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

1. On your Workday Home screen, click on Pay.

2. Under the Actions heading, click on Withholding Elections. You can use this screen to make any changes, and view your current withholdings.

3. Federal Elections
   - Select the Federal Elections tab
   - Click Update button at bottom of 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.

4. State Elections
   - Select the State Elections tab
   - Click Update button at bottom of 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