

Change W-4 Withholding Elections

You can easily edit your W-4 withholding elections in Workday.

Select and Update Withholding Elections

1. Search and select **Withholding Elections**.
2. From the Federal, State, or Local Elections tab, select the **Update** button to edit your elections.

The screenshot shows a web interface for editing withholding elections. At the top, there are four tabs: 'Federal Elections', 'State Elections', 'Local Elections', and 'Tax Allocations'. The 'Federal Elections' tab is active. Below the tabs, the form displays the following information:

- Company: Global Modern Services, Inc. (USA)
- Effective Date: 01/01/2008
- Lock In Letter: (empty)
- Payroll Withholding Status: Single
- Number of Allowances: 3
- Additional Amount: 0.00
- Exempt: (empty)
- Nonresident Alien: (empty)
- Last Name Differs from SS: (empty)
- Last Updated: 11/03/2008 11:09:38.854 PM
- Last Updated By: (empty)

An 'Update' button is located at the bottom of the form, highlighted with a yellow box.

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

Mobile – Select and Update Withholding Elections



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

From the Home Page:

1. Tap your **Profile photo**.
2. Tap **View Profile**.
3. Tap **More** (if needed) > **Pay** > **Tax Elections**.

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You can easily edit your W-4 withholding elections in Workday.

- From the Federal, State, or Local Elections section, tap the **Update** button to edit your elections.

The screenshot shows the 'Tax Elections' screen in the Workday mobile app. At the top, there is a navigation bar with a back arrow, a home icon, and the title 'Tax Elections'. Below this, the 'Federal' section is displayed. It contains a table with columns: 'Federal W-4 Election', 'Effective Date', 'Marital Status', and 'Nu'. The table has one row with values: '01/01/2009' and 'Married'. Below the table is a 'Withholding' section with '1 Item' and a small icon. A blue 'Update' button is highlighted with a red box. Below the 'Federal' section is the 'State' section. It contains a table with columns: 'State WH Election', 'Effective Date', 'Marital Status', and 'Nu'. The table has one row with values: '01/01/2009' and 'Married'. Below the table is a 'California Withholding' section with '1 Item' and a small icon. A blue 'Update' button is highlighted with a red box. At the bottom, the 'Local' section is partially visible.

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