

Welcome to UKG!

Take advantage of Haartz’s new UKG Self Service Portal to view and manage your own Human Resource Information.

The main area that you can access your information is the MYSELF tab.

From your home screen, navigate to the **menu** bar in the upper left-hand corner. Hover over the “myself” tab to access all of your personal information.

MENU	MYSELF	MY TEAM
<ul style="list-style-type: none"> <li>Home</li> <li>New Inbox</li> </ul>	<p><b>Personal</b></p> <ul style="list-style-type: none"> <li>Employee Summary</li> <li>Name, Address, and Telephone</li> <li>Status/Key Dates</li> <li>Contacts</li> <li>Emergency Contacts</li> <li>Property</li> <li>Private Info</li> <li>Other Personal Info</li> </ul> <p><b>My Company</b></p> <ul style="list-style-type: none"> <li>Company Info</li> <li>Employee Directory</li> <li>Organization Chart</li> </ul> <p><b>Jobs</b></p> <ul style="list-style-type: none"> <li>Job Summary</li> <li>Compensation</li> <li>Job History</li> <li>Reviews</li> <li>Other Company Info</li> </ul>	<p><b>Career &amp; Education</b></p> <ul style="list-style-type: none"> <li>Goals</li> <li>Goal Planning</li> <li>Competencies</li> <li>Personal Development</li> <li>Talent Profile</li> <li>Licenses</li> <li>Skills</li> <li>Tests</li> <li>Previous Employment</li> <li>Awards</li> <li>Education</li> <li>Relocation Preferences</li> </ul> <p><b>Career Development</b></p> <ul style="list-style-type: none"> <li>Available</li> <li>Current</li> <li>Completed</li> </ul> <p><b>Perception</b></p>



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Employee Self Service

## "HOW TO" VIDEO GUIDE

- How to Change Your Name: Jump to 11 seconds in "How To" Video #1
- How To Change Your Address: Jump to 1 minute 34 seconds in "How To" Video #1
- How To Change Your Home Phone Number: Jump to 2 minutes 48 seconds in "How To" Video #1
- How to Add Your Cell Phone Number: Jump to 4 minutes 11 seconds in "How To" Video #1
- How to Change Your Cell Phone Number: Jump to 5 minutes 25 seconds in "How To" Video #1
- How to Add/Update Your License Plate Information: Jump to 6 minutes 29 seconds in "How To" Video #1
- How to Update Your T-Shirt Size: Jump to 7 minutes 40 seconds in "How To" Video #1
- How to View Your Current Paystub/Pay Statement: Jump to 8 minutes 52 seconds in "How To" Video #1
- How to View Your Pay History: Jump to 9 minutes 45 seconds in "How To" Video #1
- How to View/Change Your Income Tax Withholding: Jump to 10 minutes 37 seconds in "How To" Video #1
- How to Add/Change your Direct Deposit: Jump to 13 minutes 21 seconds in "How To" Video #1

## CHANGE YOUR NAME, ADDRESS, OR HOME PHONE NUMBER

1. Navigate: Menu> Myself> Personal > Name, Address and Telephone

2. Click the Edit pencil button  edit
3. Change existing name, address, email address, phone number values as necessary.  
**Red** dots indicate required information
4. **IMPORTANT:** you can only update your name **after** you have given HR the proper documentation (updated ID, social security card, etc.)
5. Click Save.

## ADD YOUR CELL PHONE NUMBER

1. Navigate: Menu> Myself> Personal > Name, Address and Telephone
2. On the right hand side of the page under Things I Can Do, click on Add Alternate Phone Number

### Things I Can Do

For This Page

[Change Name, Address, or Telephone](#)

[Add Alternate Phone Number](#)

3. Enter required information.
4. Click Save.

### Add/Change Alternate Phone Number



Type	Cellular
Country	United States
Country prefix	
Number	(617) 555-5555
Extension	
Private	Yes

## CHANGE YOUR CELL PHONE NUMBER

1. Navigate: Menu> Myself> Personal > Name, Address and Telephone
2. Under Alternate Phone Numbers, click on your cell phone number

