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

1. On your Workday *Home* screen, click on View All Apps:

   ![Workday Home Screen](image1)

2. Click on the *Pay* icon.

   ![Workday Pay Icon](image2)

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

4. **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.

5. **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