



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.

Step 4 (optional):

9 Other Adjustments

Other Income (not from jobs): If you want tax withheld may include interest, dividends, and retirement income

(a) Other Income (not from jobs)

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

(b) Deductions

Extra Withholding: Enter any additional tax you want withheld

(c) Extra Withholding

Step 5:

Legal Notice

Your Name and
accuracy of the
information you
provided.

1. Under penalty of perjury, I declare that the information I provided is true and accurate to the best of my knowledge.

2. You understand that if you provide false information, you may be subject to penalties under the law.

3. You understand that if you provide false information, you may be subject to penalties under the law.

If you do not want to complete the form now, you can do so later.

I Agree **10** *****

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7 Step 2: Multiple Jobs or Spouse Works

8 Step 3: Claim Dependents

11 OK Cancel