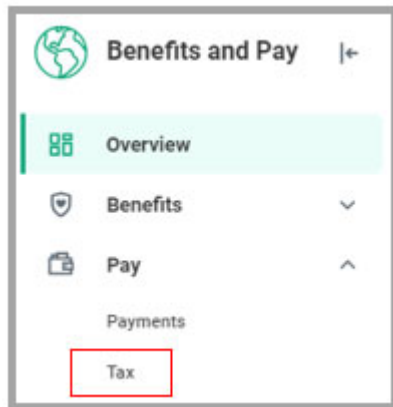


## SELECT AND UPDATE WITHHOLDING ELECTIONS

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**.

A screenshot of the "Tax Elections" form. The form displays personal information (Worker, Company, Work State, Home State) and two tables for Federal and State withholding elections. Each table has an "Update" button below it, which is highlighted with a red rectangular box.

**Tax Elections**

Worker [Redacted]  
Company University of San Francisco  
Work State California  
Home State California

**Federal**

Withholding 1 item

Federal W-4 Election	Effective Date	Marital Status
Q	12/05/2021	Single or Marri

Update

**State**

California Withholding 1 item

State WH Election	Effective Date	Marital S
Q	12/05/2021	Single or I incomes)

Update

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.