Employee Instructions to Set-up or Update State Tax Election in Workday.

1. Log into Workday
2. Click the Pay Worklet
3. Click Withholding Elections
4. Under the State 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 your will need to complete on the next screen.

8. Click OK

9. Enter the information for the Withholding Form indicated in #7 above.

10. Click in the “I Agree” box to check it.

11. Click OK

You have completed your State Tax Election Update.