Workday Tutorial: Tax Withholdings
Review and Update

Workday allows workers to update their own tax withholdings.

REVIEW AND UPDATE TAX WITHHOLDINGS

Sign-in to Workday

1. Click on the Pay worklet.

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.

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.