



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 **View All Apps**.
2. Select **Pay**.
3. Select **Withholding Elections**.
4. Select **Update** to make changes.
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, you may include interest, dividends, and retirement income.

(a) Other Income (not from jobs)

Deductions: If you expect to claim deductions other than those listed, 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 provided is your responsibility.

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

2. You understand that you are responsible for providing accurate information.

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

If you do not wish to proceed, click Cancel. The form is not saved.

I Agree **10**