ACCESSING YOUR W-2

Navigating to Your W-2

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

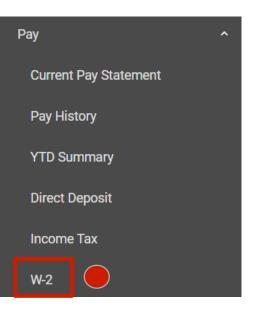
1. On the Menu, under MYSELF, click Pay.

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Personal My Company	v v	Mobile App	There are no to dos.		Direct Deposit	Contacts
Jobs	~	Download the UltiPro Mobile App from the Apple or Google Play app stores.				
Career & Education	~	Enter CESI for the Company Access Code				*
Career Development Pay	~	View instructions			Name, Address, and Telephone	Income Tax

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.



Form W-2 Wage and Tax Statement			e print	? help	>		
 Information Per your election, you will receive a paper copy of U.S. Form W-2. If you do not consent to receive your Forms W-2 electronically, you will receive a paper Form W-2. Consent applies to all Forms W-2 and W-2C issued after consent is given and will remain until consent is withdrawn by changing your election. To obtain a paper copy you may change your election at any time; however changes will not take effect for forms already issued. You can withdraw consent to online delivery at any time by changing your selection. The provision of an employee's Form W-2 by electronic format may or may not cease upon cessation of individual's employment. Contact your employer for details. Please contact your HR Administrator or Payroll Administrator reagarding your W-@ consent. 							
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Year	Γ Ψ	Form	Company		×		
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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		e print	? help	>			
		ax. 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 Servi	OMB No. 1545-0008						
a Employee's social security number	1 Wages, tips, other compensation	2 Federal income tax withheld					
C Employer's name, address, and ZIP code	3 Social security wages	4 Social security tax withheld					
	5 Medicare wages and tips	6 Medicare tax withheld					
	7 Social security tips	8 Allocated tips					
b Employer identification number (EIN)	9	10 Dependent care benefits					

