



ACTION REQUIRED:

Update Your Personal Information Annually in Workday

All UW employees should annually review their personal information in Workday to confirm everything is up-to-date and correct – inaccurate information can put your pay, benefits options, retirement contributions and taxes at risk. What better time than the start of a new school year to make any changes for the coming year?

CONFIRM YOUR HOME ADDRESS IS CORRECT

Primary Address: Your primary home address should be the address you use while working at the UW and is the address for which taxes will be based – Workday will automatically deduct out-of-state taxes from your paycheck if your primary address is located in a state with a state tax (eg, California or Oregon). In addition, your primary home address determines many of your benefits options.

Mailing Designation: Workday does not automatically designate your home address as your “mailing address” – but designating a current mailing address is critical for ensuring you receive your tax forms (eg, W-2s, 1099-Rs and stipend letters), as well as your paycheck if a direct deposit no longer works.

Learn how to verify and update your address at https://isc.uw.edu/user-guides/edit_personal_information/.

REVIEW YOUR TAX WITHHOLDING ELECTIONS

Most employees have taxes deducted from their paycheck, per IRS policy. The amount withheld depends on details provided on the Form W-4 at hire. Employees can update their withholding elections at any time by following the steps in our User Guide: https://isc.uw.edu/user-guides/update_federal_withholding_elections/.

- TIP: Use the IRS Withholding Calculator to help determine the best withholding allowances for you and your family: <https://www.irs.gov/individuals/irs-withholding-calculator>.

Foreign Nationals: Based on tax status, not all Foreign National employees can make tax withholding updates.

OPT OUT OF PAPER TAX FORMS

The UW strongly encourages employees to opt out of receiving paper tax forms, and to instead retrieve their tax documents online through Workday. Online forms are more secure than paper tax forms and can be accessed more than two weeks earlier than when paper tax forms are mailed.

- W-2 tax forms are available in mid-January.
- 1042-S tax forms for Foreign Nationals who participate in a tax treaty are available in Glacier in mid-March.

Learn how to opt out at <https://isc.uw.edu/your-pay-taxes/tax-filing-resources/>.

CONFIRM YOUR DIRECT DEPOSIT INFORMATION IS CORRECT

All employees should sign up for direct deposit of their pay as mandated by the State of Washington. Make sure your direct deposit details are current and correct: https://isc.uw.edu/user-guides/payment_elections-initial/.