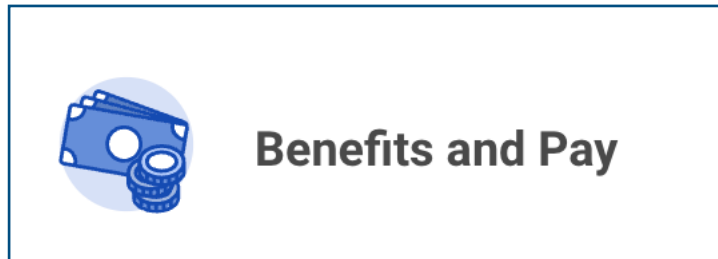
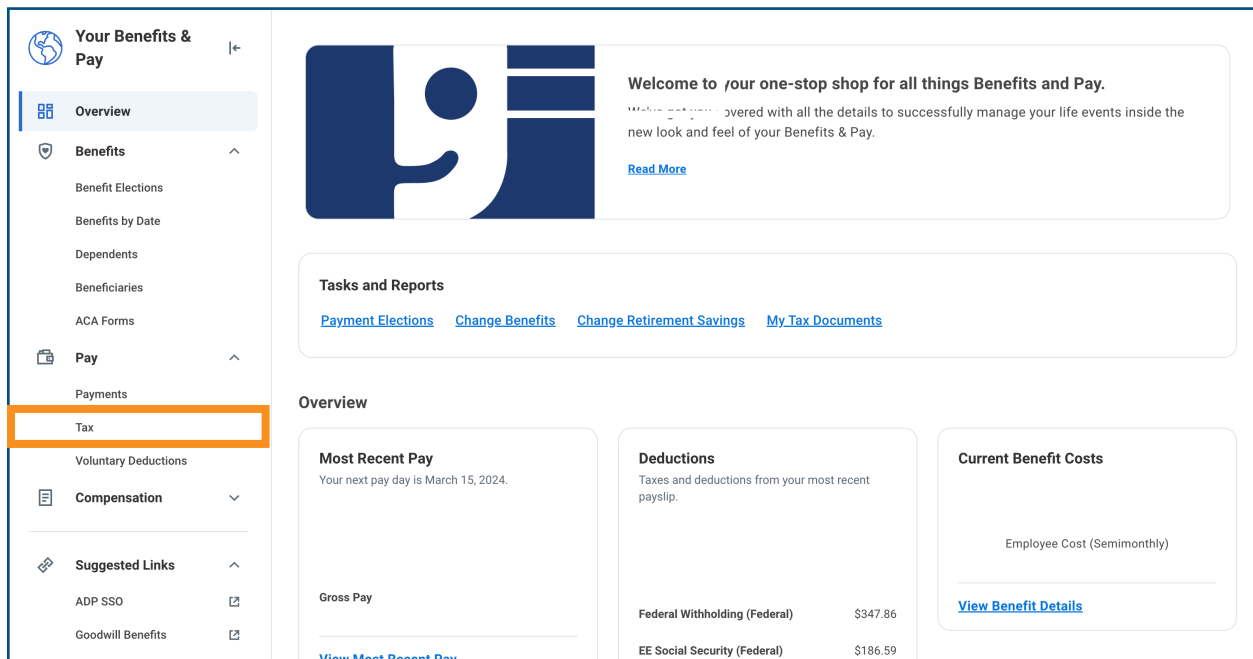


How to Edit Tax Withholding Elections

1. Click the **Benefits and Pay** app in Workday.



2. Click **Tax** in the sidebar on the overview page.



Your Benefits & Pay

Overview

- Benefits
 - Benefit Elections
 - Benefits by Date
 - Dependents
 - Beneficiaries
 - ACA Forms
- Pay
 - Payments
 - Tax**
 - Voluntary Deductions
- Compensation
- Suggested Links
 - ADP SSO
 - Goodwill Benefits

Welcome to your one-stop shop for all things Benefits and Pay. Make sure you're covered with all the details to successfully manage your life events inside the new look and feel of your Benefits & Pay. [Read More](#)

Tasks and Reports

[Payment Elections](#) [Change Benefits](#) [Change Retirement Savings](#) [My Tax Documents](#)

Overview

Most Recent Pay
Your next pay day is March 15, 2024.

Deductions
Taxes and deductions from your most recent payslip.

Current Benefit Costs
Employee Cost (Semimonthly)

[View Most Recent Pay](#) [View Benefit Details](#)

Federal W-4 Election	Effective Date	Marital Status
Q	05/22/2023	Single or Married filing separately

[Update](#)

State
Arizona Withholding 1 item

State WH Election	Effective Date	Withholding Percent
Q	05/22/2023	2.5%

3. Click **Update** to edit your federal and/or state tax withholdings.

Federal

Withholding 1 item

Federal W-4 Election	Effective Date	Marital Status
Q	05/22/2023	Single or Married filing separately

[Update](#)

State

Arizona Withholding 1 item

State WH Election	Effective Date	Withholding Percent
Q	05/22/2023	2.5%

4. Select the appropriate “**Effective Date**” and click “**OK**”.

Complete Federal Elections

Please reference a copy of the W-4 Tax Form (<https://www.irs.gov/pub/irs-pdf/fw4.pdf>) for details on completing the form or if you have any questions on completing the form.

Worker Christine McBride

Company *

Effective Date *

5. Edit your tax withholding information and click “**OK**” to complete the process.