

# CHANGE W-4/TAX WITHHOLDING ELECTIONS

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Follow the steps below to view and change your W-4 information (**Withholding Elections**) in Workday.

1. On your Workday **Home** screen, click on **Pay**.
2. Under the **Actions** heading, click on **Withholding Elections**. You can use this screen to make any changes, and view your current withholdings.
3. **Federal Elections**
  - Select the Federal Elections tab
  - Click **Update** button at bottom of screen to make a change.
  - Enter the effective date for the change, and click **OK**.
  - Fill out the next screen as you would fill out a paper W-4.
  - Check the **I Agree** box as an electronic signature, then click **OK** to submit.
4. **State Elections**
  - Select the State Elections tab
  - Click **Update** button at bottom of screen to make a change.
  - Enter the effective date for the change, confirm your work state, and click **OK**.
  - Fill out the next screen as you would fill out a paper state form.
  - Check the **I Agree** box as an electronic signature, then click **OK** to submit.

## *Useful links*

*Federal Withholding Calculator:*

<https://apps.irs.gov/app/withholdingcalculator/>

*Oregon State Withholding Calculator:*

<https://www.oregon.gov/DOR/programs/individuals/Pages/withholding-calculator.aspx>