**Change Withholding Elections (Form W-4)**

**Overview**

This job aid outlines the activities for an Employee to set up or change their Withholding Elections (Form W-4) in Workday

**Steps**

From the Workday Home page:

1. Click the **Pay** application



1. Select **Withholding Elections**
2. Under the Federal Elections tab, click **Update**
3. Review Worker, Company and Effective Date and click **OK**
4. Make necessary changes to W-4 Data

**Note:** The 2020 Form W-4 is very different from previous versions. This is due to the federal tax law changes that took place in 2018. A copy of the blank form is available in Workday. Please read the instructions very closely before completing.

1. Check the **“I Agree”** box
2. Click **OK**

Last Reviewed / Updated January 7, 2020