

Changes to Your W-4 Forms in UKG

To make changes to either your federal or state W-4 forms in UKG, please log into the UKG system and click on the top left menu icon.

Once you select the menu icon, you will go to My HR > Forms > Government Forms > Withholding

Once you get to the withholding section, go to the top right and click on Add New. Your federal and state forms should pop up. Click on add next to the form you would like to make changes to.

Questions regarding W-4 Form changes can be directed to HR Coordinator, Alivia Klein at aklein@hacap.org.