Overview/Description

This job aid provides the steps necessary to complete your state of Georgia Form G-4 withholding so the Payroll Department can calculate the correct amount of tax to withhold from you 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 an additional dollar amount be withheld.

Prerequisite(s)
N/A

Instructions

1. Log in to OneUSG Connect.
2. Open G-4 Employee Self Service.

Navigation

Employee Self Service (Homepage) > Taxes > G-4 Employee Self Service

a. Select the Taxes tile.

b. Select G-4 Employee Self Service.
3. Enter Data.

a. 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.

b. Select the correct Marital Status.

c. If needed, update the number of Withholding Allowances.

d. If needed, update the number of Additional Allowances.

e. To withhold an additional amount, enter the amount in the Additional Amount field.

f. Special Tax Status: Select this checkbox if you are claiming exemption from withholding.

h. Click OK on the Confirmation page.