

## 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

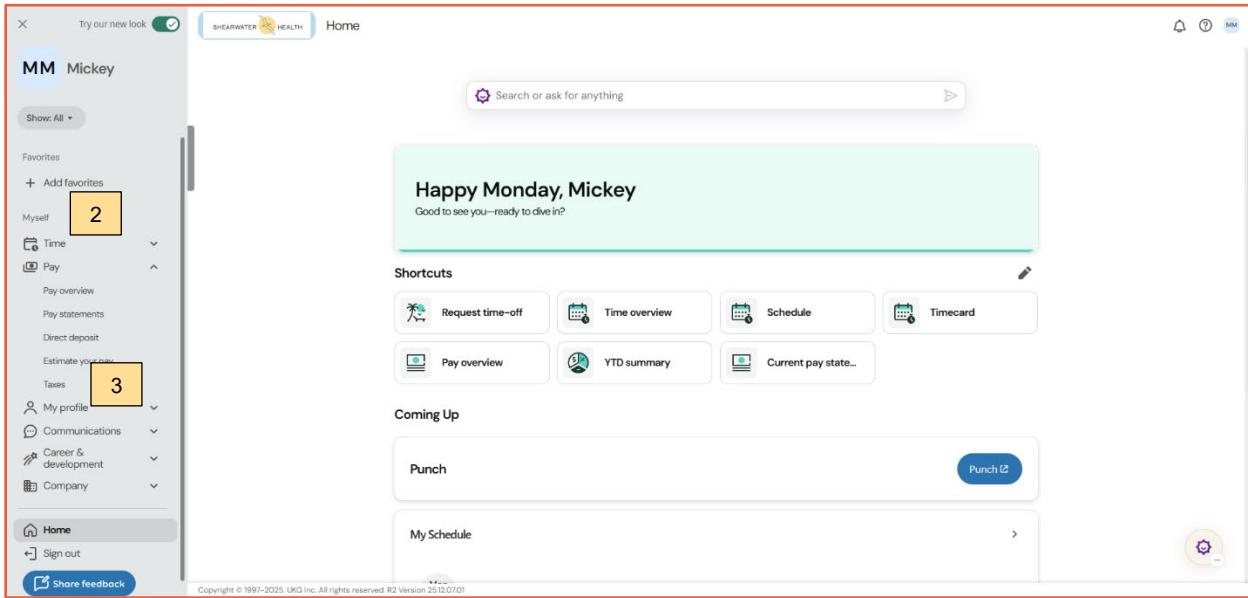
By following these instructions, employees can quickly access their W-2 form, ensuring accurate and timely management of annual tax information.

### **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**.



The screenshot shows the UKG Pro dashboard for an employee named 'MM Mickey'. The left sidebar is titled 'MM Mickey' and contains a 'Favorites' section with links for 'Myself' (highlighted with a yellow box labeled '2'), 'Time', 'Pay' (highlighted with a yellow box labeled '3'), 'Taxes', 'My profile', 'Communications', 'Career & development', and 'Company'. Below these are 'Home' and 'Sign out' buttons, and a 'Share feedback' link. The main dashboard area has a 'Happy Monday, Mickey' greeting and a 'Search or ask for anything' bar. It features 'Shortcuts' for 'Request time-off', 'Time overview', 'Schedule', 'Timecard', 'Pay overview', 'YTD summary', and 'Current pay state...'. Under 'Coming Up', there is a 'Punch' button and a 'My Schedule' link. The bottom of the screen shows a copyright notice: 'Copyright © 1997-2025, UKG Inc. All rights reserved. R2 Version 25120701'.

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MM Mickey

Show: All 

Favorites  Add favorites

Myself

Time  Pay 

Pay overview

Pay statements

Direct deposit

Estimate your pay

**Taxes**

My profile  Communications  Career & development  Company 

Home  Sign out 

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## Taxes

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Shortcuts

 Income tax  US Wage & Tax Statements  Change paperless preferences  Add/charge withholding form(w-4)  1095-C