Update Tax Withholding Elections (Federal)

**STEP 1**
- From the Home page, click the "Pay" worklet
  
  Or

  - **Type** ‘Add Federal Withholding Elections’ in the Search bar. **Skip** to “Step 5.” **Note:** that you will skip the effective date entry if you use this option.

**STEP 2**
- **Click** on “Withholding Elections” in the ‘Actions’ section
STEP 3

The “Withholding Election Window” opens.

- **Click** on each tab to view “Federal” or “State” Elections

To change Federal Elections:
- **Click** the “Update” button.

**Note:**
You can ONLY change federal elections in Workday at this time. To change state elections, print the state form from the HR website and bring to the Payroll office.

STEP 4

- **Click** the calendar icon to select the date you wish for the change to take place.
- **Click** “OK”
STEP 5

- Update all the applicable areas on the form.

Note: Red asterisk * indicates a required field.

- Click the “I Agree” box when done with changes.

- Click “OK” to submit changes.