

## Introduction

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

## Instructions

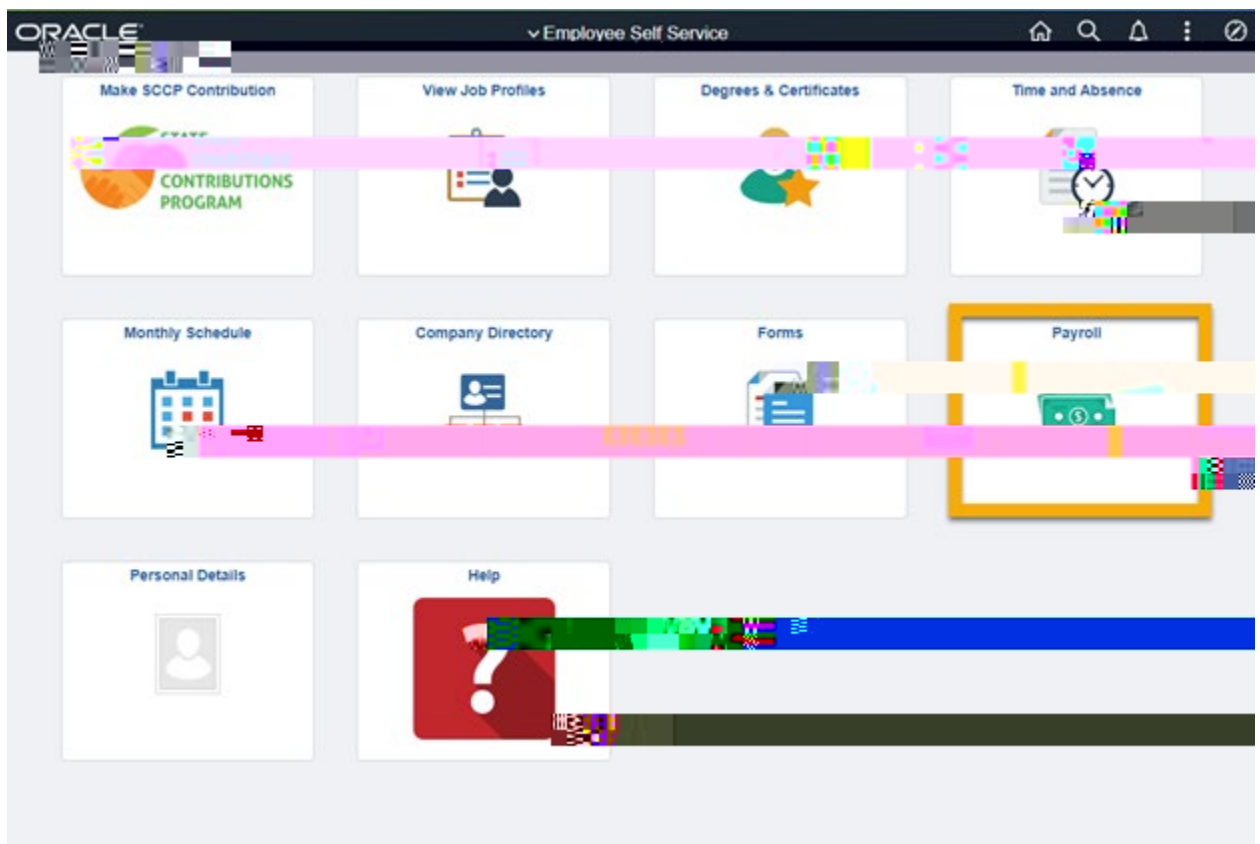
1. Log into **OneUSG Connect**.

