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

2. Under Actions, click Withholding Elections.

3. On the Withholding Elections page, select the Provincial Elections tab. **TIP:** If you have existing provincial elections details, you will see them under the Provincial Elections tab. Scroll to the **bottom of the page** to find the Update button.

4. Click Update.

5. On the Complete Provincial Tax Elections page verify Company, Effective Date and province.

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.