



TURNING STONE ENTERPRISES

BIRAJYA: Abagize Itsinda bose
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BIMENYESHEJWE: Kawel LauBach, Visi Perezia Mukuru ushinzwe People and Clture
IMPAMVU: Amakuru asoza umwaka W-2

Mu gihe twegera igihembwe cy'umusoro gitaha, ni ngombwa kwitegura neza. Itsinda ry'Abaturage n'Umuco rirabagezaho amakuru n'ibisobanuro by'ingenzi bibafasha.

Amatariki y'ingenzi:

- Gutanga W-2: Amafishi ya W-2 azoherezwa abagize itsinda bose bitarenze kuwa 31 Mutarama 2024. Niba warahisemo kwakira inyandiko zoherejwe, tuzakohereza ifishi ya W-2 yawe kuri aderesi washyize ku rubuga rwa UKG. **Fata akanya ko kuvugurura amakuru y'umwirondo wawe muri UKG kugira ngo uzabone W-2 yawe.**
 - Ushobora kuvugurura amakuru y'umwirondoro wawe muri apulikasiyo ya UKG ujya kuri Ibikubiyemo/Umwirondoro/Guhindura, cyangwa mu buryo bw'ikoranabuhanga ujya kuri e14.ultipro.com/Login.aspx, Njye ubwanjye/Izina, Aderesi, na (Terefone/Guhindura).
 - Niba wibagiwe ijamba ry'ibanga rya UKG yawe, kanda kuri "Wibagiwe ijamba ry'ibanga ryawe?", maze wohererezwe akayoboro ko guhindura ijamba ry'ibanga ryawe kuri imeri yawe.

Ibisobanuro ku musoro:

- Niba ukeneye kopi y'inyongera ya W-2 yawe, ushobora gucapa indi kopi winjiye ku rubuga rwa UKG kuri e14.ultipro.com/Login.aspx, maze ukajya kuri Myself/Pay/W-2. Reba amafoto aha hasi.
- Umusoro wa Turbo: Amabwiriza ku ikoreshwa rya TurboTax binyuze ku rubuga rwa UKG agaragara aha hasi.

Isanzure gusura itsinda rya People and Culture igihe cyose ukeneye ubufasha.

Murakoze!

Guhabwa W-2 yawe ku rubuga rwaUKG

Biroroshye guhabwa amakuru ya W-2 yawe kuri UKG unyuze ku rubuga rwabo. Kwinjira bikora neza ukoresheje imbuga ncukumbuzi za Safari cyangwa Google Chrome kuri mudasobwa (kurusha terefone zigendanwa). Injira muri konti yawe ya UKG kuri e14.ultipro.com/Login.aspx (kode yo kwinjira ya sosiyete ni **onehcm**) maze ukurikize izi ntambwe:

The screenshot shows the UKG W-2 portal interface. The browser address bar displays 'e14.ultipro.com/default.aspx'. The page title is 'TURNING STONE ENTERPRISES W-2 Form W-2 Wage and Tax Statement'. A search bar is present with 'Find by' set to 'Tax Year'. Below the search bar, a table lists W-2 forms for the years 2022 and 2021. A sidebar menu on the left contains various options, with 'W-2' highlighted. Four numbered instructions in Swahili are overlaid on the image with arrows pointing to specific elements:

1. Kanda ku gashushanyo k'umuntu ka "Self"
2. Manuka hepfo maze ukande "Pay"
3. Kanda "W-2"
4. Kanda umwaka w'umusoro (2023 izaba iboneka kugera kuwa 1/31/24). Uzabona agashushanyo ka mucapayi mu nguni y'iburyo yo hejuru.

