

Workday allows workers to update their own tax withholdings.

## REVIEW AND UPDATE TAX WITHHOLDINGS

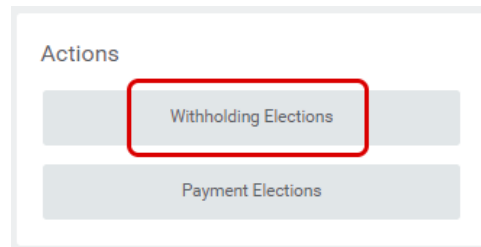
Sign-in to Workday

1. Click on the **Pay** worklet.

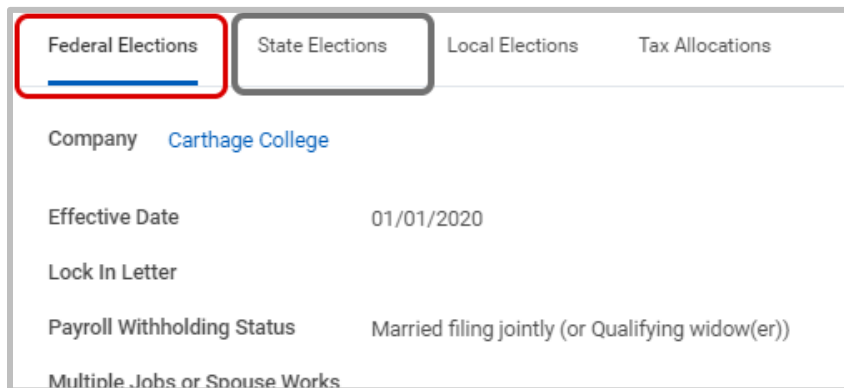


Pay

2. Under the Actions column, click on the **Withholding Elections** button.



3. Review both the Federal and State elections information.



4. Click **Update** to make changes.

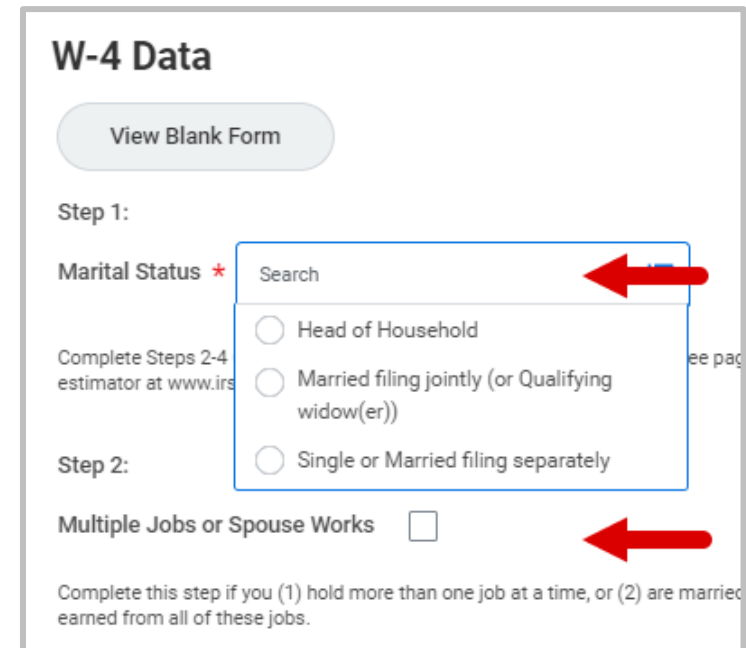
Update

5. Click **OK**.

6. On the W-4 Employee's Withholding Certificate, In Step 1, select

the appropriate **Marital Status**.

7. In Step 2, check the box if you hold more than one job at a time, or are married filing jointly and your spouse also works.



8. In Step 3, enter information to **Claim Dependents**.

9. In Step 4, enter any **Other Adjustments** you wish to update.

10. In Step 5, read the legal notice and check the **I Agree** box.

11. Click **OK**. The changes will be reviewed by payroll prior to the next pay cycle.

12. Repeat the steps to update your State withholdings.