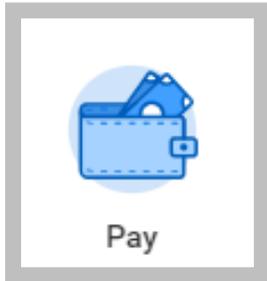


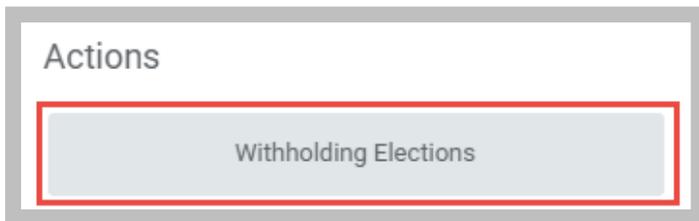
SELECT AND UPDATE WITHHOLDING ELECTIONS

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

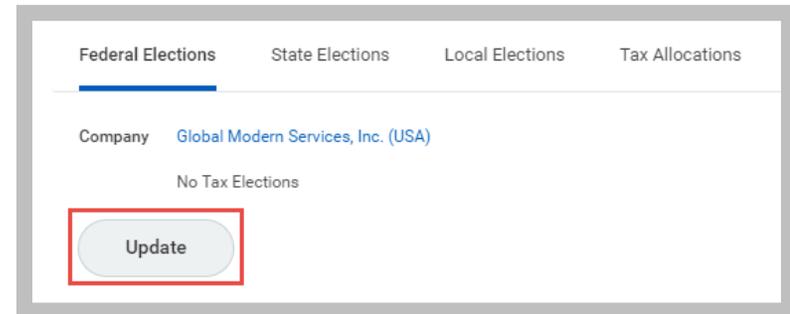
Click the **Pay** worklet on your Home page.



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



2. Click the **Update** button in the Federal, State, or Local Elections tab to edit elections.



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.