



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

24-088

June 12, 2024

TO: All Personnel

FROM: CFO Hill

SUBJECT: Updating Personal Information in UKG

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Now that the transition to the new payroll system (UKG) and a full payroll process has completed, there are four pieces of information you will be responsible to verify and update as needed. Below is a reminder on where to log into the system.

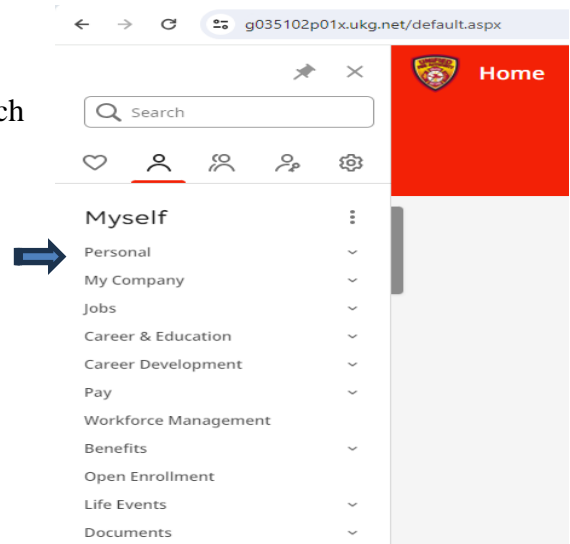
The URL for UKG Pro is <https://unifiedfire.ukg.net>. Please do not bookmark any other URLs.  
Company Access Code: unifiedfire

1. **PERSONAL INFORMATION:** Review at least the information under Name, Address and Telephone. Edits can be made by clicking the pencil icon near the top right of the page.

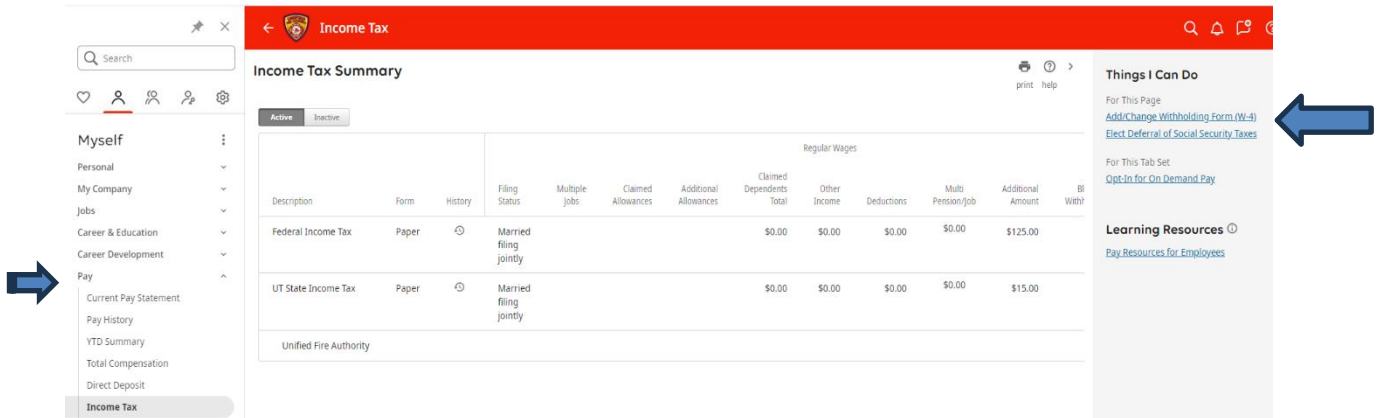
**You can click the IGNORE WARNINGS button as Utah does not collect resident (city) taxes. This does not refer to Federal or State Taxes.**

Along the left side of the screen, you will see a menu that looks something like this:

You are welcome to review the information under each of the other Personal sub-tabs as well and add things such as emergency contacts, updated personal details, etc. *These additional steps are optional, not required.*



2. **TAX WITHHOLDING:** Click the drop-down next to Pay, then Income Tax.



Review both Federal and State withholding settings. Changes can be made by clicking on Add/Change Withholding Form (W-4) under ‘Things I Can Do’ at the top right. As a reminder it is the responsibility of each employee to verify that the amount of tax being withheld each pay period is appropriate for each individual situation. Also, you can adjust your withholdings each pay period if needed to get to the desired amount.

3. **DIRECT DEPOSIT:** On the drop-down next to Pay, click Direct Deposit. Verify your routing and account number(s) are correct. Updates to direct deposit accounts will still be made by filling out the form and submitting to [payroll@unifiedfire.org](mailto:payroll@unifiedfire.org).
4. **PAY STUB:** On the Pay tab, select Pay History. Carefully review your June 10 paystub. Pay careful attention to each earning and deduction item. Please send an email to [payroll@unifiedfire.org](mailto:payroll@unifiedfire.org) with any concerns.