

Updating G-4 Information

Introduction

This common action memo describes the necessary steps to complete your Georgia Form G-4 withholding so the Payroll Department can calculate the correct amount of taxes to withhold from your pay. Georgia income tax is withheld from your wages based on the information on this form. You can update your G-4 elections any time your tax situation changes.

To ensure your tax information is correct, please review your paychecks periodically for accuracy. If you have questions or need assistance with determining if adjustments are needed on your G-4 form, please consult a tax professional.

Instructions

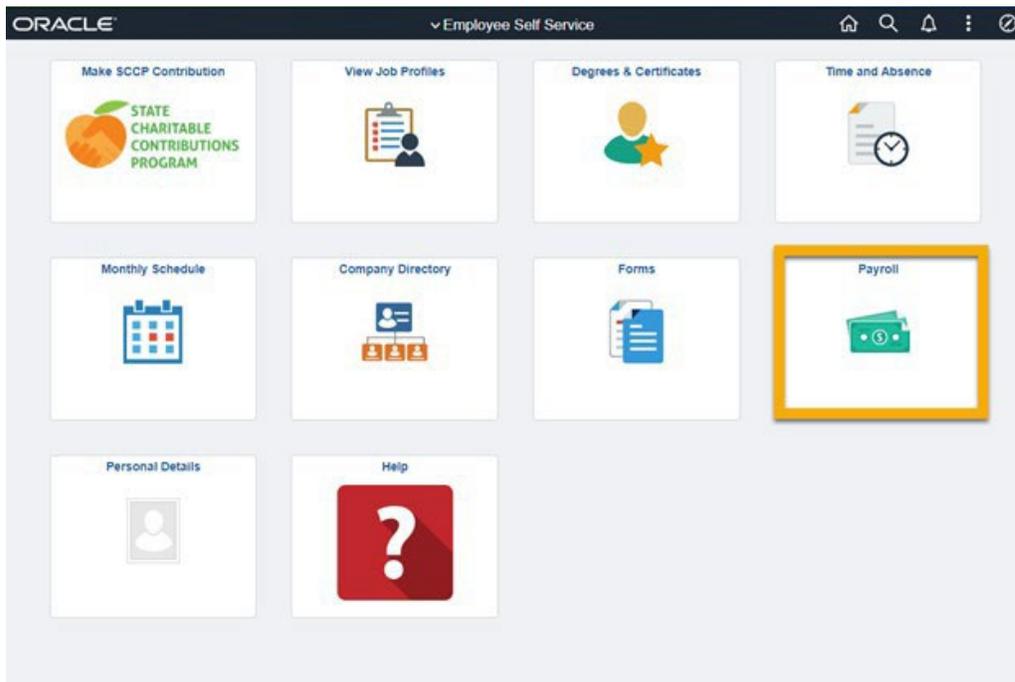
1. Log into **OneUSG Connect**.

Navigation:

Employee Self Service > Payroll > Taxes

2. Click on **Payroll** in **Employee Self Service**.

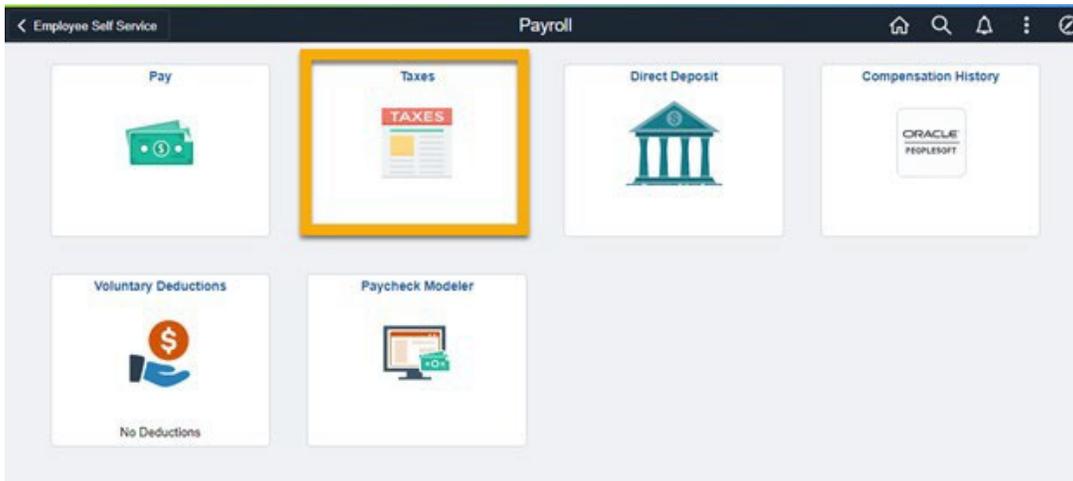
Note: Employee Self Service tile options may differ depending on your employee type



