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.

1. Click the Benefits and Pay application on your Home page.

2. Click the dropdown under Pay, click on Tax.

3. Click the Update button in the Federal, State, or Local Elections to edit elections.

4. You 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, these are noted by a red asterisk.

6. Select the I Agree checkbox.

7. Click OK to complete the update.