

Workday Job Aid: Tax Withholding Elections

11 Steps [View most recent version](#) 

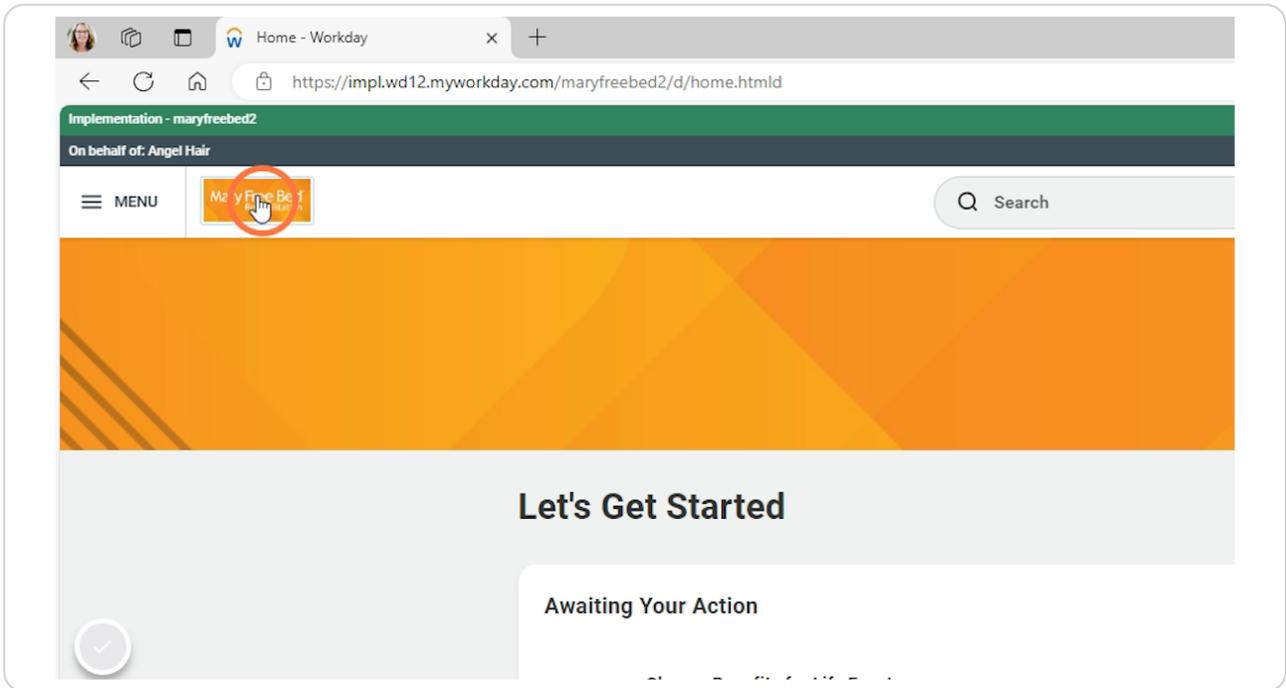
Created by
