

You can easily edit your W-4 withholding elections in Workday by following the steps below. This applies to U.S. and Canadian employees only.

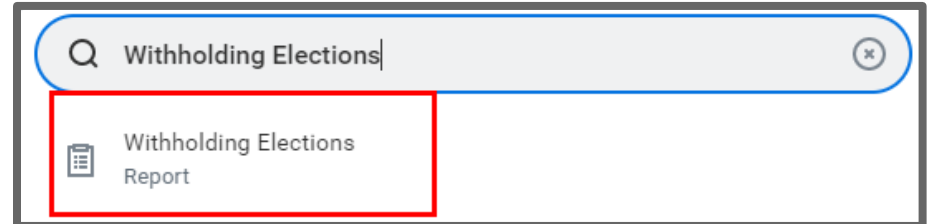
If you both live and work in the state in which you are setting up State Tax elections, you will follow these steps. If you are prompted to enter two state tax elections, contact HR Solution Center, to make sure you are set up with the proper work location.



**Note:** Withholding Elections are applied to all paychecks you receive, not just the paycheck from your primary job. This may be a change from previous processes. Contact the HR Solution Center, [askhr@virginia.edu](mailto:askhr@virginia.edu) or 434-243-3344, if you have questions.

## Select and Update Federal Withholding Elections

1. From the **Workday search bar** enter 'Withholding Elections' and select the **Withholding Elections** report.



2. Click the **Update** button in the **Federal Elections** tab to edit elections.

Federal Elections | State Elections | Local Elections | Tax Allocations

Company [redacted]

Effective Date [redacted]

Lock In Letter

Payroll Withholding Status [redacted]

Number of Allowances [redacted]

Additional Amount 0.00

Exempt

Nonresident Alien

Last Name Differs from SS

Last Updated [redacted]

Last Updated By (empty)