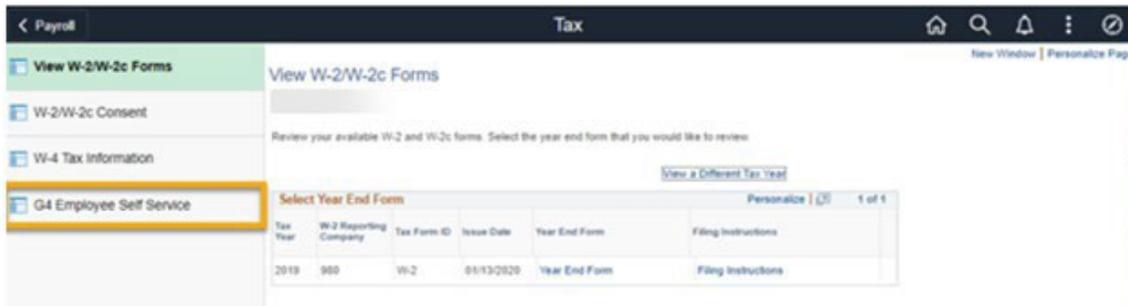
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3. Click **Taxes** on the **Payroll** dashboard.



4. Click **G4 Employee Self Service** from the **Tax** menu.



When the **G-4 Employee Self Service** panel opens, if you have existing G-4 information, it will be displayed.

5. Select "GA" as the state for **I am working in the State of**.

Note: If you are a **Georgia resident working in another state**, contact the payroll department as soon as possible for further instructions.

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The screenshot shows a web browser window titled "Tax" with a navigation menu on the left containing "View W-2/W-2c Forms", "W-2/W-2c Consent", "W-4 Tax Information", and "G4 Employee Self Service". The main content area is titled "G-4 Tax Information" and includes a "Social Security #:" field, a "Board of Regents (USG):" field, and a "Home Address:" field. A dropdown menu for "I am working in the State of" is highlighted with a yellow box and shows "GA" selected. Below this is a section titled "G-4 Tax Data" with "Marital Status" options: "Single" (selected), "Married filing separate OR filing joint both spouses working", "Married filing joint, one spouse working", and "Head of Household". There are also fields for "Withholding Allowances", "Additional Allowances" (with a value of 1), "Total Allowances" (with a value of 1), and "Additional Amount \$". A "Submit" button is at the bottom, with a disclaimer: "Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete."

6. Click your correct **Marital Status**.

G-4 Tax Data

Marital Status

Single

Married filing separate OR filing joint both spouses working

Married filing joint, one spouse working

Head of Household

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7. Update the number of **Withholding Allowances**, as needed.

G-4 Tax Data

Marital Status

Single
 Married filing separate OR filing joint both spouses working
 Married filing joint, one spouse working
 Head of Household

Withholding Allowances

Additional Allowances

Total Allowances 1

Additional Amount \$

Special Tax Status:

8. Update the number of **Additional Allowances**, as needed.

G-4 Tax Data

Marital Status

Single
 Married filing separate OR filing joint both spouses working
 Married filing joint, one spouse working
 Head of Household

Withholding Allowances

Additional Allowances

Total Allowances 1

Additional Amount \$

Special Tax Status:

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9. Enter any **Additional Amount** to withhold, as needed. Please note that the additional amount will be withheld from each paycheck.

G-4 Tax Data

Marital Status

Single
 Married filing separate OR filing joint both spouses working
 Married filing joint, one spouse working
 Head of Household

Withholding Allowances

Additional Allowances

Total Allowances 1

Additional Amount \$

Special Tax Status:

10. Check **Special Tax Status** if you are claiming exemption from withholding.

G-4 Tax Data

Marital Status

Single
 Married filing separate OR filing joint both spouses working
 Married filing joint, one spouse working
 Head of Household

Withholding Allowances

Additional Allowances

Total Allowances 1

Additional Amount \$

Special Tax Status:

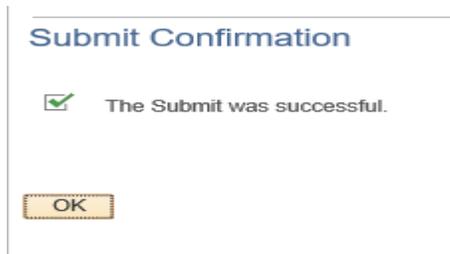
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11. Click **Submit** when finished updating your G-4 information

12. Click **OK** on the Confirmation page. Your G-4 information is now updated in OneUSG Connect.

Note: Due to the timing of your submission, changes to your G-4 information may not be reflected until the next pay cycle.



13. **End of Procedure**