

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

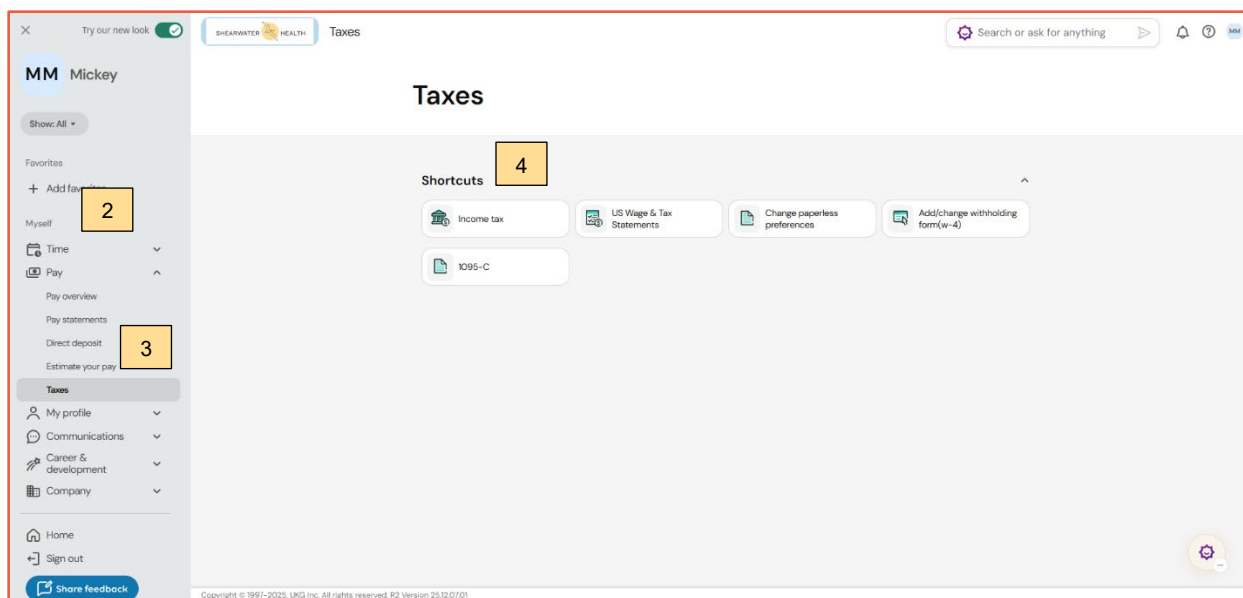
By following these instructions, employees can confidently manage their W-4 information, ensuring their tax withholding aligns with personal financial needs and obligations.

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**.



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.

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Withholding Forms (W-4)

Add/Change Withholding Form (W-4)

Description	Form
Federal	<div>7</div> <ul style="list-style-type: none"> Employee's Withholding Certificate (W-4) Certificado de Retenciones del Empleado (W-4(SP)) Employee's Withholding Certificate for Pension or Annuity Payments (W-4P)
Indiana	Indiana (WI-4)

Current Withholding Forms

Description	Form	Filing Status	Multiple Jobs	Claimed Allowances	Additional Allowances	Regular Wages				
						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

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[Change Pay Statement Preference](#)
[Add/Change Withholding Form \(W-4\)](#)
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Learning resources

[Pay Resources for Employees](#)

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