To elect or change FEDERAL tax withholding elections

1. On the Workday dashboard, click on the Pay worklet.
2. Select “Withholding Elections”
3. Click on “Federal Elections” to select and update your federal withholding. Federal Elections will now have a blue line underneath. Click on “Update” on bottom of page to change your withholding preferences.
4. Enter the date on which the change is to take place. Click on the yellow “OK” at the bottom of the page.
5. Information can now be entered/changed on the W-4 data screen. Complete the required fields with red asterisks (*). When complete, review the legal notice and check the box next to “I Agree.” Click on OK at the bottom of the page.
Selecting Tax Withholding W-4 Elections

To elect or change STATE tax withholding elections

7. Select “Withholding Elections”

8. Select “State Elections.” Click Update on bottom of page to change your withholding preferences.

REMEMBER! The number of your STATE withholding elections cannot be more than the number of FEDERAL elections.

9. Enter the effective date Click OK.

10. Information can now be entered/changed on the W-4 data screen. Complete the required fields with red asterisks (*). When complete, review the legal notice and check the box next to “I Agree.” Click on OK at the bottom of the page.

For support, call 798-7070
11. Once the Process Successfully Completed icon is displayed, your election is complete. You can View and print out a copy of your form by clicking on Details and Process.

Human Resources and Payroll personnel cannot give tax advice. If necessary, please consult with your personal tax preparer or an accountant to give you more guidance on filling out your federal and state Withholding W-4 forms.