Introduction

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

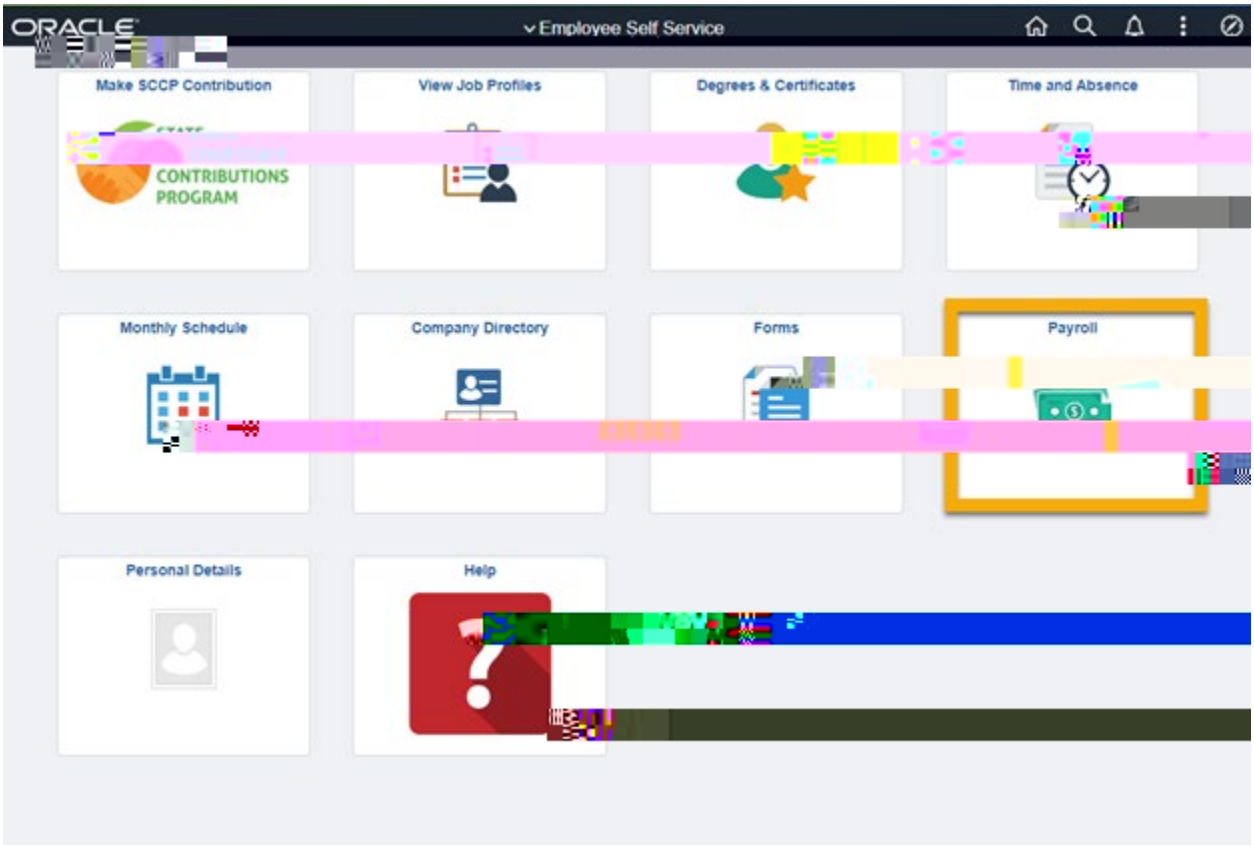
Instructions

1. Log into **OneUSG Connect**.

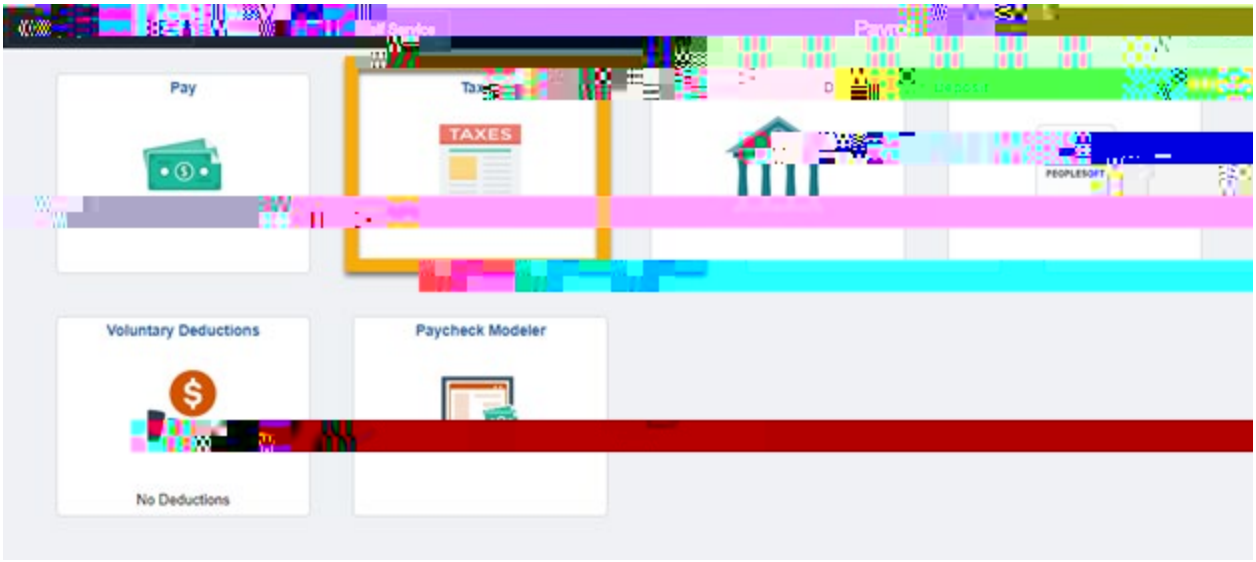
   Navigation:
