

## SELECT AND UPDATE WITHHOLDING ELECTIONS

You can easily edit your W-4 withholding elections in Workday by following the steps below. These steps apply to U.S. and Canadian employees only.

From the Home page:

1. Select **View All Apps**.
2. Select the **Pay** application.
3. Under View/Update Elections, select **Withholding Elections**.
4. From the Federal, State, or Local Elections tab, select the **Update** button to edit your elections.

Federal Elections		State Elections	Local Elections	Tax Allocations
Company Global Modern Services, Inc. (USA)				
Effective Date	01/01/2008			
Lock In Letter				
Payroll Withholding Status	Single			
Number of Allowances	3			
Additional Amount	0.00			
Exempt				
Nonresident Alien				
Last Name Differs from SS				
Last Updated	11/03/2008 11:09:38.854 PM			
Last Updated By	(empty)			
<input type="button" value="Update"/>				

5. Your Company and Effective Date auto-populate. Select **OK** to continue.

6. Modify the information using the available prompts. Be sure to complete all required fields. Asterisks indicate required fields.
7. Select the **I Agree** checkbox.
8. Select **OK** to complete the update.

## MOBILE

You can edit your existing state tax elections on the Workday mobile application by following the steps below.



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

From your Home page:

1. Tap your **Profile** photo.
2. Tap **View Profile**.
3. Tap **More** (if needed) > **Pay** > **Tax Elections**.
4. From the Federal, State, or Local Elections section, tap the **Update** button to edit your elections.

The screenshot shows the 'Tax Elections' screen in an app. At the top, there are navigation icons for back and home, 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: '01/01/2000' and 'Married'. Below the table is a 'Withholding' section with '1 Item' and a refresh icon. An 'Update' button is highlighted with an orange box. Below the Federal section is the 'State' section, which also contains a table with columns: 'State WH Election', 'Effective Date', 'Marital Status', and 'Nu'. The table has one row with values: '01/01/2000' and 'Married'. Below the table is a 'California Withholding' section with '1 Item' and a refresh icon. An 'Update' button is also highlighted with an orange box. At the bottom, the 'Local' section is partially visible.

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