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