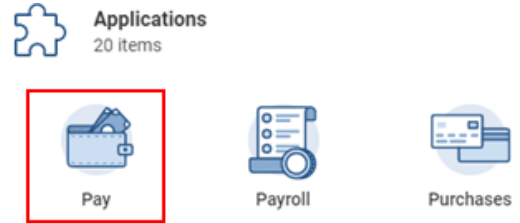


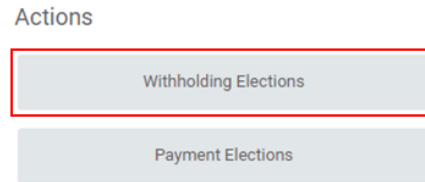
HOW DO I ... Update my Federal Tax Information?	ABOUT THIS TASK: Describes how to update your Federal Tax information.
AUDIENCE: Any staff or faculty who uses Workday	DETAILED JOB AID: HR106-07 Federal Tax Elections

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

1. On **Workday's home page**, under **Applications**, click **Pay**.

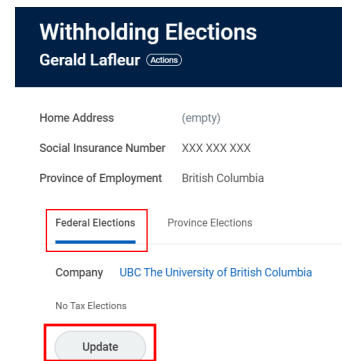


2. Under **Actions**, click **Withholding Elections**.



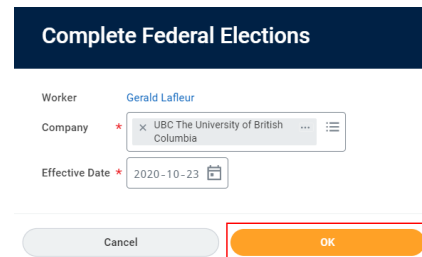
3. On the **Withholding Elections** page, select the **Federal Elections** tab.

TIP: If you have existing federal elections details, you will see them under the **Federal Elections** tab.



4. Click **Update**.

5. On the **Complete Federal Elections** page, verify the **Company** and **Effective Date**.



6. Click **OK**.

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- Update the fields with the relevant information. For example, if you now have more than one employer, check the **More than one employer or payer at the same time** box.

- Check the **I certify that the information given on this form is correct and complete** box.
- Click **OK**.

TIP: Click the **Details** tab to view a summary of your Federal Tax Elections and **click Process** tab to view if additional approvals are required.

- Click **Done** to finish the process.

Done