

Accessing your W-2 on the UKG portal

It's easy to access your W-2 information on UKG through their website. Access works best with Safari or Google Chrome web browsers on a desktop (vs cell phone app). Sign in to your UKG account at e14.ultipro.com/Login.aspx (the company access code is **onehcm**) and follow these steps:

The screenshot shows the UKG portal interface. On the left is a dark sidebar menu with options: UKG Pro Learning, Employee Voice, Pay, Current Pay Statement, Pay History, YTD Summary, Total Compensation, Third Party Pay, Direct Deposit, Income Tax, W-2, and Model My Pay. The 'W-2' option is highlighted. On the right is the 'Form W-2 Wage and Tax Statement' page for 'TURNING STONE ENTERPRISES'. It features a search bar with 'Find by Tax Year is' and a table with columns 'Year' and 'Form'. The table lists '2022' and '2021' as W-2 forms. A printer icon is in the top right corner.

1. Click the person icon for "Self"
2. Scroll down to "Pay"
3. Click "W-2"
4. Click the tax year (2023 will be available by 1/31/24). You will see the printer icon in the upper right corner.

For assistance accessing your W-2, call People and Culture at 315-356-1800 or email PeopleAndCulture@turningstone.com

If you have questions regarding information on your W-2, please call Payroll at 315-829-8925 or email Payroll@turningstone.com.