**Navigation:**

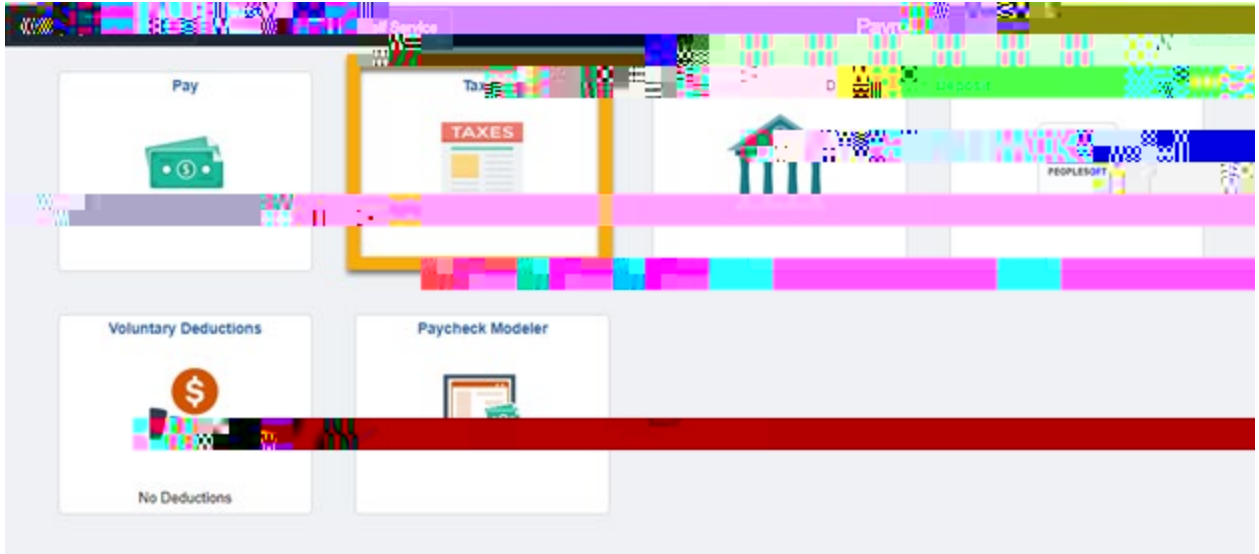
Employee Self Service > Payroll > Taxes

2. Click on **Payroll** in **Employee Self Service**.

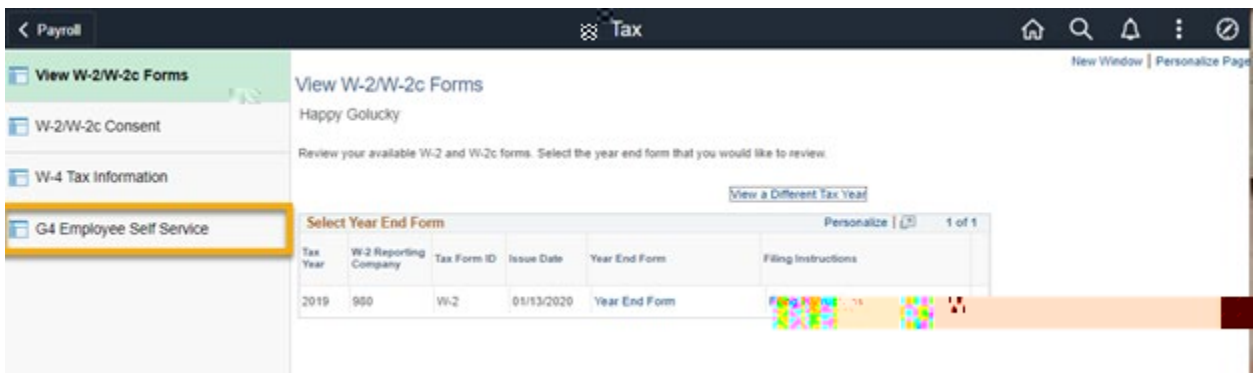
**Note:** **Employee Self Service** tile options may differ depending on your employee type.



