

WORKDAY QUICK GUIDE

FEDERAL WITHHOLDING ELECTIONS

1. Select the **Pay** worklet.



Pay

2. Select **Withholding Elections**.

Actions

Withholding Elections

3. Existing employees will see their existing federal elections and an **Update** button.

To change your federal withholding elections, select **Update**, and on the next page, select **OK**.

Federal Elections

State Elections

Local Elections

Company [UW1861 University of Washington](#)

Effective Date 01/01/2017

Lock In Letter

Payroll Withholding Status Single

Number of Allowances 8

Additional Amount 0.00

Exempt

Nonresident Alien

Last Name Differs from SS

Last Updated 04/25/2017 10:58:52.498 AM

Last Updated By (empty)

Update

4. New employees should complete the **W-4 Data** section by filling in federal tax withholding data:

- Do not edit the **Nonresident Alien** check box.
- If your last name differs from what is shown on your Social Security card, select **Last name differs from SS**.
- **Marital Status**: Select **Single** or **Married**.
- The **Number of Allowances** being claimed should come from the applicable worksheet on the Form W-4 instructions.
- Identify any **Additional Amount** you want withheld from each paycheck.
- If you are claiming tax exempt status, select the **Exempt** check box.
- Select the **Agree** check box to certify that you agree to the legal notice statement and are electronically signing this document.

The screenshot shows the 'W-4 Data' section of a form. At the top, there is a 'View Blank Form' button. Below it are several fields with checkboxes and dropdown menus:

- Nonresident Alien**: . Below it, text reads: 'If you are a nonresident alier'.
- Last Name Differs from SS**: . Below it, text reads: 'If your last name differs from You must call 1-800-772-121'.
- Marital Status**: A dropdown menu is open, showing 'Single' selected with a red asterisk. Below it, text reads: 'If married, but legally separa'.
- Number of Allowances**: A text input field containing the number '8'. Below it, text reads: 'Total number of allowances y'.
- Additional Amount**: A text input field containing '0.00'. Below it, text reads: 'Additional amount, if any, yo'.
- Exempt**: . Below it, text reads: 'I claim exemption from withh * Last year I had a right to a * This year I expect a refund If you meet both conditions, c'.
- LEGAL NOTICE**: Text reads: 'Your Name and Password ar Agree" checkbox, you are ce'.
- Below the legal notice, there is a list: '1. Under penalties of perjury, 2. You understand that your | 3. You understand that all su'.
- Below the list, text reads: 'If you do not wish to use the The form is not valid without'.
- I Agree**: with a red asterisk.

5. Select **OK**.

The process is now complete.



Link to user guide: https://isc.uw.edu/user-guides/federal_withholding_elections/