SELECT AND UPDATE WITHHOLDING ELECTIONS

Connect to Workday from the icon in the top right corner of your University email. Click on the Pay Application on your home page

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VIEW YOUR WITHHOLDING DEDUCTIONS

1. Click the **Pay** application on your Home page.

2. Click **Withholding Elections** in the Actions section.

3. View your Federal Elections or click the **State Elections**, **Local Elections**, or **Tax Allocations** tabs to review your status.

CHANGE YOUR WITHHOLDING DEDUCTIONS

1. Click the **Pay** application on your Home page.

2. Click the **Withholding Elections** button in the Actions section.

3. Choose the Election Type (Federal, State, Local, or Tax) as applicable.

4. Click **OK**.

5. Click the **Update** button, select Company and effective date. Red asterisks indicate required fields.

6. Click **OK**.

7. Modify the information using the available prompts. Be sure to complete all required fields. Red asterisks indicate required fields.

8. [View Blank Form] View Blank Form at top of page can be used for reference of what fields need to be updated.

9. Select the **I Agree** checkbox.

10. Click **OK** to complete the update.

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