Payroll: Change W-4 Withholding Elections

SELECT AND UPDATE WITHHOLDING ELECTIONS

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

- 1. Click the **Pay** application on your Home page.
- 2. Click Withholding Elections.
- **3.** Click the **Update** button in the Federal, State, or Local Elections tab to edit elections.

Federal Elections	State Elections	Local Elections	Tax Allocations
Company Global Mod	ern Services, Inc. (US	A)	
Effective Date	01/01/2000		
Lock In Letter			
Payroll Withholding Statu	s Married		
Number of Allowances	4		
Additional Amount	0.00		
Exempt			
Nonresident Alien			
Last Name Differs from S	S		
Last Updated	04/10/2008 10	:27:38.752 PM	
Last Updated By	(empty)		
Update			

- **4.** Your Company and Effective Date auto-populate. Click **OK** to continue.
- 5. Modify the information using the available prompts. Be sure to complete all required fields. Red asterisks indicate required fields.





- 6. Select the I Agree checkbox.
- 7. Click OK to complete the update.

MOBILE

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



<u>Note</u>: You can only update elections on mobile application and will not be able to add a new election.

From your Home page:

- 1. Tap Profile Photo.
- 2. Tap View Profile.
- 3. Tap More (if needed) > Pay > Tax Elections.
- **4.** Tap the **Update** button below the Federal, State, or Local Elections tab to edit elections.

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	Fede	ral	
Federal W-4 Election	Effective Date	Marital Status	344
	01/01/2000	Married	
Withholding			L ⁷
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State WH Election	Stat	re Maritai Status	NU
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- **5.** Your Company and Effective Date auto-populate. Tap **Next** to continue.
- 6. Modify the information using the available prompts. Be sure to complete all required fields. Red asterisks indicate required fields.
- 7. Tap the I Agree checkbox to select it.
- 8. Tap **Done** to complete the update.

