

How to Change my Tax Withholding in UKG

1. Click on the hamburger icon in the upper left corner of your UKG dashboard.



2. Follow this Navigation Path

Single Person Icon > My HR > Forms > Government Forms > Withholding

A detailed screenshot of the UKG navigation menu. On the left is a vertical sidebar with icons and labels: Favorites, My Information, My Time, My Schedule, My Benefits, My HR (which is selected and highlighted in grey), My Career, My Pay, My Company, My Reports, Help. The main content area has tabs at the top: Search, Team, Settings. Under 'My HR', there's a 'Forms' section with a dropdown menu. The 'Government Forms' dropdown is open, showing options like 1095-C (which is highlighted with a blue box), 1099-MISC, 1099-NEC, CA 2810.5, CC-305, I9s, W2, and 'Withholding' (which is also highlighted with a blue box). Other sections include 'Other Forms' (with 'My All Forms'), 'Contracts', 'Delegations', 'My Inventory', 'Background Check', 'Opt-Out Agreements', and 'Surveys'. A small arrow icon is visible next to 'Background Check'.

3. Once on this screen, select “Add New” on the top right corner and choose to change either your federal or state withholding form. You can Save and come back to the form later, if needed.

4. When you are ready, click Submit, and enter your UKG password to “sign” the form. The change is then made immediately.