

Select and Update Withholding Elections

You can easily edit your W-4 withholding elections in Workday by following the steps below. These steps apply to U.S. and Canadian employees only.

From the Home page:

1. Select the **Global Navigation Menu** button.
2. Select the **Pay** application.
3. Under Actions, select **Withholding Elections**.
4. From the Federal, State, or Local Elections tab, select the **Update** button to edit your elections, as highlighted in the image below.

The screenshot shows the 'Federal Elections' tab selected in a navigation bar. Below the navigation bar, the company name is 'Global Modern Services, Inc. (USA)'. The form displays the following fields and values:

Effective Date	01/01/2000
Lock In Letter	
Payroll Withholding Status	Married
Number of Allowances	4
Additional Amount	0.00
Exempt	
Nonresident Alien	
Last Name Differs from SS	
Last Updated	04/10/2008 10:27:38.752 PM
Last Updated By	(empty)

The 'Update' button is located at the bottom of the form and is highlighted with a green box.

5. Your Company and Effective Date auto-populate. Select **OK** to continue.
6. Modify the information using the available prompts. Be sure to complete all required fields. Asterisks indicate required fields.
7. Select the **I Agree** checkbox.
8. Select **OK** to complete the update.

Mobile

You can edit your existing state tax elections on the Workday mobile application by following the steps below.



Note: You can only update elections on the mobile application. You cannot add a new election.

From your Home page:

1. Select the **Profile** icon.
2. Select **More** (if needed) > **Pay** > **Tax Elections**.
3. From the Federal, State, or Local Elections section, select the **Update** button to edit your elections, as shown in the image below.

Federal

Federal W-4 Election	Effective Date	Marital Status	Nu
Q	01/01/2000	Married	

Withholding
1 Item

Update

State

State WH Election	Effective Date	Marital Status	Nu
Q	01/01/2000	Married	

California Withholding
1 Item

Update

Local

4. Your Company and Effective Date auto-populate. Select **Next** to continue.
5. Modify the information using the available prompts. Be sure to complete all required fields. Asterisks indicate required fields.
6. Select the **I Agree** checkbox.
7. Select **Done** to complete the update.