Alex Drabik

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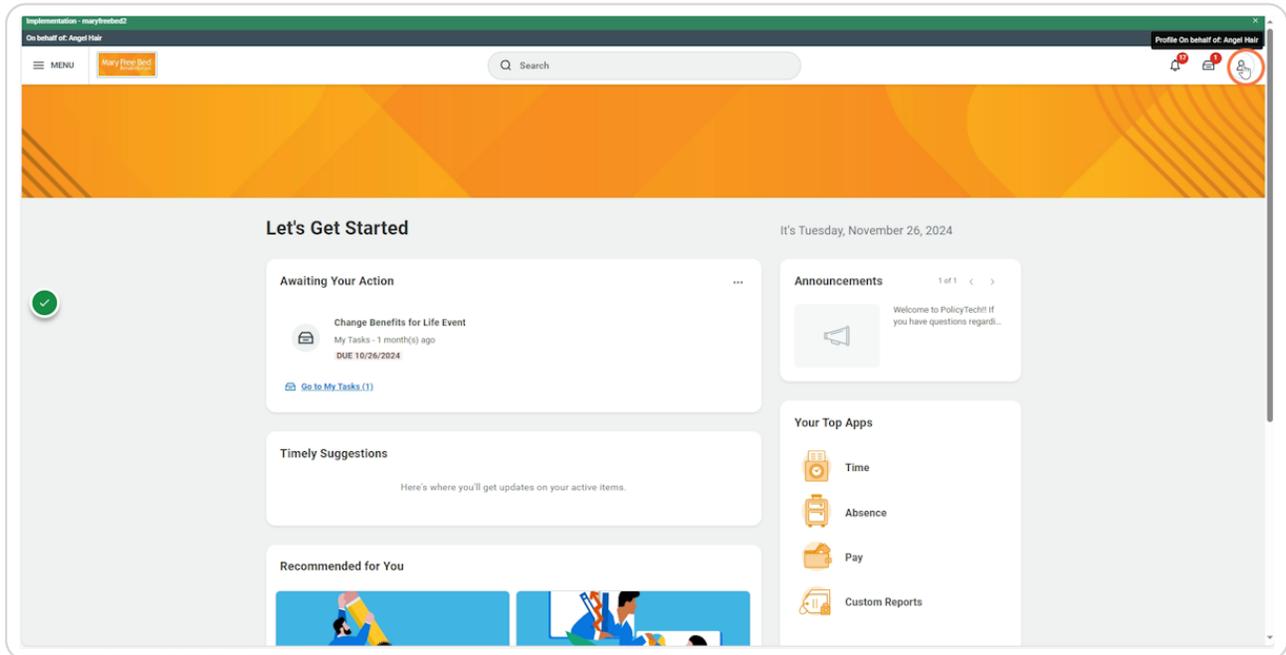
STEP 1

Navigate to the Home page.



