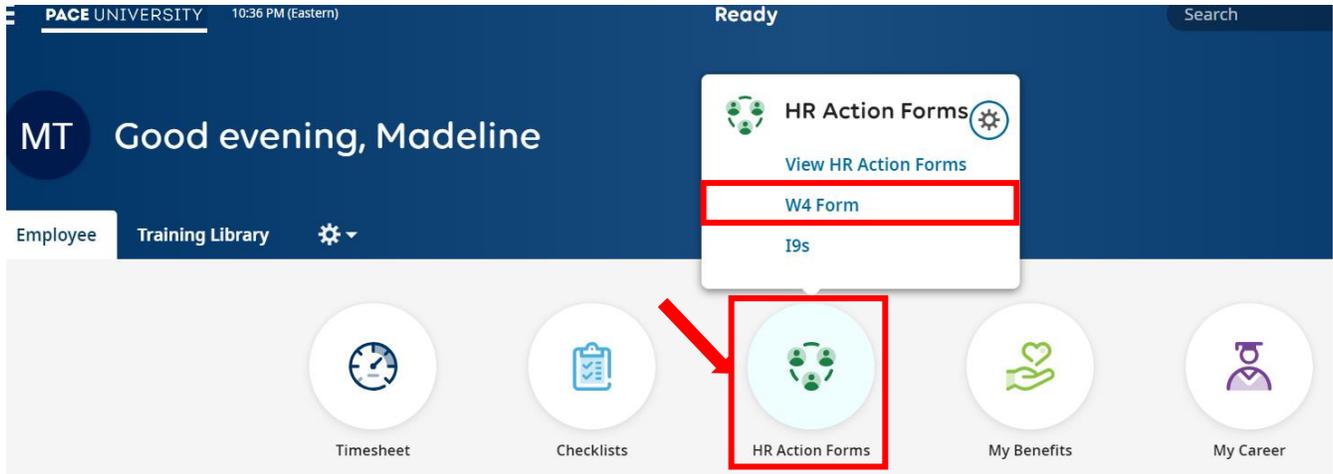


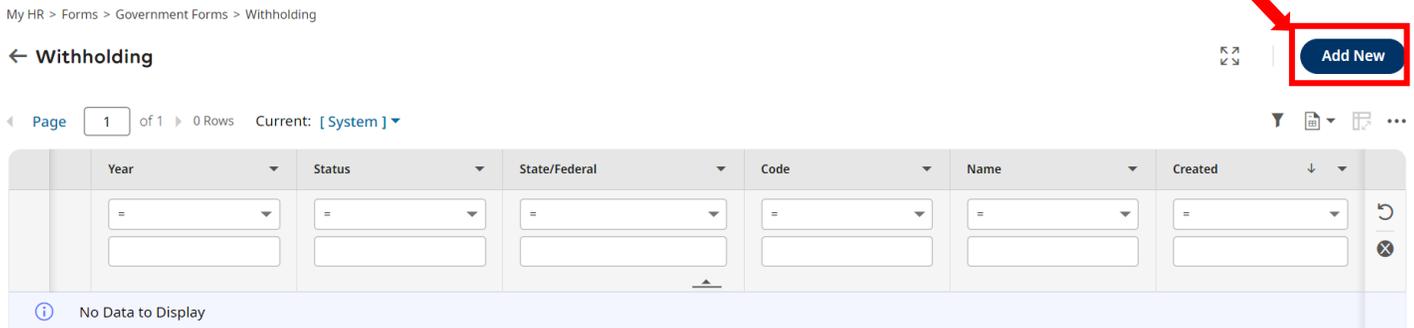
Updating Federal or State Withholding:

This training document is intended to provide instruction on how to access the W4 withholding form (Federal) and the state withholding form in UKG Ready.

Login to UKG Ready and click on the **HR Action Forms** button and select **W4 Form**.



Click on the Add New button in the upper right:



To update the W4 Federal Withholding, click on the **+Add** button to the far right of the **Employee's Withholding Certificate** form under the **Federal** section.

Add New Withholding ✕

2023 ▾

Name	Code	
Federal (1)		
Employee's Withholding Certificate	W-4	+ Add
New York (2)		
Certificate of Exemption from Withholding	IT-2104-E	+ Add
Employee's Withholding Allowance Certificate	IT-2104	+ Add

[Cancel](#)

To update your state withholding, click on the **+Add** button to the far right of the Employee's Withholding Allowance Certificate form under the New York section.

Add New Withholding ✕

2023 ▾

Name	Code	
Federal (1)		
Employee's Withholding Certificate	W-4	+ Add
New York (2)		
Certificate of Exemption from Withholding	IT-2104-E	+ Add
Employee's Withholding Allowance Certificate	IT-2104	+ Add

[Cancel](#)

Review the forms and fill out the required fields. Review carefully to determine if information is needed in the optional fields.

PACE UNIVERSITY 09:44 PM (Eastern) Search

My HR > Forms > Government Forms > Withholding

← **W-4 (Federal Employee's Withholding Certificate)** [Save](#) [Review](#) ...

Status: New

Step 1. Enter Personal Information

(A) First name * Middle Initial Last Name *

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov

Street * Zip *

City * State *

(B) Social security number *

(C) Filing status *

Click on the Review button in the upper right to see additional options:

- a. **Download PDF** (this will provide an official copy of the form)
- b. **Edit** (this will bring you back to the Edit screen)
- c. **Sign & Submit** (click here to submit your changes)



At any point throughout the process, you can save your form and come back to it by going to the HR Actions menu, selecting W4 Form and clicking on the pencil icon of the form you would like to edit.

Once you click on **Sign & Submit**, enter your full name and click on the **I Agree** button to submit your updated form:

Sign & Submit W-4 Form ✕

i 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.

Full Name *

Please type your full name to confirm: Meghan Lindsay

Cancel **I Agree**

You have successfully updated your federal or state withholding within UKG Ready.