Payroll: Tax Elections

To Complete Withholding Elections

From your Workday Home page:

1. Click on Pay worklet
2. Click Withholding Elections under Actions
3. Click Update under the Federal Elections tab
4. Click to enter the appropriate Effective Date for your pending elections
5. Click OK
6. Click to select Marital Status
7. Enter Number of Allowances
8. Complete additional fields if applicable
9. Check box next to I Agree
10. Click OK and then click Done

Notes

- Details of your withholding elections appear on four separate tabs: Federal Elections, State Elections, Local Elections, and Tax Allocations
- Only Federal Elections will be completed in Workday
- Non-resident alien employees are limited to a marital status of ‘single’ and one (1) allowance. Any other election will route to the Payroll Office for approval
- Out of state employees will complete their State tax elections based on the state in which they are working. Completed forms should be submitted to the Payroll Office for processing
- Puerto Rico employees will still be processed in ADP and must submit tax elections to the Payroll Office for processing