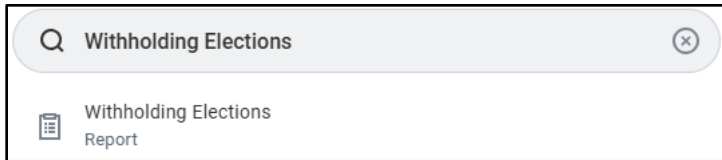


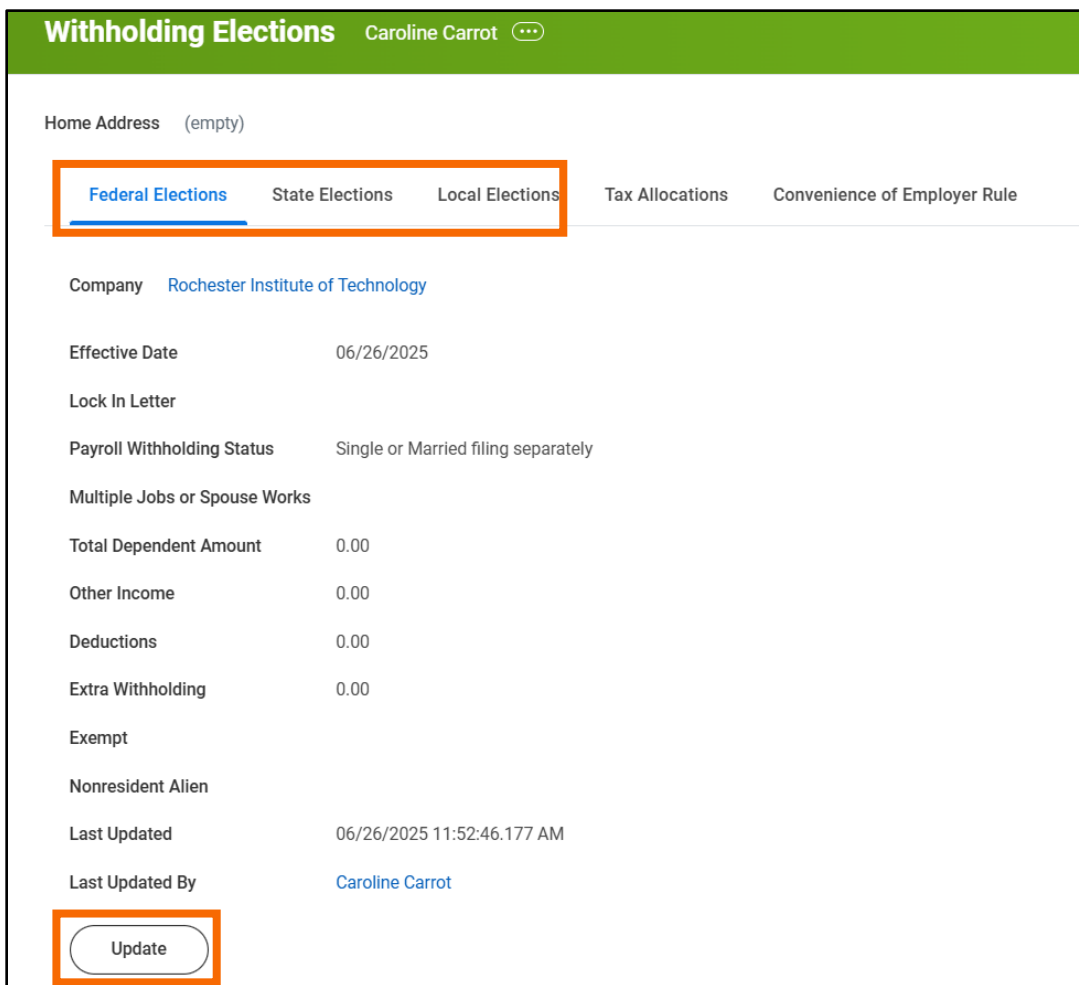
Select and Update Withholding Elections

You can easily edit your W-4 withholding elections in Workday by following the steps below. These steps apply to U.S. and Canadian employees only.

1. From the homepage search bar, type in *Withholding Elections* and then select **Withholding Elections** report.



2. From the **Federal, State, or Local Elections** tab, select the **Update** button to edit your elections, as highlighted in the image below. For this example, the Federal Elections tab is selected.



3. Your **Company** and **Effective Date** fields are automatically populated, but you can change this information. Select **OK** to continue.

The screenshot shows a modal window titled "Complete Federal Elections" with a close button (X) in the top right corner. The form contains the following fields:

- Worker:** Caroline Carrot
- Company:** * Rochester Institute of Technology (with a dropdown menu icon)
- Effective Date:** * 09/12/2025 (with a calendar icon)

At the bottom of the dialog, there are two buttons: "Cancel" and "OK".

4. Modify the information using the available prompts. Be sure to complete all required fields. Asterisks indicate required fields.
5. This is a legal document, so you must select the **I Agree** checkbox.
6. Select **OK** to complete the update.

Mobile

You can edit your existing state tax elections on the Workday mobile application by following the steps below.



Note: You can only update elections on the mobile application. You cannot add a new election.

1. From the homepage, Select the **Profile** icon.
2. Select **More** (if needed) > **Pay** > **Tax Elections**.
3. From the **Federal, State, or Local Elections** section, select the **Update** button to edit your elections, as shown in the image below.

4. Your company and effective date auto-populate. Select **Next** to continue.
5. Modify the information using the available prompts. Be sure to complete all required fields. Asterisks indicate required fields.
6. Select the **I Agree** checkbox.
7. Select **Done** to complete the update.