   Employee Self Service > Payroll > Taxes

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

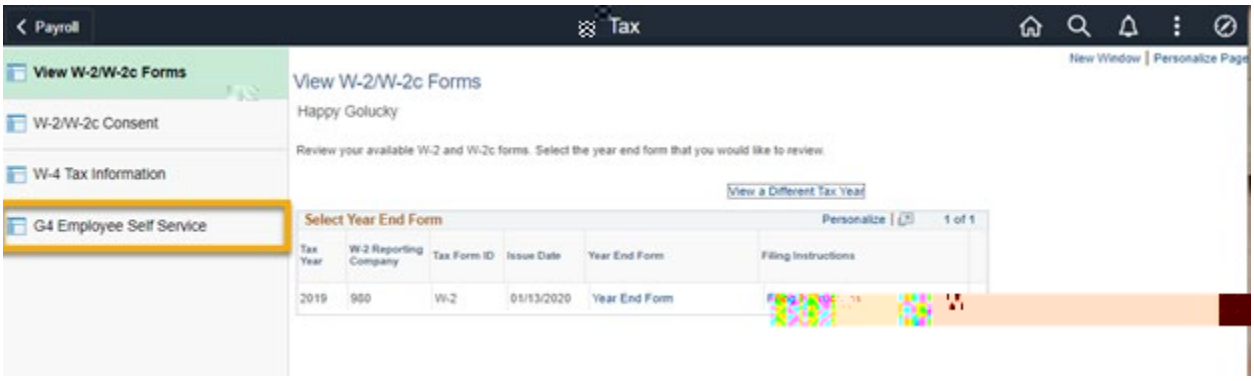
   Note: Employee Self Service tile options may differ depending on your employee type.



