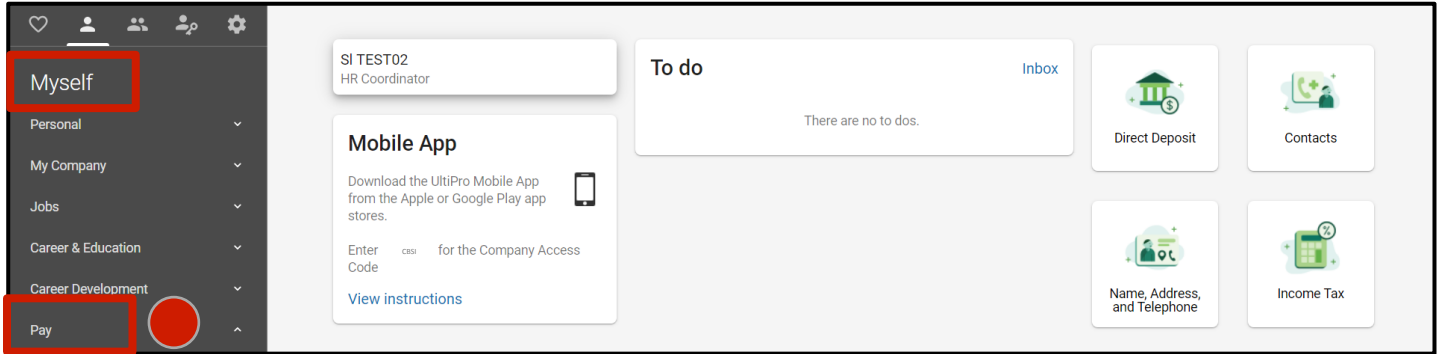


ACCESSING YOUR W-2

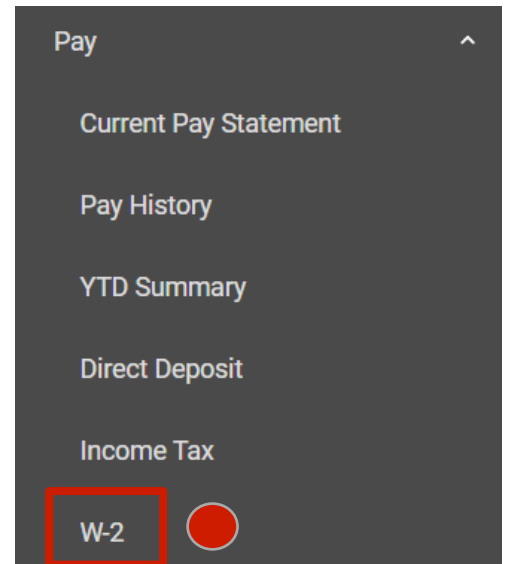
Navigating to Your W-2

Upon logging into UKG Pro, the Smart dashboard will appear.

1. On the Menu, under **MYSELF**, click **Pay**.

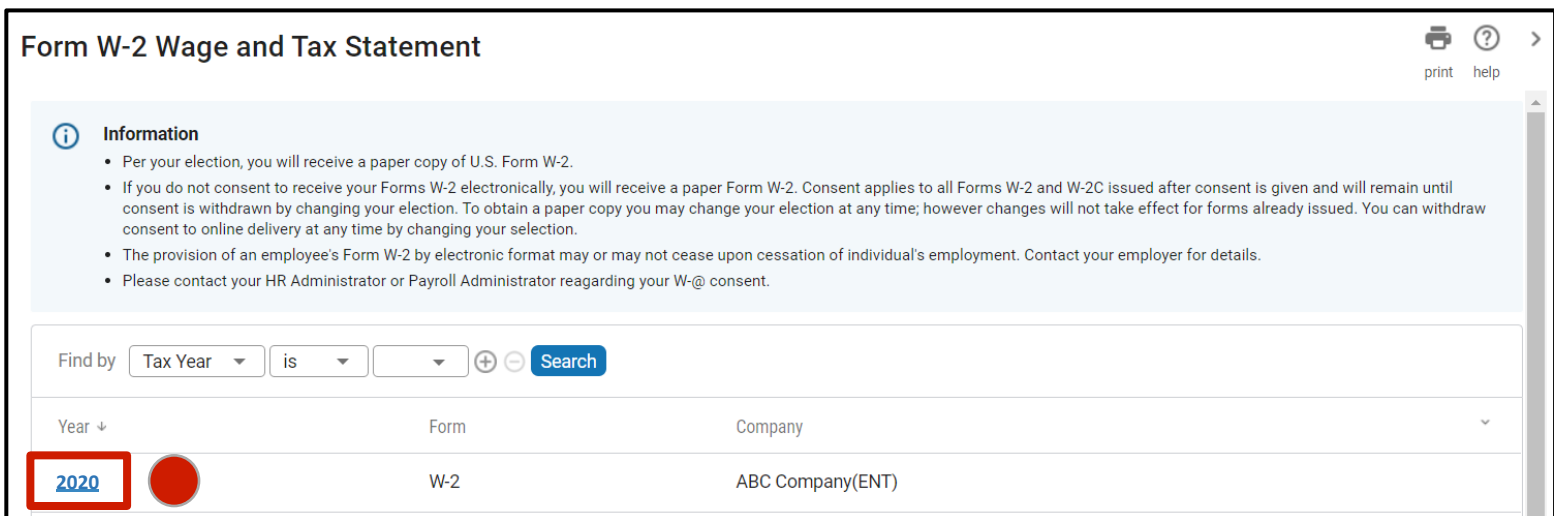


2. Select **W-2**. The **Form W-2 Wage and Tax Statement** screen is displayed and lists the years of available W-2 statements. Key information is presented indicating whether you have elected to receive a paper-based or electronic version of the W-2.



Viewing the Electronic W-2 Statement

3. Click the **Year** link to view the W-2 of the desired year. **The W-2** is displayed.



ACCESSING YOUR W-2


Printing or Importing Your W-2

Your W-2 may be printed and, if desired, you may import your W-2 information directly into TurboTax to support your tax return. The example below has removed all data to protect privacy.

4. To Print the W-2, click the **Print** button.
5. To import your W-2 into TurboTax, click the **TurboTax** button.

W-2

print help

 Click here to go to Turbo Tax to import your W-2 information and file your tax return.

Form W-2 Wage & Tax Statement 2019
Copy B - To Be Filed With Employee's FEDERAL Tax Return.
This information is being furnished to the Internal Revenue Service.
Department of the Treasury - Internal Revenue Service OMB No. 1545-0008

a Employee's social security number <input type="text"/>	1 Wages, tips, other compensation <input type="text"/>	2 Federal income tax withheld <input type="text"/>
c Employer's name, address, and ZIP code <input type="text"/>	3 Social security wages <input type="text"/>	4 Social security tax withheld <input type="text"/>
	5 Medicare wages and tips <input type="text"/>	6 Medicare tax withheld <input type="text"/>
	7 Social security tips <input type="text"/>	8 Allocated tips <input type="text"/>
b Employer identification number (EIN) <input type="text"/>	9	10 Dependent care benefits <input type="text"/>