**Update**

3. Your **Company** and **Effective Date** auto-populate.

4. Click **OK** to continue.

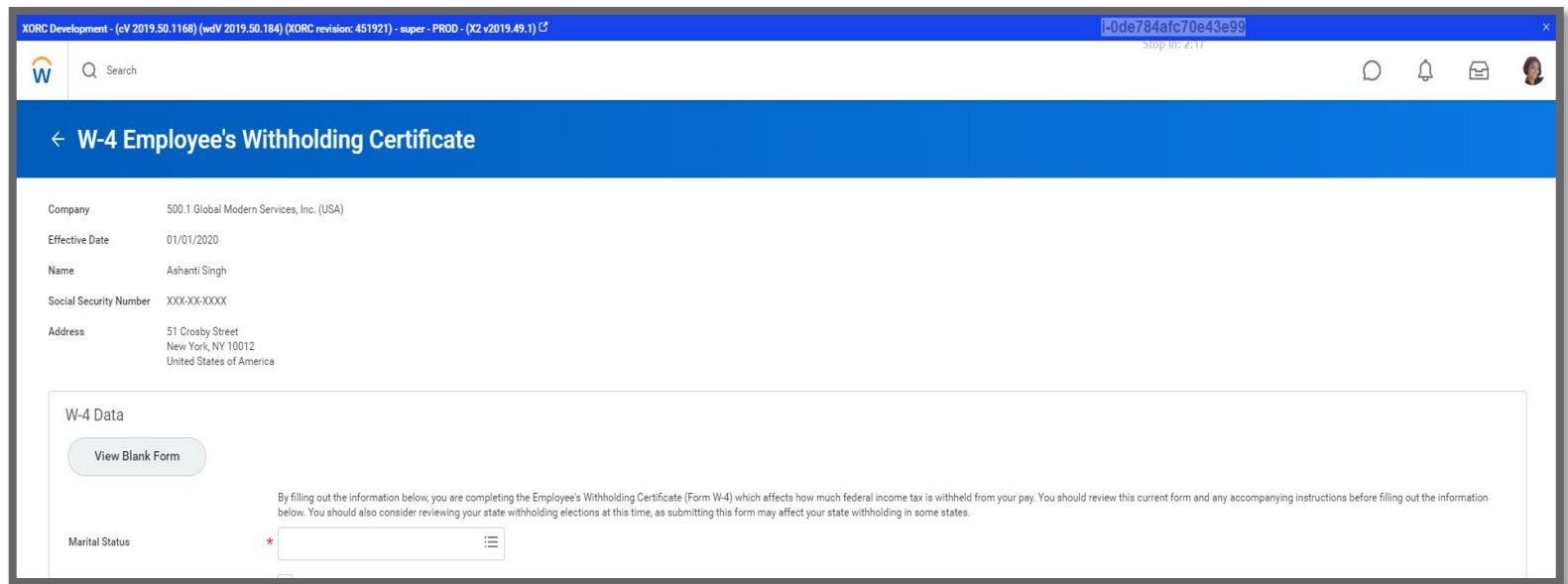
**Complete Federal Elections**

Worker [redacted]

Company \* [dropdown: The Rector & Visitors of the University of Virginia]

Effective Date \* 07 / 29 / 2019 [calendar icon]

- 5. Using the prompt, enter your **Marital Status**.



XORC Development - (cV 2019.50.1168) (wdV 2019.50.184) (XORC revision: 451921) - super - PROD - (X2 v2019.49.1) i-0de784afc70e43e99  
Stop III: Z17

**W-4 Employee's Withholding Certificate**

Company: 500.1 Global Modern Services, Inc. (USA)  
Effective Date: 01/01/2020  
Name: Ashanti Singh  
Social Security Number: XXX-XX-XXXX  
Address: 51 Crosby Street  
New York, NY 10012  
United States of America

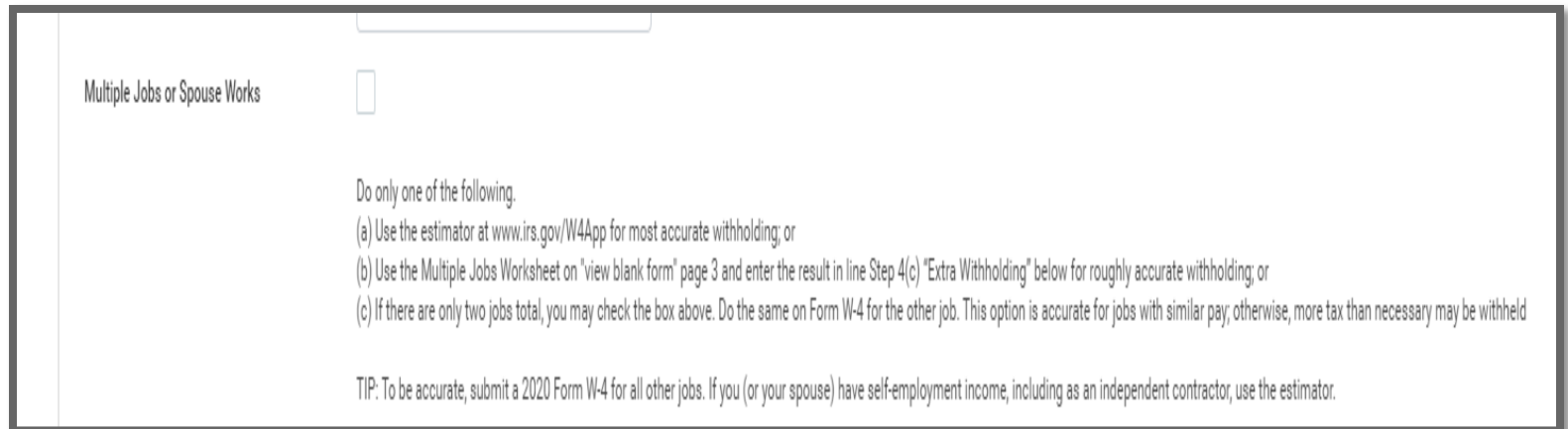
W-4 Data

[View Blank Form](#)

By filling out the information below, you are completing the Employee's Withholding Certificate (Form W-4) which affects how much federal income tax is withheld from your pay. You should review this current form and any accompanying instructions before filling out the information below. You should also consider reviewing your state withholding elections at this time, as submitting this form may affect your state withholding in some states.

