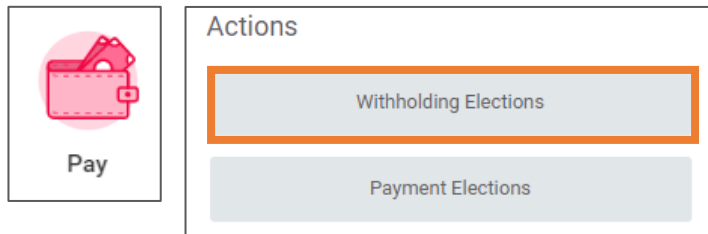


During the onboarding process, you are prompted to enter tax withholding elections. Use this job aid to change withholding elections in Workday outside of the onboarding process. Team Members are responsible for updating their residential state and local tax information. Ensure you are connected to Pulse Secure to make updates to your withholding elections.

Update Withholding Elections

From your home screen:

1. Navigate to the **Pay** application.
2. In the **Actions** section, select **Withholding Elections**.



NOTE: Updates can be made in the following tabs: Federal Elections, State Elections, and Local Elections. All sections are not required to be changed in a withholding elections event.

To update **Federal Elections**:

1. Select the **Federal Elections** tab and click **Update**.
2. In the **Effective Date** field, enter the date of the withholding election change. Do not change the Company field. This date cannot be backdated.
3. Click **OK**.

The **W-4 Data** panel displays

4. In the **Marital Status** field, select your marital status. *(Complete steps 2-4 only if they apply to you. Otherwise, skip to Step 5, Legal Notice).*
5. Check the **Multiple Jobs or Spouse Works** if this is applicable to you. If not, leave unchecked.
6. If you claim dependents, enter the following information in Step 3. If you do not claim dependents, leave "0":
 - **Number of Qualifying Children Under Age 17:** Number of dependents under 17 you claim.
 - **Number of Other Dependents:** Dependents who may be over the age of 17 and/or another qualifying relative.
 - **Override Total Dependent Amount:** Enter a specific amount.
7. Review the fields in Step 4, and enter information, if applicable. If not, leave fields blank and boxes unchecked.
8. Review the **Legal Notice** and click **I Agree**.
9. Click **OK** to submit.

To update **State Elections**:

1. Select the **State Elections** tab and click **Update**.
2. In the **Effective Date** field, enter the date of the withholding election change. Do not change the Company field.
3. In the **State** field, enter the state you would want to update, note: Worked State will default. Team members are responsible for updating residential state tax information.
4. Depending on your state, you may be prompted to enter a withholding form type in the **Withholding Form Type** field.
5. Click **OK**.



NOTE: Your state's withholding form appears. The information entered depends on your state's tax regulations. Enter the applicable information in each field provided.

6. Review the **Legal Notice** and click **I Agree**.
7. Click **OK**.

The steps listed in this section can be applied to updating **Local Elections** also. Certain states have local taxes depending on the city or county you live in. Team Members are responsible for updating their Local Taxes as well if applicable.