SELECT AND UPDATE WITHHOLDING ELECTIONS

You can easily edit your W-4 withholding elections in the Workday system by following the steps below.

Click the **Pay** worklet on your Home page.



1. Click the **Withholding Elections** button in the Actions section.

Actions		
	Withholding Elections	

2. 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	Modern Services, Inc. (US	A)		
No Tax	Elections			
Update				

- **3.** Your Company and Effective Date auto-populate. Click **OK** to continue.
- **4.** Modify the information using the available prompts. Be sure to complete all required fields, these are noted by a red asterisk.
- 5. Select the I Agree checkbox.
- 6. Click OK to complete the update.