Marital Status \*

- 6. Select the checkbox for **Multiple Jobs or Spouse Works** if any of the options are true.



Multiple Jobs or Spouse Works

Do only one of the following.

- (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding; or
- (b) Use the Multiple Jobs Worksheet on "view blank form" page 3 and enter the result in line Step 4(c) "Extra Withholding" below for roughly accurate withholding; or
- (c) If there are only two jobs total, you may check the box above. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

7. Enter **Dependent** information.

<b>Claim Dependents</b>	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):
<b>Number of Qualifying Children Under Age 17</b>	<input type="text" value="0"/>
<b>Total Amount for Qualifying Children</b>	0.00
<b>Number of Dependents</b>	<input type="text" value="0"/>
<b>Total Amount for Dependents</b>	0.00
<b>Calculated Total Dependent Amount</b>	<input type="text" value="0.00"/>

8. Enter **Other Adjustments (Optional)** information.

<b>Other Adjustments (optional)</b>	
<b>Other Income (not from jobs)</b>	<input type="text" value="0.00"/>
	If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.
<b>Deductions</b>	<input type="text" value="0.00"/>
	If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use "view blank form" Deductions Worksheet on page 3 and enter the result.
<b>Extra Withholding</b>	<input type="text" value="0.00"/>
	Enter any additional tax you want withheld each pay period.

9. If you are claiming **Exempt** or you are a **Nonresident Alien** check the appropriate checkbox.

<b>Exempt</b>	<input type="checkbox"/>
	You had no federal income tax liability in 2019 and you expect to have no federal income tax liability in 2020. Note: By checking the Exempt box you will have no federal taxes withheld.
<b>Nonresident Alien</b>	<input type="checkbox"/>
	If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

10. Select the I Agree checkbox.

11. Click **OK** to complete the update.

**LEGAL NOTICE**

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, click "View Blank Form" icon above to print a paper copy of the form.  
The form is not valid without a signature.

I Agree

**OK** Cancel

**Note:** UPG employees who have dual employment with the University will see both entities (referred to as “Company” in Workday) listed on the Withholding Elections screen:

- The Rector & Visitors of the University of Virginia

- University of Virginia Physicians Group



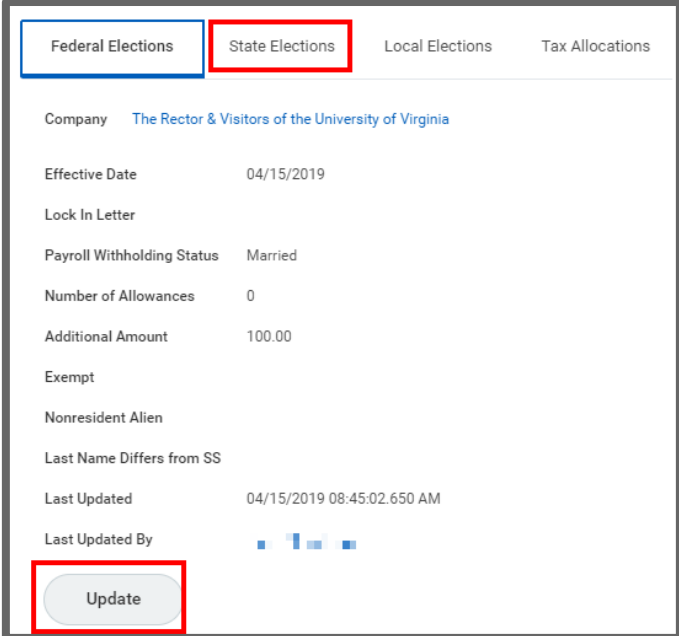
Withholdings for each company are set independently from one another. When updating withholding elections, both companies must be updated to reflect the desired change.


