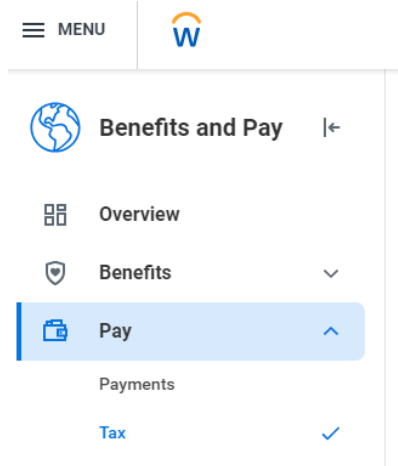


## Workday – Change Federal Withholding

From the home page of Workday,

- Click the **Menu** in the upper left corner of your Workday page
- Click the **Benefits and Pay** application
- Click the dropdown arrow next to the Pay and then click on Tax



- The next screen will pre-populate your name and company. You must select an effective date.
  - This is the “start date” for the change and 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 star ( \* ) must be completed.
- Scroll down and click the **I Agree** button and then click **Submit**

I Accept

Submit

Save for Later

Cancel

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