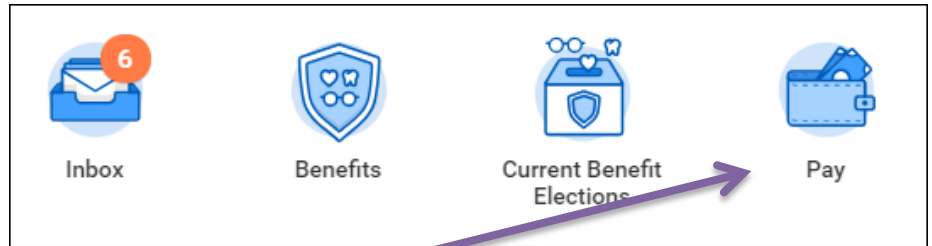
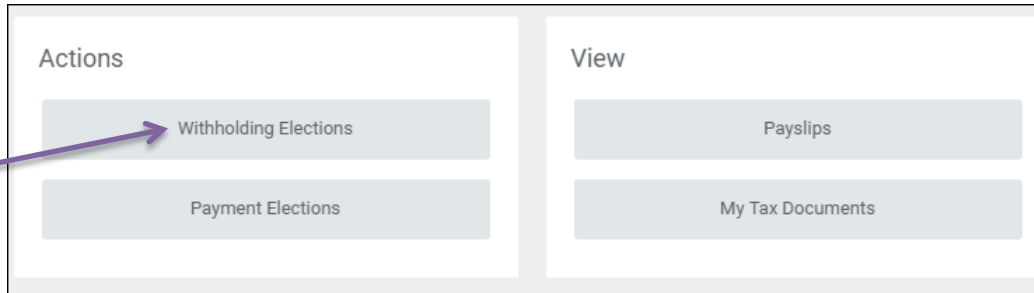


# Workday – Change Federal Withholding

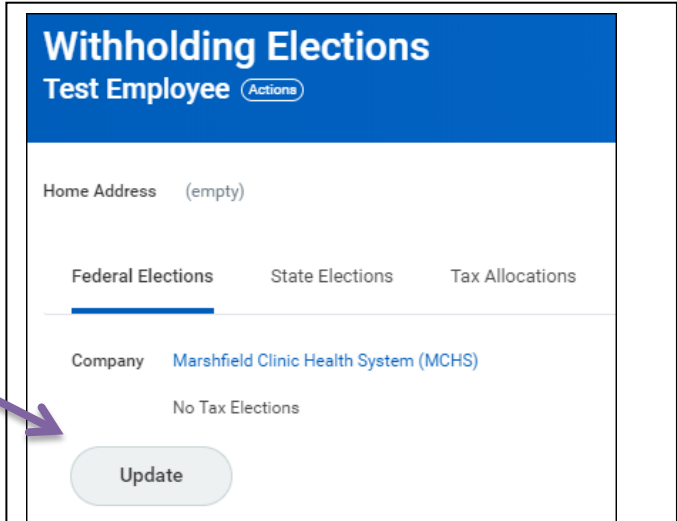


From the Workday home page, click on the “Pay” application.



Select **Withholding Elections**.

The next screen will display your current elections. To edit, click on **Update**.



The next screen will pre-populate your name and company. You must select an effective date. This is the “start date” for the change. The date cannot be a date prior to today’s date. Click **OK** to move to the next screen.

On the next screen, complete the W-4 data.

Fields with a Red \* must be completed.

Scroll down and click the “I Agree” box.

Click **OK** when finished.

To amend your State Tax Elections, contact Payroll at 715-387-5159 or extension 7-5159.