Federal Elections	State Elections	Local Elections	Tax Allocations
Company <a href="#">The Rector &amp; Visitors of the University of Virginia</a>			
Effective Date	10/14/2018		
Lock In Letter			
Payroll Withholding Status	Married		
Number of Allowances	1		
Additional Amount	4,000.00		
Exempt			
Nonresident Alien			
Last Name Differs from SS			
Last Updated	12/05/2018 08:31:57.533 PM		
Last Updated By	(empty)		
<input type="button" value="Update"/>			
Company <a href="#">University of Virginia Physicians Group</a>			
Effective Date	01/01/2018		
Lock In Letter			
Payroll Withholding Status	Married		
Number of Allowances	1		
Additional Amount	0.00		
Exempt			
Nonresident Alien			
Last Name Differs from SS			
Last Updated	12/05/2018 08:32:30.782 PM		
Last Updated By	(empty)		
<input type="button" value="Update"/>			

## Select and Update State Withholding Elections

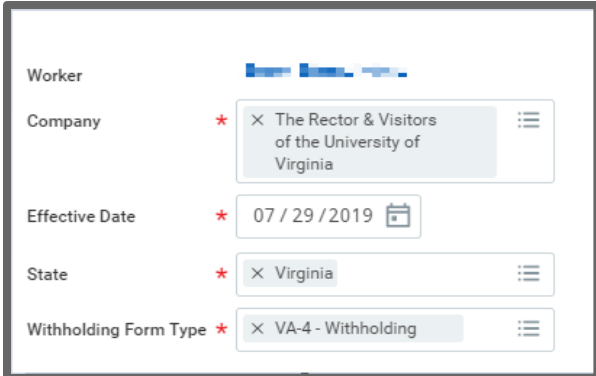
To update the State elections, complete step 1 above.


1. Click **State Elections** tab, then the **Update** button to edit elections.



Federal Elections	<b>State Elections</b>	Local Elections	Tax Allocations
Company The Rector & Visitors of the University of Virginia			
Effective Date	04/15/2019		
Lock In Letter			
Payroll Withholding Status	Married		
Number of Allowances	0		
Additional Amount	100.00		
Exempt			
Nonresident Alien			
Last Name Differs from SS			
Last Updated	04/15/2019 08:45:02.650 AM		
Last Updated By			
<b>Update</b>			

2. Your **Company, Effective Date, State** and **Withholding Form Type** auto-populate.
3. Click **OK** to continue.



Worker	
Company *	<input type="text" value="The Rector &amp; Visitors of the University of Virginia"/>
Effective Date *	<input type="text" value="07/29/2019"/>
State *	<input type="text" value="Virginia"/>
Withholding Form Type *	<input type="text" value="VA-4 - Withholding"/>

- 4. Modify the information using the available prompts.
- 5. Select the **I Agree checkbox**.
- 6. Click **OK** to complete the update.

### Virginia VA-4 Data

**View Blank Form**

Personal Exemptions	<input type="text" value="0"/>
Age and Blindness Exemption	<input type="text" value="0"/>
Additional Amount	<input type="text" value="0.00"/>
Exempt	<input type="checkbox"/>
Reason for Exemptions	(empty)
Military Spouse Exemption	<input type="checkbox"/>

**LEGAL NOTICE**

Your Name and Password are considered as your "Electronic Signature"  
1. Under penalties of perjury, you declare that you have examined this document and the information is true and correct.  
2. You understand that your payroll tax withholding election is a legal agreement.  
3. You understand that all submissions are contingent upon acceptance by the appropriate authority.  
If you do not wish to use the electronic signature option, please contact your supervisor.  
The form is not valid without a signature.

I Agree **5** \*

**OK** **Cancel**