HOW DO I... Update my Federal Tax Information?

ABOUT THIS TASK: Describes how to update your Federal Tax information.

AUDIENCE: Any staff or faculty who uses Workday

DETAILED JOB AID: HR106-07 Federal Tax Elections

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

1. On Workday’s home page, under Applications, click Pay.

2. Under Actions, click Withholding Elections.


   TIP: If you have existing federal elections details, you will see them under the Federal Elections tab.

4. Click Update.

5. On the Complete Federal Elections page, verify the Company and Effective Date.

6. Click OK.
Note: All values in screenshots are examples only and may not refer to actual data in Workday.

7. **Update** the fields with the relevant information. For example, if you now have more than one employer, check the **More than one employer or payer at the same time** box.

8. **Check** the **I certify that the information given on this form is correct and complete** box.

9. **Click OK**.

**TIP:** Click the **Details** tab to view a summary of your Federal Tax Elections and **click Process** tab to view if additional approvals are required.

10. **Click Done** to finish the process.