**Payroll:** Change W-4 Withholding Elections

**Employee**

**Choose and Update Withholding Elections (U.S. Employees Only)**

1. Click the Pay worklet on your Workday Home page.

2. Click the Withholding Elections button in the Actions menu.

3. Click the Update button in the Federal Elections tab to edit.

**Note:** Changes for state withholdings should be processed by Payroll.

Your screens and processes may vary from those described here.