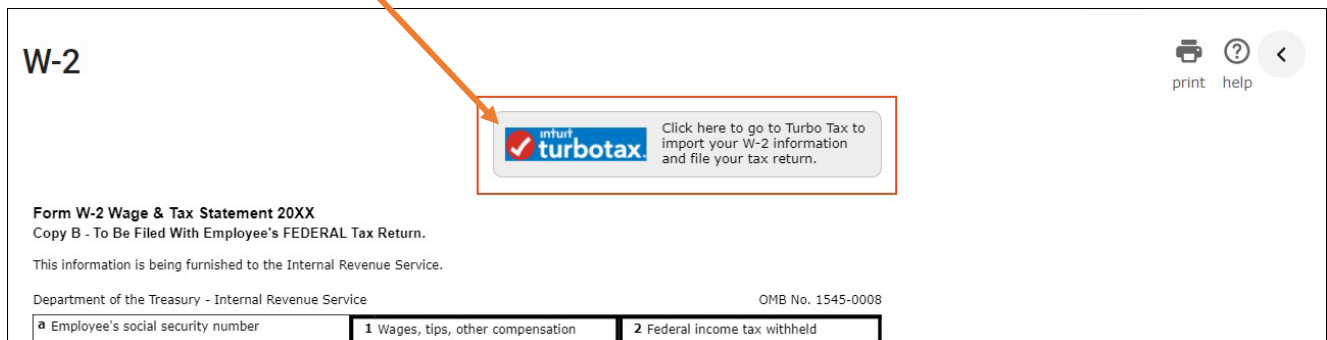
Mu gihe ukeneye ubufasha mu kwinjira muri W-2 yawe, hamagara People and Culture kuri 315-356-1800 cyangwa ukoreshe imeri PeopleAndCulture@turningstone.com

Niba ufite ibibazo birebana n'amakuru ya W-2 yawe, hamagara Payroll kuri 315-829-8925 cyangwa ukoreshe imeri Payroll@turningstone.com.

TurboTax muri UKG

TurboTax ni gahunda yo kwiha serivisi yo kwishyura umusoro yashyizwe muri UKG. Biroroshye gukurura W-2 yawe ukanze inshuro nke gusa maze ukamenyesha umusoro wawe wishyuye hakoreshejwe TurboTax.

- **Ibibazo byose bya TurboTax bicishwa ako kanya kuri TurboTax kuri 1-800-446-8848**
- Kugira ngo ukoreshe TurboTax, ukurikiza amabwiriza ari aha hejuru kugira ngo uhabwe W-2 yawe. Mu gihe umaze guhabwa W-2 yawe, uzakanda agashushanyo ka “TurboTax”.



The image shows a digital W-2 form interface. At the top left, it says "W-2". On the right, there are icons for "print", "help", and a back arrow. In the center, there is a button with the Intuit TurboTax logo and the text "Click here to go to Turbo Tax to import your W-2 information and file your tax return." An orange arrow points from the text above to this button. Below the button, the form header reads "Form W-2 Wage & Tax Statement 20XX" and "Copy B - To Be Filed With Employee's FEDERAL Tax Return." It also states "This information is being furnished to the Internal Revenue Service." At the bottom, there are fields for "Employee's social security number", "1 Wages, tips, other compensation", and "2 Federal income tax withheld".

- Kurura W-2 yawe nyuma yo gufungura TurboTax:
- Nyuma yo gufungura TurboTax kuri UKG, ushobora gukurura bikoroheye amakuru muri W-2 yawe.
- Kugira ngo bahinyuze umwirondoro wawe, uzasabwa amakuru akurikira yo muri W-2 yawe:
 - Izina ryemewe n'amategeko
 - Nimero Iranga Umukoresha (EIN) iva mu Kazu B (Box B) k'ifishi ya W-2
 - Nimero y'Ubwitanganyirize iva mu Kazu A (Box A) k'ifishi ya W-2

Kugira ngo urebe ibisobanuro by'inyongera ku rubuga rwa **Intuit Support** bifasha muri **TurboTax**, kanda utuyoboro turi aha hasi:

- Niba ushaka amabwiriza arambuye ku buryo bwo gukurura amakuru yawe ya **W-2** kanda aka kayoboro: [Ni gute nakurura cyangwa Nakwinjira muri W-2.](#)
- Niba ushaka kureba videwo yo gukurura amakuru yawe ya **W-2**, kanda aka kayoboro: [Ni gute nakurura videwo ya W-2 yanjye y'Ubufasha ku Misoro.](#)
- Niba ushaka amakuru yo gufata ifoto ya **W-2** muri apulikasiyo ya telefone igendanwa ya **TurboTax** yawe, kanda kuri