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



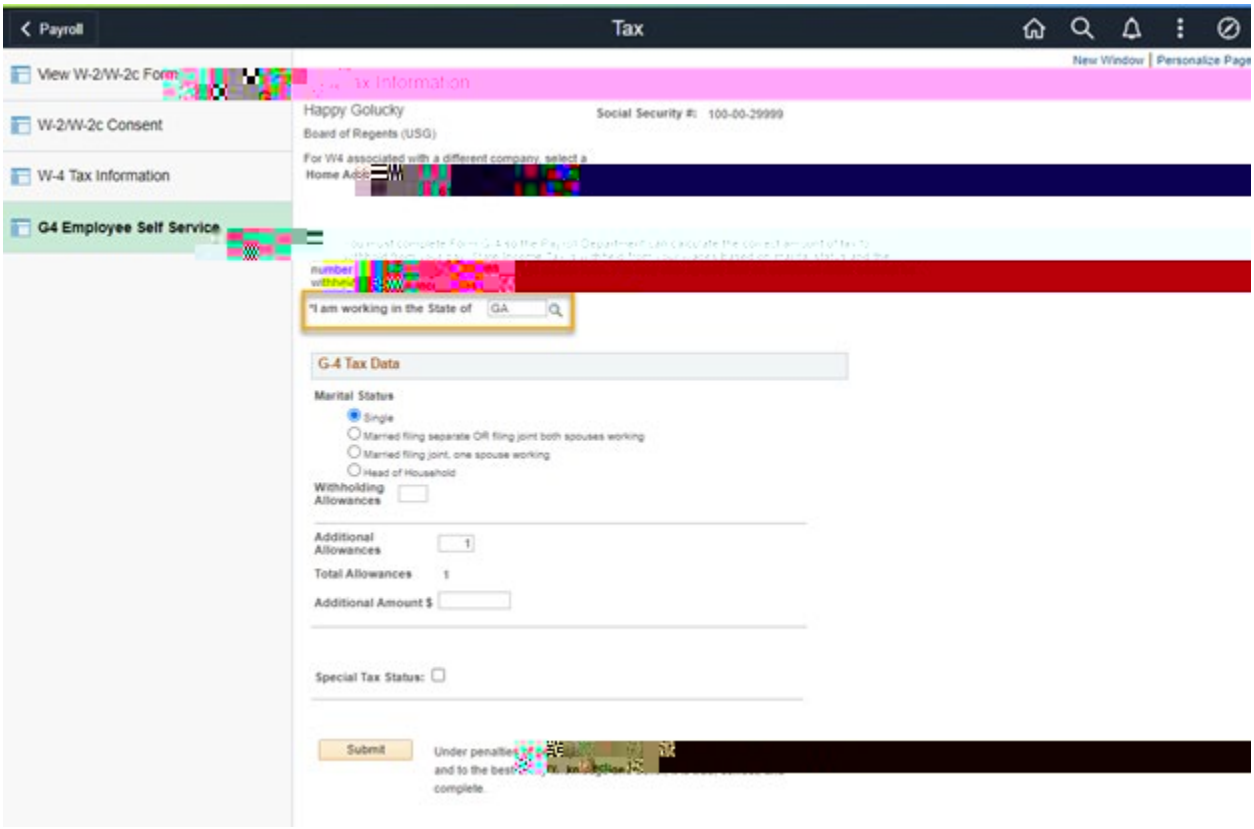
4. Click **G4 Employee Self Service** from the **Tax** menu.



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.

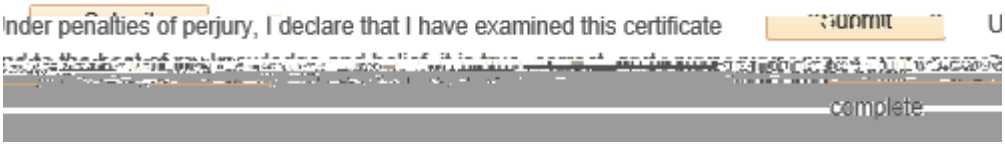


6. Click your correct **Marital Status**.

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.