



## Introduction

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

## Instructions

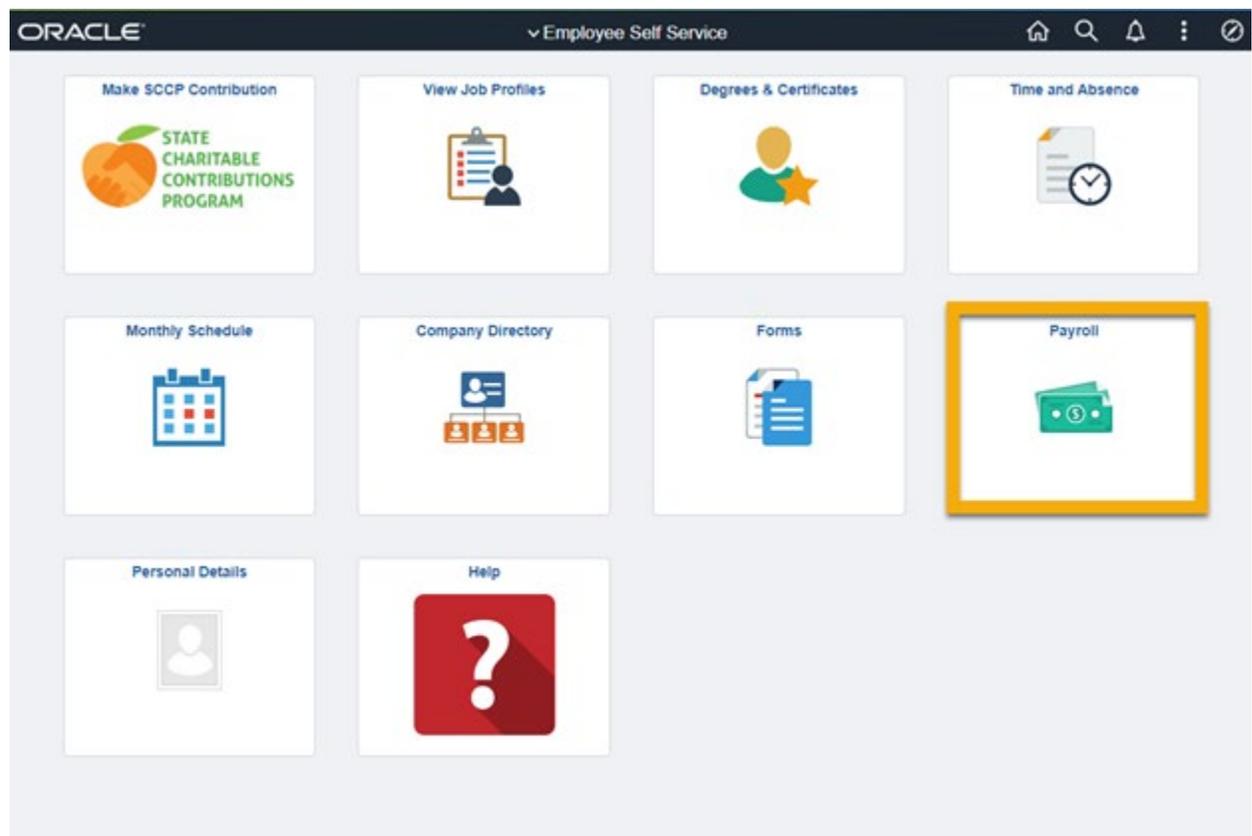
1. Log into **OneUSG Connect**.

**Navigation:**

Employee Self Service > Payroll > Taxes

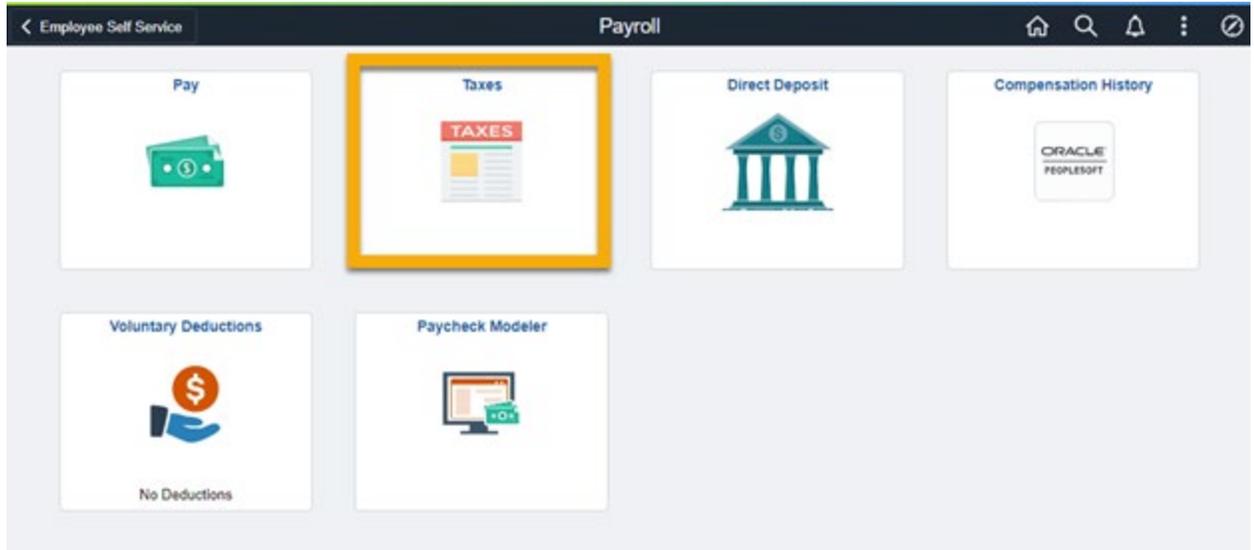
2. Click on **Payroll** in **Employee Self Service**.

