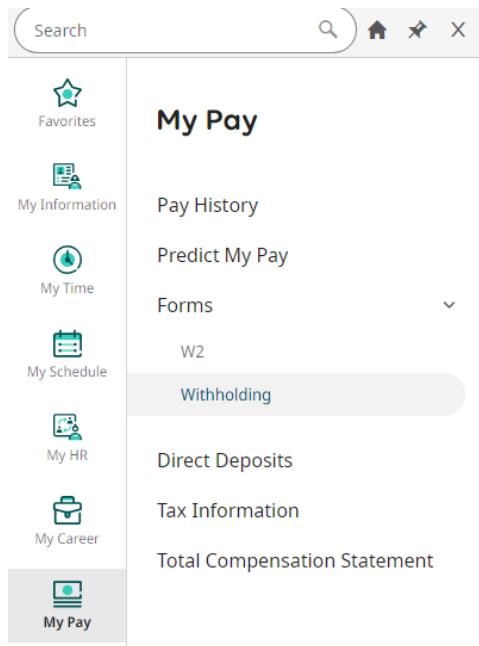


Update Tax Withholdings in UKG

1.



The screenshot shows the UKG My Pay interface. The left sidebar has icons for Favorites, My Information, My Time, My Schedule, My HR, My Career, and My Pay. The 'My Pay' icon is highlighted with a gray box. The main content area is titled 'My Pay' and includes links for Pay History, Predict My Pay, Forms (with W2 and Withholding selected), Direct Deposits, Tax Information, and Total Compensation Statement. The 'Withholding' tab is also highlighted with a gray box.

2. There are two tax withholding forms, State and Federal.

Click Add New in the upper right corner:

Add New

Click +Add to the right of the withholding form you want to change:

Add New Withholding

X

2024 ▾

Name	Code	
Employee's Withholding Certificate	W-4	+ Add
Minnesota Employee Withholding Allowance Exemption Certificate	W-4MN	+ Add

Federal: Click a filing status in Section (C), Review and complete Step 2, 3, and 4, and select one option in the bottom of step for.

Click Review and then click Sign and Submit.

State: Check marital status on the right of the top section. Complete section 1 to populate your allowances in #1 at the bottom of Section 1. Section 2 is for exemptions. Enter your phone number in the bottom right of section2. Click Submit in the upper right corner.