shearwater employee, you have the convenience of downloading your W-2 form directly from the UKG Pro website. This ensures you have your annual tax information readily available when needed for personal records, tax preparation, or financial planning.

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

- Log in securely to the UKG Pro website
- Navigate to the W-2 section under payroll or tax documents
- Download the W-2 form for the applicable tax year
- Save or print the document for personal use and recordkeeping

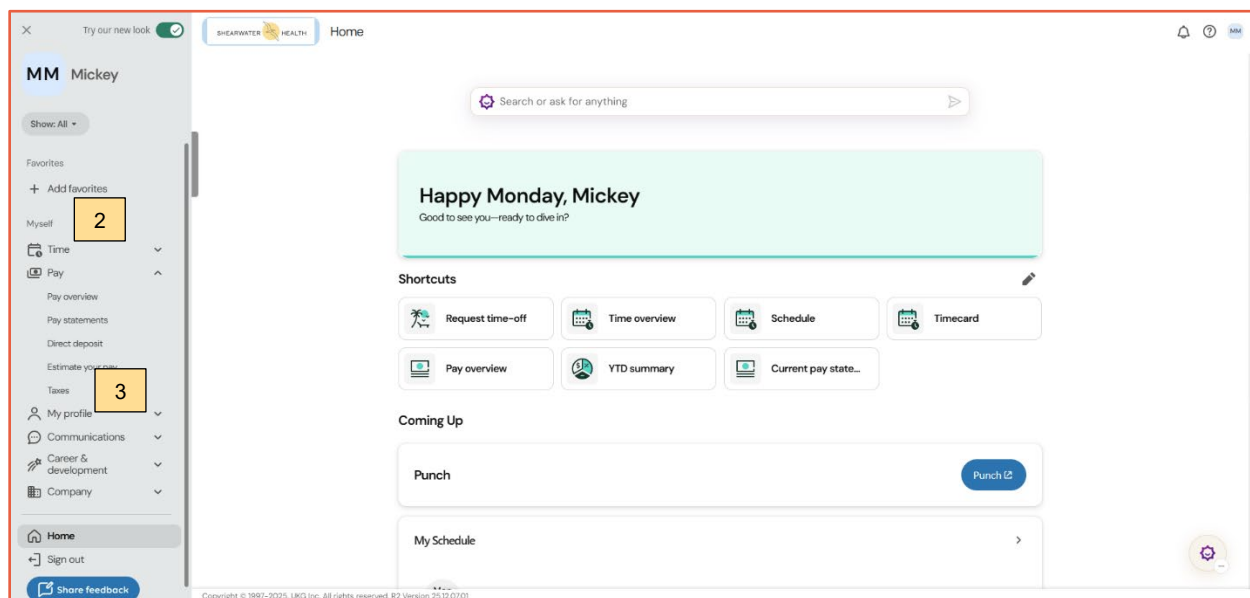
By following these instructions, employees can quickly access their W-2 form, ensuring accurate and timely management of annual tax information.

Instructions:

Downloading the W-2 form

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 to **Myself**.
3. Select Pay > **Taxes**.
4. Click **US Wage & Tax Statements**.
5. Select the year you want to download.
6. Click **Print** icon.
7. Select **Print** in the top right-hand corner.
8. Select **Save as PDF** from the **Destination** field.
9. Click **Save**.



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