

## UPDATE WITHHOLDING ELECTIONS

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

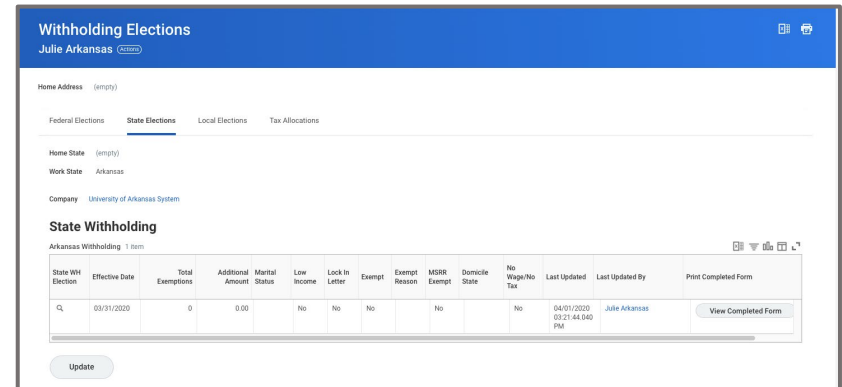
### FROM THE PAY WORKLET

1. Click the **Pay** worklet on your Home page.
2. Click the **Withholding Elections** button in the Actions section.



3. Click the **Update** button in the Federal, State, or Local Elections tab to edit elections.
4. Your Company and Effective Date auto-populate. Click **OK** to continue. 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.

7. Revisit the Pay application and repeat the process for additional elections, if needed.



### USING WORKDAY ASSISTANT

The Workday Assistant, available from any page, can also direct you to where withholding elections can be edited.

1. Click the **Workday Assistant** from the bottom right of any page.
2. Type in any key terms associated with withholding elections, such as "update taxes", "tax withholdings", or "tax elections".
3. Workday Assistant will display a link to the Withholding elections page, then follow steps 3-6 from the previous section to make updates.