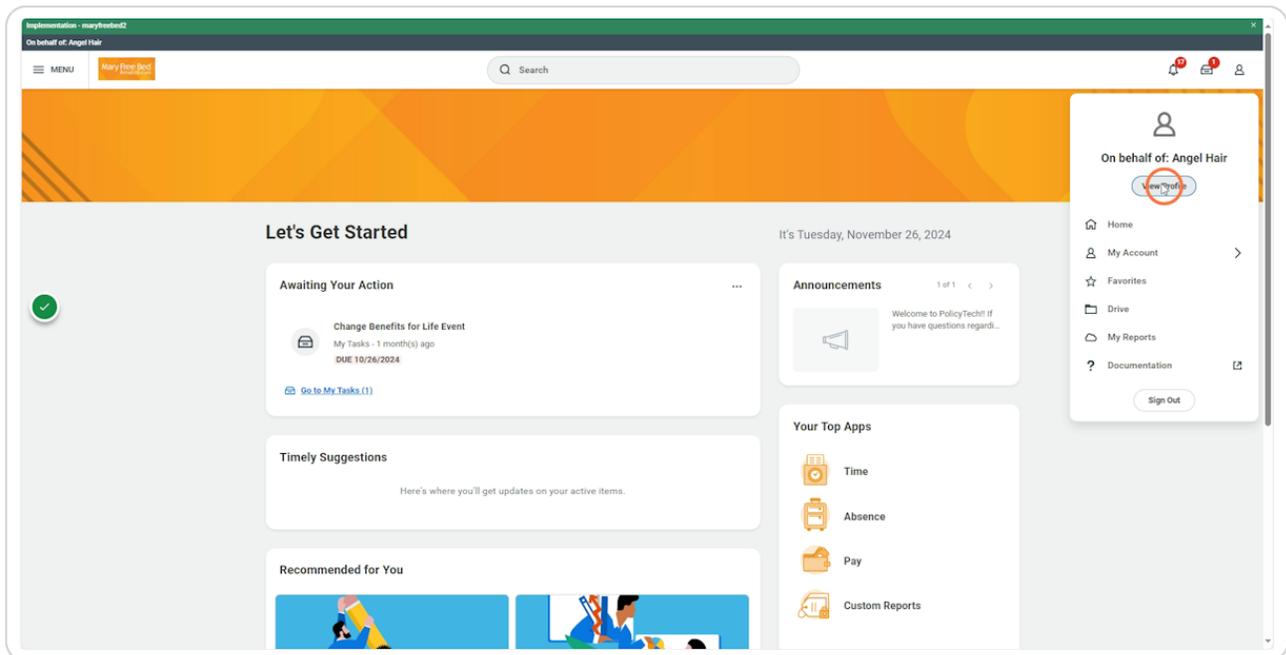
STEP 2

Click on the Profile icon in the upper right-hand corner.



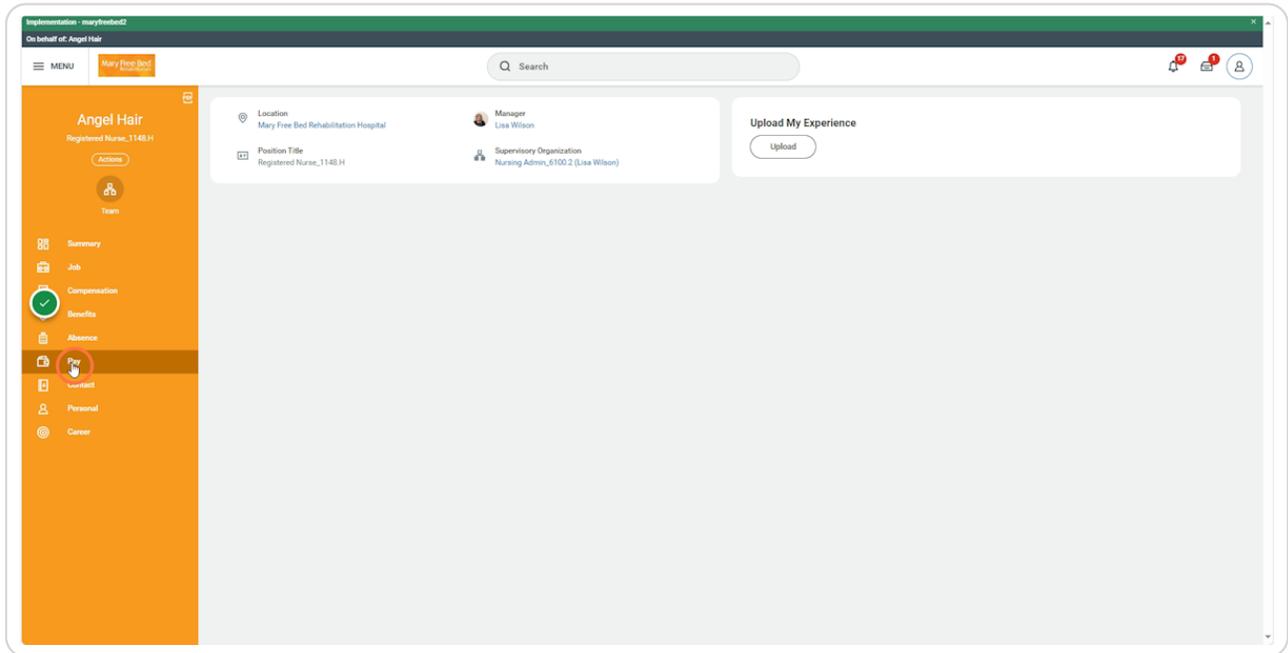
STEP 3

Click "View Profile".



