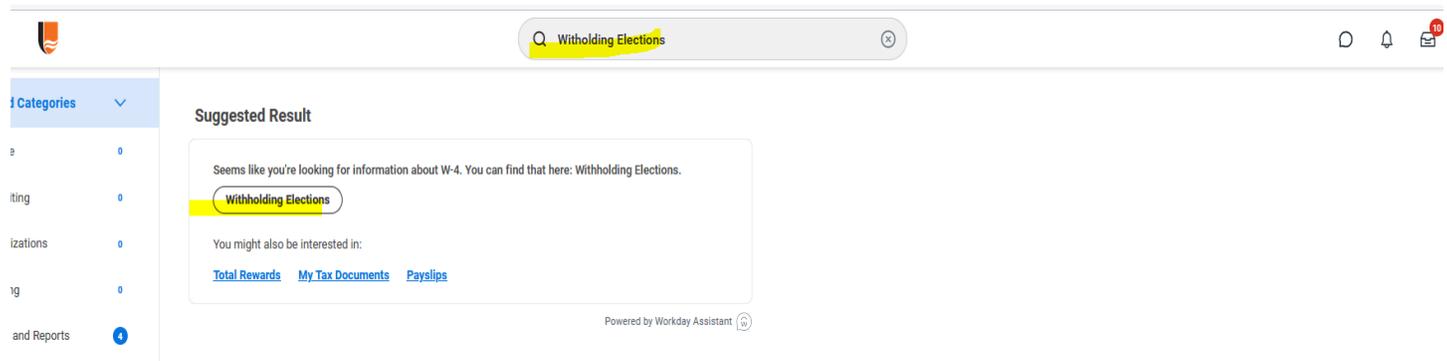


CHANGE W-4/TAX WITHHOLDING ELECTIONS

Follow the steps below to view and change your W-4 information (**Withholding Elections**) in Workday.

1. On your Workday **Home** screen, search “Withholding Elections” in the search bar located at the top of the page:



2. Click on the **Withholding Elections icon**
3. You can use this screen to view & update current withholdings.
4. **Federal Elections**
 - Select the Federal Elections tab
 - Click **Update** button at the bottom of the screen to make a change.
 - Enter the effective date for the change, and click **OK**.
 - Fill out the next screen as you would fill out a paper W-4.
 - Check the **I Agree** box as an electronic signature, then click **OK** to submit.
5. **State Elections**
 - Select the State Elections tab
 - Click **Update** button at the bottom of the screen to make a change.
 - Enter the effective date for the change, confirm your work state, and click **OK**.
 - Fill out the next screen as you would fill out a paper state form.
 - Check the **I Agree** box as an electronic signature, then click **OK** to submit.

Useful links

Federal Withholding Calculator:

<https://apps.irs.gov/app/withholdingcalculator/>

Oregon State Withholding Calculator:

<https://www.oregon.gov/DOR/programs/individuals/Pages/withholding-calculator.aspx>