How Do I Update My G-4 Information?

Navigation

- 1. Log into OneUSG Connect.
- 2. From Employee Self Service, click the Taxes tile.
- 3. Select G4 Employee Self Service in the menu.
- I am working in the State of: Ensure GA is entered as the work location, unless you are a Georgia resident working in another state. Use the Look Up icon to select the correct state if this is the case.
- 5. Select the correct Marital Status.
- 6. If needed, update the number of Withholding Allowances.
- 7. If needed, update the number of Additional Allowances.
- To withhold an additional amount, enter the amount in the Additional Amount field.
- 9. **Special Tax Status:** Select this checkbox if you are claiming exemption from withholding.
- 10. Click the **Submit** button.
- 11. Click OK on the Confirmation page.

