

## Introduction

This job aid describes the steps necessary to update your G-4 information in OneUSG Connect.

## Instructions

1. Log into **OneUSG Connect**.

## Navigation:

Employee Self Service > Payroll > Taxes

2. Click on Payroll in Employee Self Service.

Note: Employee Self Service tile options may differ depending on your employee type.





3. Click **Taxes** on the **Payroll** dashboard.



4. Click **G4 Employee Self Service** from the **Tax** menu.

< Payroll					Tax			ଜ	Q	۵	:	0
View W-2/W-2c Forms	View	W-2/W-2c	Forms						New \	Window	Persona	Nize Pag
W-2/W-2c Consent	Нарру	Golucky										
W-4 Tax information	Review	your available V	V-2 and W-2c	forms. Select t	he year end form that you	Wew a Different Tax Yead						
G4 Employee Self Service	Selec	t Year End Fo	em			Personalize   (3)	1 of 1					
	Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions						
	2019	900	W-2	01/13/2020	Year End Form	Filing Instructions						

When the **G-4 Employee Self Service** panel opens, if you have existing G-4 information, it will be displayed.

5. Select "GA" as the state for I am working in the State of.

Note: If you are a Georgia resident working in another state, use the Look Up icon.



< Payroll	Tax	6 Q A I Ø
View W-2/W-2c Forms	G-4 Tax Information	New Window Personalize Page
W-2/W-2c Consent	Happy Golucky Social Security #: 100-00-29999 Board of Regenta (USG)	
W-4 Tax Information	For W4 associated with a different company, select a Home Address: 6137 Quif View Court Jefferson GA 30549	
G4 Employee Self Service	You must complete Form G-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. State income Tax is withhold from your wages based on marital status and the withhold of allowances claimed on this form. You may also specify that an additional dollar amount be withhold "I am working in the State of CAQ. G-4 Tax Data Marital Status © Enge Current flom execute Off time port both species endorce.	
	Additional Amount \$	
	Special Tax Status:	

6. Click your correct Marital Status.

G-4 Tax Data	
Marital Status	
Single	
Married filing separate OR filing joint both spouses working	
O Married filing joint, one spouse working	
O Head of Household	

7. Update the number of **Withholding Allowances**, as needed.



Marital Status	
Single	
O Married filing separate OR filing joint both spouses	working
O Married filing joint, one spouse working	
O Head of Household	
Withholding Allowances	
Additional Allowances 1	
Total Allowances 1	
Additional Amount \$	

8. Update the number of Additional Allowances, as needed.

oth spouses working	Single Married filing separate OR filing joint bo Married filing joint, one spouse working
oth spouses working	O Married filing separate OR filing joint bo Married filing joint, one spouse working
	O Married filing joint, one spouse working
	<u> </u>
	O Head of Household
	Vithholding
]	dditional Allowances 1
	otal Allowances 1
-	additional Amount \$
	otal Allowances 1

9. Enter any **Additional Amount** to withhold, as needed.



Aarital Status	
Single	
O Married fil	g separate OR filing joint both spouses working
O Married fil	ig joint, one spouse working
O Head of H	usehold
Vithholding Allowances	
Additional Allow	nces 1
otal Allowance	1
Additional Amou	nt \$

10. Check Special Tax Status if you are claiming exemption from withholding.

larital Status		
Single		
O Married filing sep	arate OR filing joint both spouses working	
O Married filing join	one spouse working	
O Head of Househo	ld	
Vithholding		
dditional Allowances	1	
otal Allowances	1	
dditional Amount \$		

11. Click **Submit** when finished updating your G-4 information.



Submit

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

12. Click **OK** on the Confirmation page. Your G-4 information is now updated in OneUSG Connect.

**Note:** Due to the timing of your submission, changes to your G-4 information may not reflect until the next pay cycle.

