

SELECT AND UPDATE WITHHOLDING ELECTIONS

You can easily edit your W-4 withholding elections in Workday by following the steps below.



Pay

1. Click the **Pay** application on your Home page
2. Click **Withholding Elections**.
3. Click the **Update** button in the Federal, State, or Local Elections tab to edit elections.

Federal Elections	State Elections	Local Elections	Tax Allocations
Company Global Modern Services, Inc. (USA)			
Effective Date	01/01/2000		
Lock In Letter			
Payroll Withholding Status	Married		
Number of Allowances	4		
Additional Amount	0.00		
Exempt			
Nonresident Alien			
Last Name Differs from SS			
Last Updated	04/10/2008 10:27:38.752 PM		
Last Updated By	(empty)		
<input type="button" value="Update"/>			

4. City of Baltimore and Effective Date auto-populate. Click **OK** to continue.
5. Modify the information using the available prompts. Be sure to complete all required fields. Red asterisks indicate required fields.

W-4 Data

[View Blank Form](#)

Marital Status *

Multiple Jobs or Spouse Works

Do only one of the following:
 (a) Use the estimator at www.irs.gov/W4App for most accurate withholding; or
 (b) Use the Multiple Jobs Worksheet on "view blank form" page 3 and enter the result in line Step 4(c) "Extra Withholding" below for roughly accurate withholding; or
 (c) If there are only two jobs total, you may check the box above. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Claim Dependents If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Number of Qualifying Children Under Age 17	<input type="text" value="0"/>
Total Amount for Qualifying Children	0.00
Number of Other Dependents	<input type="text" value="0"/>
Total Amount for Other Dependents	0.00
Calculated Total Dependent Amount	0.00
Override Total Dependent Amount	<input type="text" value="0.00"/>
Other Adjustments (optional)	
Other Income (not from jobs)	<input type="text" value="0.00"/>

6. Select the **I Agree** checkbox.
7. Click **OK** to complete the update. Once you complete the process, the final screen will allow you to view or print.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner.