OneUSG Connect Post Go-Live Readiness Guide – Review Your W-4 and G-4 Elections

Upon going live on OneUSG Connect, employees should log in and validate their personal information. Below is a step-by-step guide on how to review your W-4 and G-4 elections.

Review your W-4 and G-4 Elections

Step 1: From the Employee Self-Service (ESS) landing page select the Taxes tile to review your W-4 and G-4 elections.

Step 2: Review your W-4 & G-4 Elections and verify they are correct.
Step 3: Consent to receive W-2’s electronically. Employees will need to re-elect to receive W-2s electronically.

Please note: W-2s will not be available in OneUSG Connect until the end of the tax year.

For assistance with information regarding OneUSG Connect, contact oneusgsupport@usg.edu or call 877-251-2644.