

## How Do I Update My G-4 Information?

### Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click on the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Taxes** tile.
4. Then, click the **G-4 Tax Information** menu item.

### Review Your Current Withholding Information

5. The **G-4 Tax Information** page displays current information and elections for federal withholding.

### Validate Your Work Location

6. The **I Am Working in the State** of field defaults to display **GA** as the employee work location. If you are a Georgia resident working in another state, click the **LookUp** icon and select the appropriate state from the listing.

### Change the G-4 Tax Data

7. Click the appropriate radio button associated with the **Marital Status** field.
8. Click the **Withholding Allowances** field and enter the number of allowances to claim.
9. Click the **Additional Allowances** field and enter the number of additional allowances to claim.
10. Click the **Additional Amount** field and enter a dollar amount to withhold, if desired.

### Claim a Withholding Exemption

11. Click the check box associated with the **Special Tax Status** field, if you claim exemption from withholding because you:



- a. Incurred no Georgia income tax liability last year and do not expect to have a Georgia income tax liability this year, or
- b. Meet the conditions set form under the Service Members Civil Relief Act as amended by the Military Spouses Residency Relief Act.

#### **Attest to the Accuracy of the Information & Submit**

12. Review the declaration statement attesting to the accuracy of the updated information.
13. Click the **Submit** button.
14. The system displays an informational message, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the **Submit** button again, as needed.
15. When the message indicates the submittal process was successful, click the **OK** button.
16. Click the < **Employee Self Service** button on the blue **NavBar**.

#### **Complete the Task/Sign Out of Application**

17. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



18. Click the **Sign Out** option in the listing.

