
Federal Tax Election Update in Workday

1. Log into Workday.
2. Click on the “Pay” Worklet.
3. Click “Withholding Elections”.
4. Under the Federal Elections tab, click the “Update” button at the bottom of the page.
5. Verify your name and company, ***DO NOT*** change the Effective date, click “OK”.
6. Make your changes in the W-4 Data box.
7. Click “OK”.

You have completed your Federal Tax Election Update.