
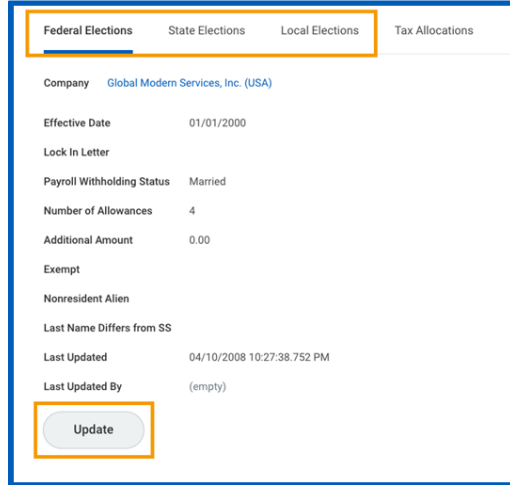


## FEDERAL AND STATE WITHHOLDING ELECTIONS

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

### SELECT AND UPDATE *FEDERAL* WITHHOLDING ELECTIONS

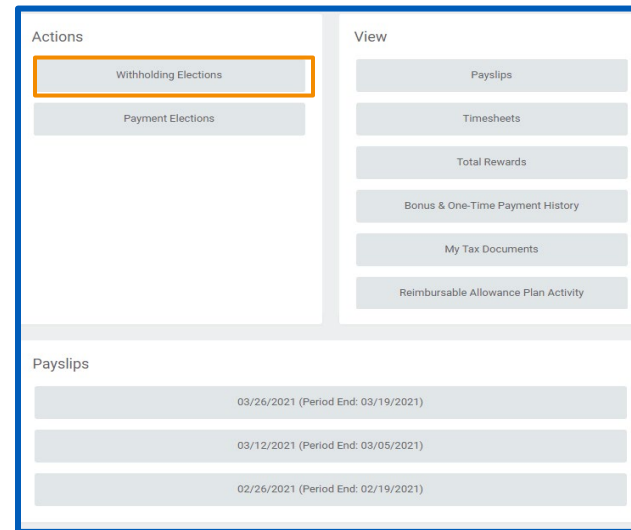
1. From the **Pay**  application on your Home page.
2. Click **Withholding Elections**.
3. Click the **Update** button in the **Federal Elections** tab to edit elections.



4. Your 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. Red asterisks indicate required fields.
6. Select the **I Agree** checkbox.
7. Click **OK** to complete the update.

### SELECT AND UPDATE *STATE* WITHHOLDING ELECTIONS

1. Click the **Pay**  application on your Home page.
2. Click **Withholding Elections**.



3. Click the **Update** button in the **State Elections** tab to edit elections.
4. Your 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. Red asterisks indicate required fields.
6. Select the **I Agree** checkbox.  
Click **OK** to complete the update.