



Update Employee Tax Elections

Employees can edit and view W-4 withholding elections in Workday. Follow the steps below to update employee tax elections.

Update Employee Tax Elections

From your homepage:

1. Select **Menu**.
2. Select **Benefits and Pay**.
3. Select **Withholding Elections**.
4. Select **Federal Withholding Elections**.
5. Enter **Effective Date**, and Select **OK**.
6. Step 1—Enter **Marital Status**.

Note: Select **View Blank Form** to complete manually

7. Step 2— Select **Check Box**, if applicable.
8. Step 3— Claim dependents, if applicable.
9. Step 4—Enter **Other Adjustments**, if applicable.
10. Step 5—Confirm Legal Notice, and select **Check Box** to continue.
11. Select **OK** to save your changes.

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Withholding Elections

Payroll Hub - Worker Tax Information

Federal Withholding Elections

Complete Federal Elections

Worker: Employee (0854508)

Company: Vanderbilt University Medical Center

Effective Date: 03/04/2025

Cancel OK

W-4 Data

View Blank Form

Step 1:

Marital Status *

Complete Steps 2-4 ONLY if they apply. See page 2 for more information. www.irs.gov/W4app

Step 2:

Multiple Jobs or Spouse Works ☐

Complete this step if you (1) hold more than one job or (2) have income earned from all of these jobs.

Do only one of the following.

(a) Use the estimator at www.irs.gov/W4app for more information.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the results in the Multiple Jobs Worksheet.

Step 3:

Claim Dependents

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Number of Qualifying Children Under Age 17: 0

Total Amount for Qualifying Children: 0.00

Number of Other Dependents: 0

Total Amount for Other Dependents: 0.00

Calculated Total Dependent Amount: 0.00

Override Total Dependent Amount: 0.00

Step 4 (optional):

Other Adjustments

Other Income (not from jobs): If you want tax withheld on other income, enter the result here.

(a) Other Income (not from jobs): 0.00

Deductions: If you expect to claim deductions other than the standard deduction, enter the result here.

(b) Deductions: 0.00

Extra Withholding: Enter any additional tax you want withheld.

(c) Extra Withholding: 0.00

Step 5:

Legal Notice

Your Name and accuracy of the information provided is your responsibility.

1. Under penalty of perjury, I certify that the information provided is true and correct.

2. You understand that providing false information may result in criminal penalties.

3. You understand that providing false information may result in civil penalties.

If you do not wish to complete this form, you may stop here. The form is not required.

I Agree ☐

OK Cancel