**Payroll: Change W-4 Withholding Elections**

**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.