### Alternate Phone Numbers

Type	Phone
Cellular	<a href="#">+1 781-608</a>

3. Enter your new cell phone number
4. Click Save

## Add/Change Alternate Phone Number



Type

Country

Country prefix

Number

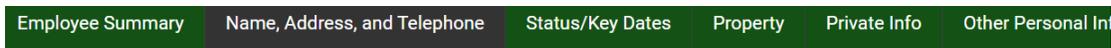
Extension

Private

## UPDATE YOUR SHIRT SIZE

1. Navigate: Menu> Myself> Personal > Name, Address and Telephone

2. Click the Edit pencil button 



### Change Name, Address, or Telephone



Prefix

First

Middle

Last

Suffix

Preferred first

Former last

Marital status

Shirt Size

License Plate Number

3. Click on the Shirt Size field and a list of sizes will display. Choose the size you want.
4. Click Save.

## Change Name, Address, or Telephone



Prefix

First

Middle

Last

Suffix

Preferred first

Former last

Marital status

Shirt Size

XS

S

M

L

XL

2XL

3XL

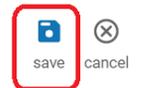
4XI

## ADD/UPDATE LICENSE PLATE INFORMATION

1. Navigate: Menu> Myself> Personal > Name, Address and Telephone

2. Click the Edit pencil button 

## Change Name, Address, or Telephone



Prefix

First

Middle

Last

Suffix

Preferred first

Former last

Marital status

Shirt Size

License Plate Number

License Plate State

John

Test

Test user

L

3. Enter your License Plate Number and State.
4. Click Save.

## PRINT OR VIEW MY CURRENT PAY STATEMENT

1. Navigate: Menu> Myself> Pay>Current Pay Statement
2. Click Print to print it if necessary.

## PRINT OR VIEW MY PAY HISTORY

1. Navigate: Menu> Myself> Pay>Pay History
2. Select hyperlink of specific check date to view or print.
3. Click Print to print it if necessary.

## VIEW/CHANGE MY INCOME TAX WITHHOLDING

1. Navigate: Menu> Myself> Pay> Income Tax.

This brings you to the screen below. The Red arrow is stating what you are claiming today. At the right-hand side of the screen, under **Things I can Do** is **Add/Change Withholding form (W-4)**

The screenshot displays the 'Income Tax Summary' page in the UKG Employee Self Service system. The page includes a navigation menu at the top with options like 'Current Pay Statement', 'Pay History', 'YTD Summary', 'Direct Deposit', 'Income Tax', 'W-2', and 'Model My Pay'. The 'Income Tax' section is active, showing a table of tax entries. The table has columns for Description, Form, History, Filing Status, Multiple Jobs, Claimed Allowances, Additional Allowances, Regular Wages (Claimed Dependents Total, Other Income), and Deductions. The 'MA State Income Tax' row is highlighted with a red arrow pointing to the 'SINGLE' filing status. On the right-hand side, there is a 'Things I Can Do' sidebar with a red box around the 'Add/Change Withholding Form (W-4)' link.

Description	Form	History	Filing Status	Multiple Jobs	Claimed Allowances	Additional Allowances	Regular Wages		Deductions
							Claimed Dependents Total	Other Income	
Federal Income Tax	Paper	↻	Single/Married filing separately				\$0.00	\$0.00	\$0.00
MA State Income Tax	Paper	↻	SINGLE		0	0			
Acton									

2. Click on the Add/Change Withholding link.

3. Click on the document under “Add/Change Withholding form (W-4)” that you would like to change. In this example we are changing the Federal withholding.
4. Complete the appropriate information on the page and select Next. \*Note you can select a link to view the actual tax form and instructions by clicking on the Full Instructions link circled in red.

- Review the updated form. When you are satisfied with the changes, flag the check box and select Sign & Save.

Withholding - Federal

← ⊗ ? →  
 back cancel help

## Federal Tax Form W-4

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.

**Sign & Save**

**W-4**  
Form (Rev. December 2020)  
Department of the Treasury  
Internal Revenue Service

**Employee's Withholding Certificate**

OMB No. 1545-0074  
**2021**

► Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
► Give Form W-4 to your employer.  
► Your withholding is subject to review by the IRS.

<b>Step 1:</b> Enter Personal Information	(a) First name and middle initial Tlme Test	Last name User	(b) Social security number XXX-XX-9997
	Address 87 Hayward Road		► Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.
	City or town, state, and ZIP code Acton, MA 01720		
(c) <input type="checkbox"/> Single or Married filing separately <input checked="" type="checkbox"/> Married filing jointly or Qualifying widow(er)			

- If you want to change the state to be different then click on the State Tax link. In this example it is Massachusetts because the test user lives in Massachusetts.

### Add/Change Withholding Form (W-4)

Description	Form
Federal	<a href="#">Employee's Withholding Certificate (W-4)</a>
Massachusetts	<a href="#">Massachusetts (M-4)</a>

- Complete your information and click Next. \*Note you can select a link to view the actual tax form and instructions by clicking on the Full Instructions link circled in red.

