

Changing Tax Withholding Elections in Workday

Important Note: Federal Elections and State Elections are changed independently of each other - You must complete a separate W-4 for each withholding type that you wish to change.

CHANGING FEDERAL ELECTIONS

1. Log into Workday and select “Pay” from the Applications Menu



Applications

10 items



Time



Time Off



Pay

2. Select “Withholding Elections” from the Actions Menu

Actions

Withholding Elections

Payment Elections

3. Select Federal Elections from the tabs and click on “Update”

Federal Elections State Elections Local Elections Tax Allocations

Company [Utah County](#)

Effective Date 10/29/2018

Lock In Letter

Payroll Withholding Status Single

Number of Allowances 0

Additional Amount 0.00

Exempt

Nonresident Alien

Last Name Differs from SS

Last Updated

Last Updated By

Update

4. Choose the desired effective date. Use the pay issue date you want the change to be effective for and click “ok”.

Company *

Effective Date *

OK Cancel

5. Complete the W-4 form and select “OK” to Submit changes

W-4 Data

View Blank Form

Nonresident Alien

If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Last Name Differs from SS

If your last name differs from that shown on your social security card, check here.
You must call 1-800-772-1213 for a replacement card.

Marital Status *

X Single

If married, but legally separated, or spouse is a nonresident alien, choose "Single".

Number of Allowances

0

Total number of allowances you are claiming (from the applicable worksheet on the Form W-4 instructions).

Additional Amount

0.00

Additional amount, if any, you want withheld from each paycheck

Exempt

I claim exemption from withholding for 2019 and I certify that I meet both of the following conditions for exemption.

* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and

* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, click the Exempt Box.

LEGAL NOTICE

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form.
The form is not valid without a signature.

I Agree *

OK

Cancel

REMINDER:

- Federal and State Elections must be updated separately and can be different from each other.
- **If you select “Exempt”, NO taxes will be withheld** (including any additional amount entered).
- **You are responsible** for maintaining your desired withholding elections.
- Human Resources is **not responsible** for determining tax withholding elections and **cannot provide tax advice**.

CHANGING STATE ELECTIONS

1. Select State Elections from the tabs and click on “Update”

Federal Elections **State Elections** Local Elections Tax Allocations

Home State Utah

Work State Utah

Company Utah County

State Withholding

Utah Withholding 2 items

State WH Election	Effective Date	Marital Status	Number of Allowances
Q			
Q			

Update

2. Choose the desired effective date. Use the pay issue date you want the change to be effective for and click “ok”.

Company * x Utah County

Effective Date * 03 / 28 / 2019

State * x Utah

OK Cancel

3. Complete the W-4 form and select “OK” to Submit changes.

Utah W-4 Data

[View Blank Form](#)

Nonresident Alien

Last Name Differs from SS

Marital Status *

Number of Allowances

Additional Amount

Exempt

LEGAL NOTICE

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form. The form is not valid without a signature.

I Agree *

[OK](#) [Cancel](#)

REMINDER:

- Federal and State Elections must be updated separately and can be different from each other.
- **If you select “Exempt”, NO taxes will be withheld** (including any additional amount entered).
- **You are responsible** for maintaining your desired withholding elections.
- Human Resources is **not responsible** for determining tax withholding elections and **cannot provide tax advice**.