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



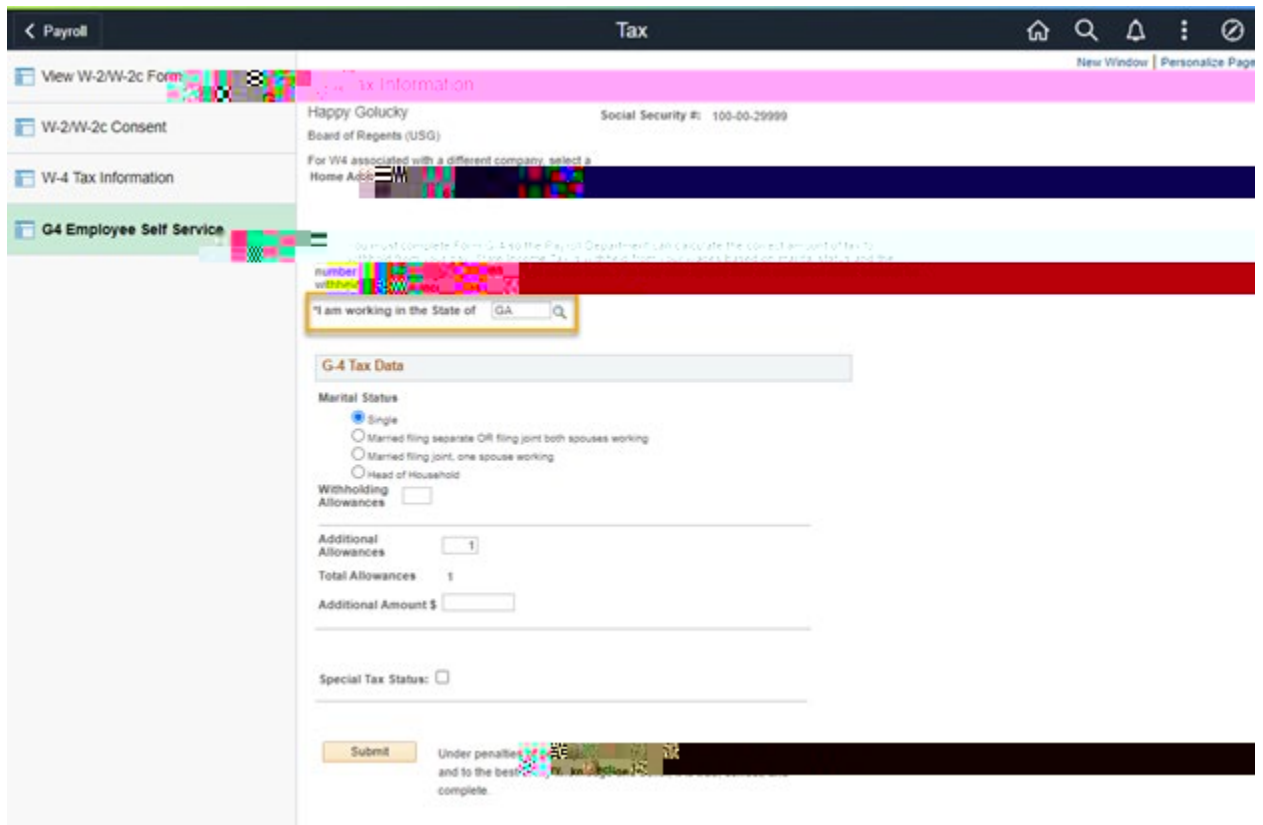
- Click **G4 Employee Self Service** from the **Tax** menu.



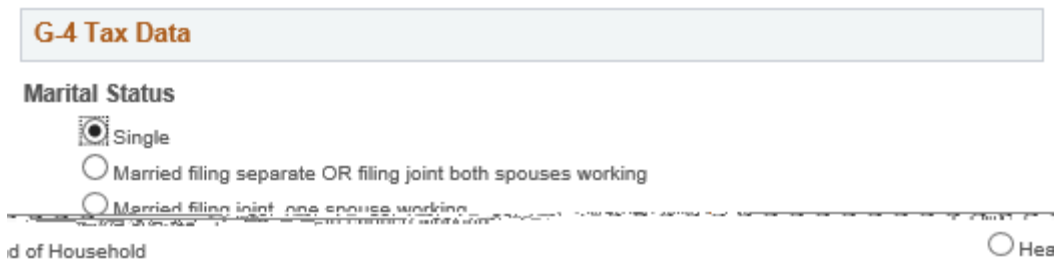
When the **G-4 Employee Self Service** panel opens, if you have existing G-4 information, it will be displayed.

- 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.



6. Click your correct **Marital Status**.

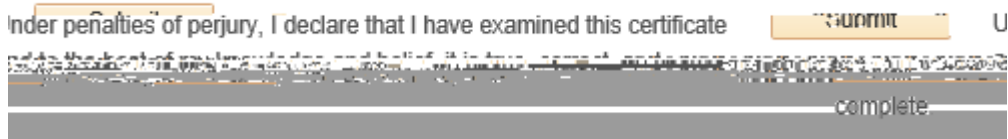


7. Update the number of **Withholding Allowances**, as needed.

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

9. Enter any **,asumb**





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.

