Employee instructions to Set-up or Update Federal Withholding Election in Workday.

1. Log into Workday
2. Click the Pay Worklet
3. Click Withholding Elections
4. Under the Federal Elections tab, click the “Update” button at the bottom of the page.
Federal Tax Election Update in Workday

5. Verify your name and company, **DO NOT** change the Effective date, click OK

6. Make your changes in the W-4 Data box

   **Note 1:** If you put an amount in the Additional Amount field, that amount will be deducted from each paycheck in addition to your regular federal tax deduction. It will also deduct if you do not have a regular federal tax deduction.

   **Note 2:** **DO NOT** check the Nonresident Alien Box; that box will be checked by Tax Compliance & Reporting, if necessary.

7. Click OK

You have completed your Federal Tax Election Update.