

## W-4 Withholding (Web)

Employees can manage their tax withholding preferences directly on the UKG Pro website by adding or updating their W-4 form. Keeping this information accurate ensures compliance with personal tax obligations and streamlines tax related tasks.

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

- Access the W-4 form through the UKG Pro website
- Add or update withholding details to reflect current tax preferences
- Ensure accuracy of tax information for payroll and reporting purposes
- Simplify tax preparation by keeping withholding records up to date

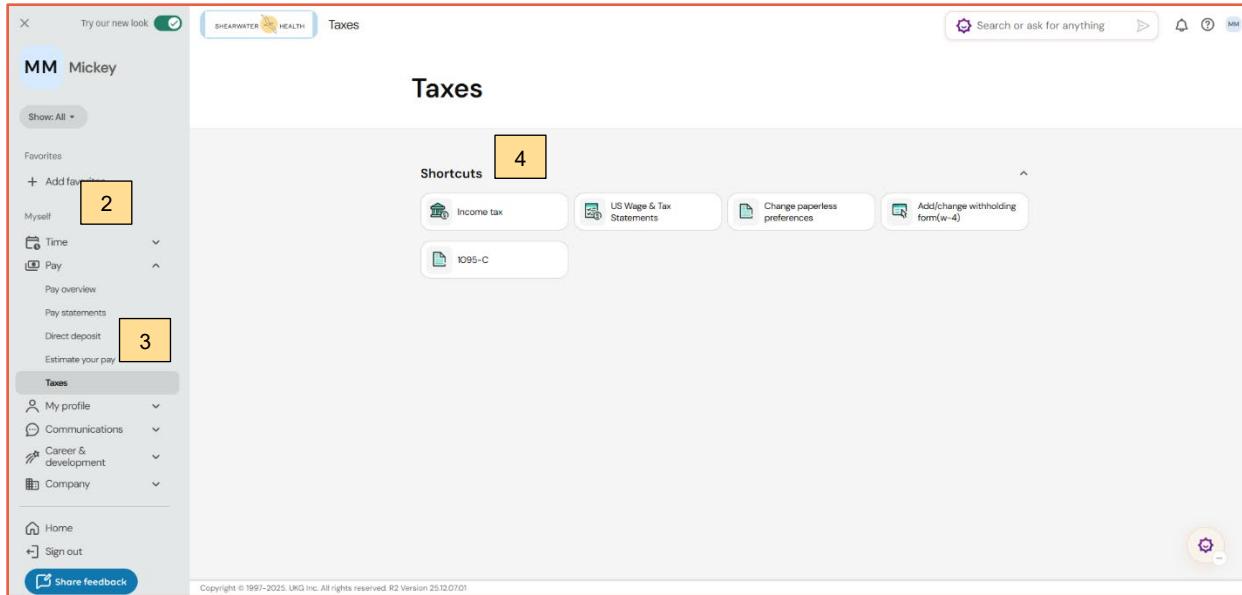
By following these instructions, employees can confidently manage their W-4 information, ensuring their tax withholding aligns with personal financial needs and obligations.

### **Instructions:**

Navigate to Income Tax

Upon logging in to UKG Pro, the UKG Dashboard will appear.

1. Navigate to **Menu** on left – side of the UKG dashboard.
2. From the menu, scroll down to **Myself**.
3. Select Pay > **Taxes**.
4. Click **Income Tax**.



The screenshot shows the UKG Pro dashboard. On the left, there is a sidebar with a user profile (MM Mickey) and sections for Favorites, Time, Pay, and Taxes. The 'Taxes' section is highlighted with a yellow box labeled '2'. The main content area shows a 'Taxes' page with a 'Shortcuts' section containing links for Income Tax, US Wage & Tax Statements, Change paperless preferences, and Add/change withholding form(w-4). A yellow box labeled '3' is over the 'Taxes' link in the sidebar. A yellow box labeled '4' is over the 'Income Tax' link in the 'Shortcuts' section. The URL in the browser is https://app.ukg.com/ukgpro/#/self/taxes/incometax.

### Add or Update Withholding (W4) Form

5. On the right-hand side, there is a section called **Things I Can Do**.
6. Click on **Add/Change Withholdings Form (W-4)**.
7. Click on **Employee's Withholdings Certificate (W-4)**.
8. From there, you will be requested to fill out the form.

**Income Tax Summary**

**Active** **Inactive**

| Regular wages       |       |                                  |               |               |                    |                       |                          |              |            |                   |                   |
|---------------------|-------|----------------------------------|---------------|---------------|--------------------|-----------------------|--------------------------|--------------|------------|-------------------|-------------------|
| Description         | Form  | History                          | Filing status | Multiple jobs | Claimed allowances | Additional allowances | Claimed dependents total | Other income | Deductions | Additional amount | Block withholding |
| Federal Income Tax  | W-4   | Single/Married filing separately |               |               |                    |                       | \$2,500.00               | \$0.00       | \$0.00     | \$100.00          |                   |
| IN State Income Tax | Paper | SINGLE                           |               | 0             | 0                  |                       |                          |              |            | \$0.00            |                   |
| Indiana Marion      |       |                                  |               |               |                    |                       |                          |              |            |                   |                   |
| Marion CNTY         |       |                                  |               |               |                    |                       |                          |              |            |                   |                   |
| TN Income tax       |       | SINGLE                           |               | 0             | 0                  |                       |                          |              |            | \$0.00            |                   |

**Things I can do**

For this tab set  
[Add Direct Deposit](#)  
[Change Pay Statement Preference](#)  
[Change Paperless Preferences](#)

**Learning resources**

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**Withholding Forms (W-4)**

**Add/Change Withholding Form (W-4)**

| Description | Form  |
|-------------|---|
| Federal     | <ul style="list-style-type: none"> <li>Employee's Withholding Certificate (W-4)</li> <li>Certificado de Retenciones del Empleado (W-4(SP))</li> <li>Employees Withholding Certificate for Pension or Annuity Payments (W-4P)</li> </ul> |
| Indiana     | Indiana (WH-4)  |

**Current Withholding Forms**

| Regular Wages       |       |                                  |               |                    |                       |                          |              |            |                   |                   |
|---------------------|-------|----------------------------------|---------------|--------------------|-----------------------|--------------------------|--------------|------------|-------------------|-------------------|
| Description         | Form  | Filing Status                    | Multiple Jobs | Claimed Allowances | Additional Allowances | Claimed Dependents Total | Other Income | Deductions | Additional Amount | Block Withholding |
| IN State Income Tax | Paper | SINGLE                           |               | 0                  | 0                     |                          |              |            | \$0.00            |                   |
| Federal Income Tax  | W-4   | Single/Married filing separately |               |                    |                       | \$2,500.00               | \$0.00       | \$0.00     | \$100.00          |                   |
| AZ State            | A-4   | 2.00%                            |               | 0                  | 0                     |                          |              |            | \$0.00            |                   |

**Things I can do**

For this tab set  
[Add Direct Deposit](#)  
[Change Pay Statement Preference](#)  
[Add/Change Withholding Form \(W-4\)](#)  
[Change Paperless Preferences](#)

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