

SELECT AND UPDATE WITHHOLDING ELECTIONS

You can easily edit your W-4 withholding elections in Workday by following the steps below. These steps apply to U.S. and Canadian employees only.

From the Home page:

1. Select either **View All Apps** or the **Global Navigation Menu** button.
2. Select the **Pay** application.
3. Under Actions, select **Withholding Elections**.
4. From the Federal, State, or Local Elections tab, select the **Update** button to edit your elections.

The screenshot shows the 'Federal Elections' tab selected in the Workday interface. The form displays the following information:

Company	Global Modern Services, Inc. (USA)
Effective Date	01/01/2008
Lock In Letter	
Payroll Withholding Status	Single
Number of Allowances	3
Additional Amount	0.00
Exempt	
Nonresident Alien	
Last Name Differs from SS	
Last Updated	11/03/2008 11:09:38.854 PM
Last Updated By	(empty)

An 'Update' button is located at the bottom of the form, highlighted with a yellow box.

5. Your Company and Effective Date auto-populate. Select **OK** to continue.
6. Modify the information using the available prompts. Be sure to complete all required fields. Asterisks indicate required fields.
7. Select the **I Agree** checkbox.
8. Select **OK** to complete the update.


Continued on
next page



MOBILE

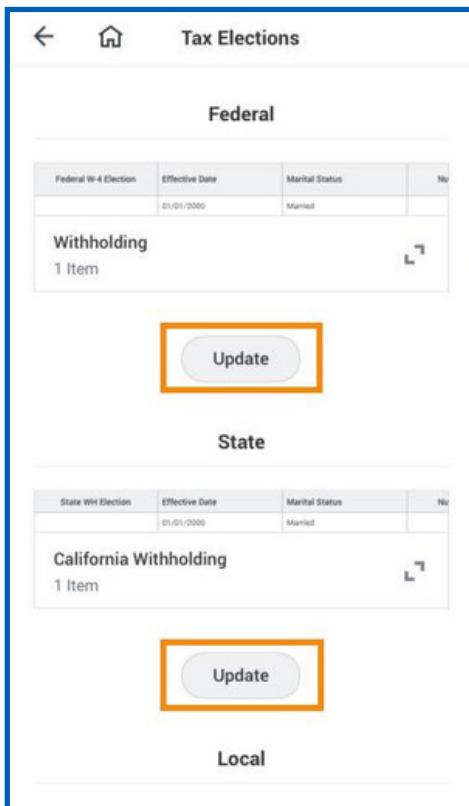
Employee

You can edit your existing state tax elections on the Workday mobile application by following the steps below.

 You can only update elections on the mobile application. You cannot add a new election.

From your Home page:

1. Select your **Profile** photo.
2. Select **View Profile**.
3. Select **More** (if needed) > **Pay** > **Tax Elections**.
4. From the Federal, State, or Local Elections section, select the **Update** button to edit your elections.



The screenshot shows the 'Tax Elections' screen in the Workday mobile app. It is divided into three sections: Federal, State, and Local. Each section has a table with columns for 'Federal W-4 Election', 'Effective Date', 'Marital Status', and 'Nu'. Below each table is a 'Withholding' section with '1 Item'. An 'Update' button is highlighted with an orange box in each section.

Federal W-4 Election	Effective Date	Marital Status	Nu
	01/01/2000	Married	

Withholding
1 Item

Update

State W-4 Election	Effective Date	Marital Status	Nu
	01/01/2000	Married	

California Withholding
1 Item

Update

Local

5. Your Company and Effective Date auto-populate. Select **Next** to continue.
6. Modify the information using the available prompts. Be sure to complete all required fields. Asterisks indicate required fields.
7. Select the **I Agree** checkbox to select it.
8. Select **Done** to complete the update.

