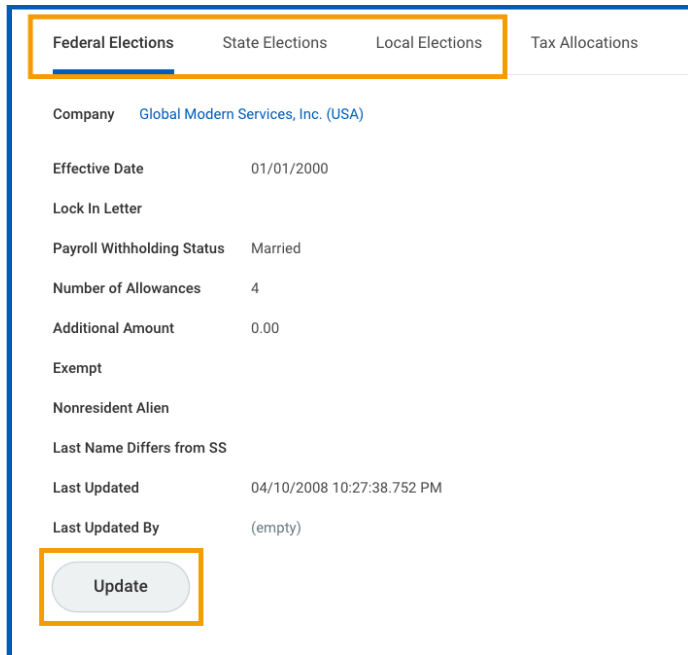


Payroll: Change W-4 Withholding Elections

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.



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.

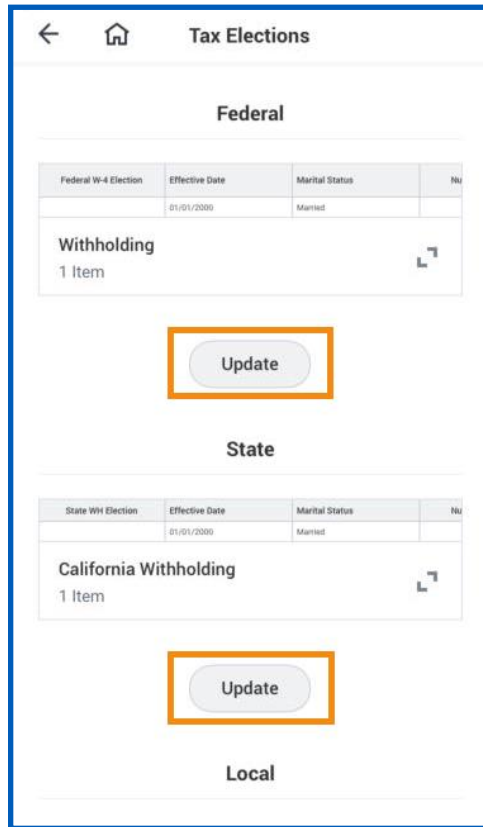


Note: You can only update elections on mobile application and will not be able to add a new election.

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.

Payroll: Change W-4 Withholding Elections



Federal

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

Withholding
1 Item

Update

State

State WH Election	Effective Date	Marital Status	Nu
	01/01/2000	Married	

California Withholding
1 Item

Update

Local

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.