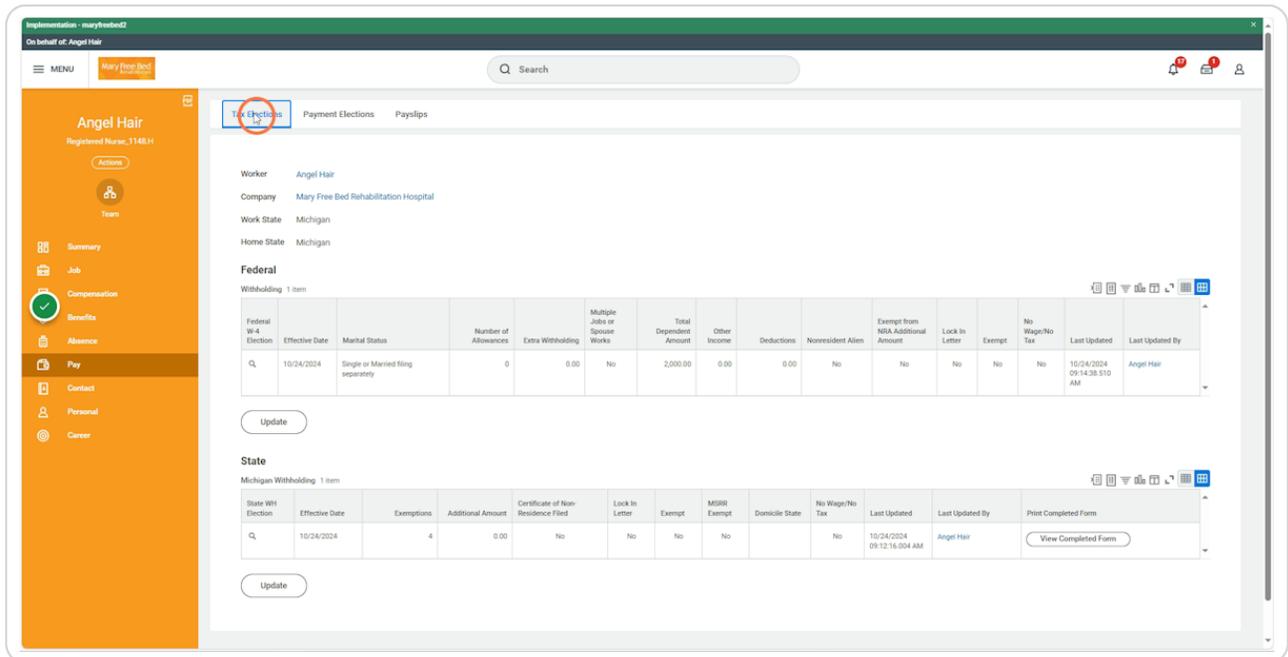
STEP 4

Click on the Pay Icon.



STEP 5

Click on the Tax Elections tab.



STEP 6

Click "Update" on Federal, State or Local depending on the change you would like to make.

The screenshot shows the 'Tax Elections' page for Angel Hair. The page is divided into sections for Federal and State withholding. The Federal section has a table with one row of data. Below the table is a red circle highlighting the 'Update' button. The State section also has a table with one row of data and an 'Update' button below it.

Federal W-4 Election	Effective Date	Marital Status	Number of Allowances	Extra Withholding	Multiple Jobs or Spouse Works	Total Dependent Amount	Other Income	Deductions	Nonresident Alien	Exempt from NRA Additional Amount	Lock In Letter	Exempt	No Wage/No Tax	Last Updated	Last Updated By
Q	10/24/2024	Single or Married filing separately	0	0.00	No	2,000.00	0.00	0.00	No	No	No	No	No	10/24/2024 09:14:28.510 AM	Angel Hair

State WH Election	Effective Date	Exemptions	Additional Amount	Certificate of Non-Residence Filed	Lock In Letter	Exempt	MSRR Exempt	Domicile State	No Wage/No Tax	Last Updated	Last Updated By	Print Completed Form
Q	10/24/2024	4	0.00	No	No	No	No		No	10/24/2024 09:12:16.004 AM	Angel Hair	View Completed Form

STEP 7

Verify the information is correct and click "OK".

