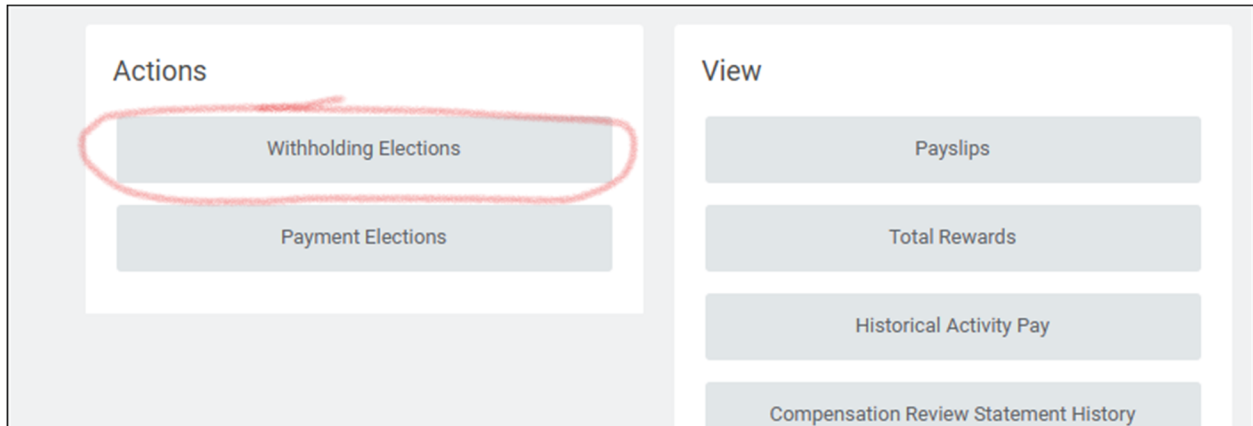


Updating Federal W4 and State elections

In Workday

1. go to the Pay app
2. under Actions select Withholding Elections



Or you may use the search bar and search for Withholding Elections

Once opened, the tabs will read Federal Elections, State Elections, Local Elections, Tax Allocations

At the bottom of each tab, there is an Update button

Complete the forms you wish to complete and then hit Submit.

A notification will be sent tot the payroll manager who will review and finalize your selection.

The changes are immediate and will be reflected on your next check date.