Local Tax Election Set-up/Update in Workday

Employee instructions to Set-up or Update Local Tax Election in Workday.

1. Log into Workday
2. Click the Pay Worklet

3. Click Withholding Elections

4. Under the Local Elections tab, click the Update

5. Verify your name, company; **DO NOT** change the Effective date.
6. Verify your state. If you need to change the state listed, click the ‘X’ and then type the correct state name.
7. Withholding Form Type – this box will be displayed with the specific withholding form you will need to complete on the next screen.

8. Click OK

9. Enter the information for the Withholding Form indicated in #7
   **Pennsylvania Residents** – If you work outside of Pennsylvania, leave the Work County and Work Municipality boxes blank.

10. Click OK

You have completed your Local Tax Election update.