

Directions to Confirm Receiving Your W2 through UKG

Log into UKG

Click:

- The three bars
- My Pay
- Forms
- W2
- Electronic Consent Button
 - Will be at bottom of screen on your phone
 - Will be in top right on your computer screen
- Check the box to receive electronically and SAVE

Thank you! This method allows you to receive your W2 as of January 1 each year and saves money and trees!