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.
4. 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.
8. 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.