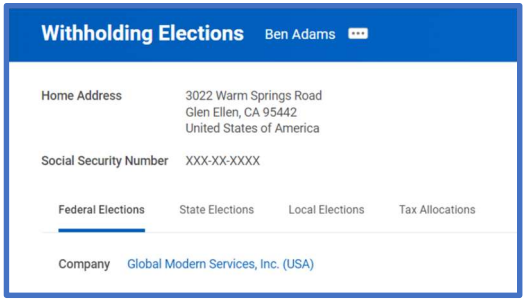
WITHHOLDING ELECTIONS

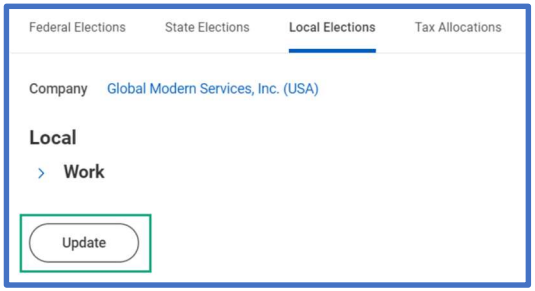
To review and update your withholding elections:

1. From the top Search Bar, search **Withholding Elections**.

2. View your **Federal Elections** or choose the **State Elections**, **Local Elections**, or **Tax Allocations** tabs to review your status.



3. On the bottom of each tab, select the **Update** button to make election changes.



4. **Select OK.**

5. It is recommended that you **select View Blank Form** for use as a template to complete the Workday selections. It may be printed in PDF format and retained for your records. After making election updates, select the **I Agree** checkbox and select **OK**.