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 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.
Pay: Manage Tax Withholdings

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

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

4. Click **OK** to continue.
5. Using the prompt, enter your **Marital Status**.

### W-4 Data

**Step 1:**

Marital Status *

Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

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**Step 2:**

Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
(b) Use the Multiple Jobs Worksheet on page 2 and enter the result in Step 4(e) 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 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)
7. Enter **Dependent** information.

![Step 3: Claim Dependents](image)

- **Number of Qualifying Children Under Age 17**: 0
- **Total Amount for Qualifying Children**: 0.00
- **Number of Other Dependents**: 0
- **Total Amount for Other Dependents**: 0.00
- **Calculated Total Dependent Amount**: 0.00
- **Override Total Dependent Amount**: 0.00

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

![Step 4 (optional): Other Adjustments](image)

- **Other Income (not from jobs)**: 0.00
- **Deductions**: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.
- **Extra Withholding**: Enter any additional tax you want withheld each pay period.
  - **Extra Withholding**: 0.00
9. If you are claiming **Exempt** or you are a **Nonresident Alien** check the appropriate checkbox.

Exempt: You had no federal income tax liability in 2021 and you expect to have no federal income tax liability in 2022. Note: By checking the Exempt box you will have no federal taxes withheld.

Exempt

Nonresident Alien: If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 instructions for Nonresident Aliens, before completing this form.

Nonresident Alien

10. Select the **I Agree** checkbox.

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

2. Your Company, Effective Date, State and Withholding Form Type auto-populate.

3. Click OK to continue.
4. Modify the information using the available prompts.

5. Select the **I Agree** checkbox.

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