[Current Pay Statement](#) | [Pay History](#) | [YTD Summary](#) | [Direct Deposit](#) | [Income Tax](#) | [W-2](#) | [Model My Pay](#)

Withholding - Massachusetts

→ ⊗ ? →  
next cancel help

## Massachusetts Tax Form M-4

### \* Personal Exemption M-4 Line 1

- I claim no personal exemptions (0 exemptions)
- I claim a personal exemption (1 exemption)
- I am 65 or over or will be before next year (2 exemptions)

### \* Marriage Exemption M-4 Line 2

- I claim no marriage exemptions (0 exemptions)
- I am married and claim exemption for my spouse (4 exemptions)
- My spouse is 65 or over or will be before next year or otherwise qualified (5 exemptions)

### \* Qualified Dependents M-4 Line 3

You may claim an exemption for each individual who qualifies as a dependent under the Federal Income Tax Law. In addition, if one or more of your dependents will be under age 13 at year-end, a "1" will be added to your dependents total.

[Full Instructions](#)

0

0

0

8. Review the updated form. When you are satisfied with the changes, flag the check box and select Sign & Save.
- ← | ⊗ | ? | →  
 back | cancel | help

## Massachusetts Tax Form M-4

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

**Sign & Save**

FORM M-4 **MASSACHUSETTS EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE** Rev. 11/19

Print full name ..... Time Test User ..... Social Security no. .... XXX-XX-9997 .....

Print home address ..... 87 Hayward Road ..... City ..... Acton ..... State ..... MA ..... Zip ..... 01720 .....

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**Employee:** **HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS**

File this form with your employer. Otherwise, Massachusetts Income Taxes will be

1. Your personal exemption. Write the figure "1." If you are age 65 or over or will be before next year, write "2" .....1....

2. If married and if exemption for spouse is allowed, write the figure "4." If your spouse is age 65 or over or will

## ADD OR CHANGE MY DIRECT DEPOSIT INFORMATION

### To ADD new Direct Deposit:

1. Navigate: Menu> Myself> Pay> Direct Deposit
2. Click Add.

MENU
Myself  
Pay
Time 1

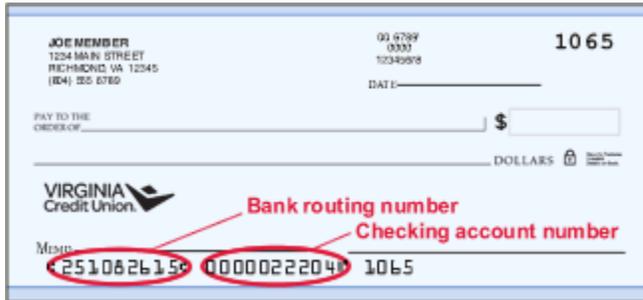
Current Pay Statement
Pay History
YTD Summary
Direct Deposit
Income Tax
W-2
Model My Pay

**Direct Deposit Summary**

add
 delete
 print
 help
→

Account Number	Description	Bank	Account Type	Amount	Status	Delete
No records found						

3. Enter a Description. This field is for your reference.
4. Enter the Bank Name



5. Enter the Bank Routing number
6. Enter your Bank Account number
7. Select the account type (Checking, Savings)
8. Select the status of this deposit
9. Designate an amount. Enter either a Flat Amount, Percent Amount, or Available Balance
  - If you have one (and ONLY one) direct deposit account: you must select "Available Balance".
  - If you are depositing into two or more accounts, choose either "Flat Amount " or "Percent Amount" (but one account must always be "Available Balance").  
(ex. Flat Amt: \$1.00 or Percent: 10% into checking account and "available balance" into savings account)

Red dots indicate required fields.

10. Click Save.

A screenshot of the UKG Myself Pay interface. The top navigation bar includes "MENU", "Myself Pay", and "UKG". Below this is a menu with options: "Current Pay Statement", "Pay History", "YTD Summary", "Direct Deposit" (selected), "Income Tax", "W-2", and "Model My Pay". The "Direct Deposit Detail" form is displayed. It has a "save" button highlighted with a red box. The form fields are: "Description" (my checking), "Bank name" (test bank), "Routing number" (041215032), "Account number" (11122233), and "Account type" (Checking). The "Status" is set to "Active". The "Amount" section has three radio buttons: "Flat Amount", "Percent amount", and "Available balance" (selected).

**To Change Direct Deposit Information:**

1. Select the link of the Account Number on the Direct Deposit Summary page.

UKG

Direct Deposit Summary + add   - delete   🖨️ print   ? hel

Account Number	Description	Bank	Account Type	Amount	Status	Delete
<a href="#">xxxxxxxxxxxxxxxx2233</a>	my checking	test bank	Checking	Available balance	Active	<input type="checkbox"/>

2. Change the necessary information.  
To temporarily discontinue deposits, change the status on that entry to Inactive.

3. Click Save.

You are also able to delete the current direct deposit account by selecting the Delete checkbox next to the account and Delete at the top of the screen.

UKG

Direct Deposit Summary + add   - delete   🖨️ print   ? help >

Account Number	Description	Bank	Account Type	Amount	Status	Delete
<a href="#">xxxxxxxxxxxxxxxx2233</a>	my checking	test bank	Checking	Available balance	Active	<input type="checkbox"/>