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

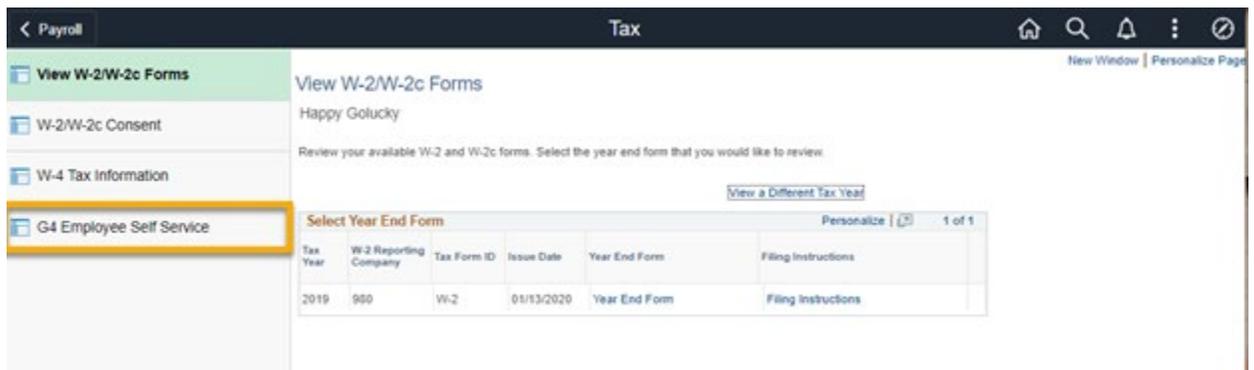




3. Click **Taxes** on the **Payroll** dashboard.



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.



**G-4 Tax Information**

Happy Golucky Social Security #: 100-00-29999  
Board of Regents (USG)

For W4 associated with a different company, select a  
Home Address: 6137 Golf View Court  
Jefferson GA 30549

You must complete Form G-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. State Income Tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld.

"I am working in the State of" GA

**G-4 Tax Data**

**Marital Status**

Single  
 Married filing separate OR filing joint both spouses working  
 Married filing joint, one spouse working  
 Head of Household

**Withholding Allowances**

**Additional Allowances**

**Total Allowances** 1

**Additional Amount \$**

**Special Tax Status:**

**Submit** 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.

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

**G-4 Tax Data**

**Marital Status**

Single  
 Married filing separate OR filing joint both spouses working  
 Married filing joint, one spouse working  
 Head of Household

7. Update the number of **Additional Allowances**, as needed. The Additional Allowances should be the total of GA Form G-4 line 4 + 5.



G-4 Tax Information

██████████ Social Security #: ██████████

For W4 associated with a different company, select a Home Address: ██████████

You must complete Form G-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. State Income Tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld.

\*I am working in the State of

G-4 Tax Data

Marital Status

- Single
- Married filing separate OR filing joint both spouses working
- Married filing joint, one spouse working
- Head of Household

Additional Allowances  (GA Form G-4 line 4+5)

Additional Amount \$

Special Tax Status:

8. Enter any **Additional Amount** to withhold, as needed.

G-4 Tax Information

██████████ Social Security #: ██████████

For W4 associated with a different company, select a Home Address: ██████████

You must complete Form G-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. State Income Tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld.

\*I am working in the State of

G-4 Tax Data

Marital Status

- Single
- Married filing separate OR filing joint both spouses working
- Married filing joint, one spouse working
- Head of Household

Additional Allowances  (GA Form G-4 line 4+5)

Additional Amount \$

Special Tax Status:

9. Refer to the Georgia Department of Revenue Employees Withholding Allowance Certificate G-4 Form (Section 8. EXEMPT) for information about the Special Tax Status. **Check Special Tax Status** if you are claiming exemption from withholding.



G-4 Tax Data

Marital Status

- Single
- Married filing separate OR filing joint both spouses working
- Married filing joint, one spouse working
- Head of Household

Withholding Allowances

Additional Allowances

Total Allowances 1

Additional Amount \$

Special Tax Status:

10. Click **Submit** when finished updating your G-4 information.

Submit

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.

11. 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.

Submit Confirmation

The Submit was successful.

OK

12. Once the confirmation is submitted, you will receive an email notification that confirms your G-4 changes.