The screenshot shows the 'Complete Federal Elections' dialog box. The dialog box contains the following information: Worker: Angel Hair, Company: Mary Free Bed Rehabilitation Hospital, Effective Date: 11/26/2024. Below the information are 'Cancel' and 'OK' buttons. A red circle highlights the 'OK' button.

STEP 8

Select the Marital Status from the drop-down options.

W-4 Employee's Withholding Certificate

Company: Mary Free Bed Rehabilitation Hospital
Effective Date: 11/26/2024
Name: Angel Hair
Social Security Number: XXXX-XX-XXXX
Address: 123 Pasta Lane, Grand Rapids, MI 49505, United States of America

W-4 Data

View Blank Form

Step 1:
Marital Status: **Head of Household** (selected and circled in red)

Complete Steps 2-4: Married filing jointly (or Qualifying widow(er))
Step 2: Single or Married filing separately

Multiple Jobs or Spouse Works:

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:
(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-5). If you or your spouse have self-employment income, use this option; or
(b) Use the Multiple-Job Worksheet on page 3 and enter the result in Step 4(b) below; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

Complete Steps 3-4(c) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3:

OK Cancel

STEP 9

Fill out the appropriate information for withholding steps two through five. In this example, we are designating \$100 to the 'Extra Withholding' field.

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

Number of Qualifying Children Under Age 17: 0
Total Amount for Qualifying Children: 0.00
Number of Other Dependents: 0
Total Amount for Other Dependents: 0.00
Calculated Total Dependent Amount: 0.00
Override Total Dependent Amount: 0.00

Step 4 (optional):
Other Adjustments

Other income (not from jobs): If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

(a) Other Income (not from jobs): 0.00

Deductions: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

(b) Deductions: 0.00

Extra Withholding: Enter any additional tax you want withheld each pay period.

(c) Extra Withholding: 100.00

Exempt: You had no federal income tax liability in 2023 and you expect to have no federal income tax in 2024. Note: By checking the Exempt box you will have no federal taxes withheld.

Exempt:

Nonresident Alien: If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 instructions for Nonresident Aliens, before completing this form.

Nonresident Alien:

Step 5:

OK Cancel

STEP 10

Verify information is correct and click checkbox for "I Agree".

Calculated Total Dependent Amount 0.00
Override Total Dependent Amount 0.00

Step 4 (optional):
Other Adjustments

Other Income (not from jobs): If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

(a) Other Income (not from jobs) 0.00

Deductions: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

(b) Deductions 0.00

Extra Withholding: Enter any additional tax you want withheld each pay period.

(c) Extra Withholding 100.00

Exempt: You had no federal income tax liability in 2023 and you expect to have no federal income tax in 2024. Note: By checking the Exempt box you will have no federal taxes withheld.

Exempt

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Nonresident Alien

Step 5:
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, I declare that this certificate, to the best of my knowledge and belief, 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, print a paper copy of the form.
The form is not valid without a signature.

I Agree

OK Cancel

STEP 11

When finished, click "OK". This will submit the election change to payroll to approve.

Calculated Total Dependent Amount 0.00
Override Total Dependent Amount 0.00

Step 4 (optional):
Other Adjustments

Other Income (not from jobs): If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

(a) Other Income (not from jobs) 0.00

Deductions: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

(b) Deductions 0.00

Extra Withholding: Enter any additional tax you want withheld each pay period.

(c) Extra Withholding 100.00

Exempt: You had no federal income tax liability in 2023 and you expect to have no federal income tax in 2024. Note: By checking the Exempt box you will have no federal taxes withheld.

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The form is not valid without a signature.

I Agree

OK Cancel